

# PARDEEVILLE AREA SCHOOL DISTRICT FACILITY REQUEST FORM

Today's Date \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Building and Room(s) Requested: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_ Organization/Club: \_\_\_\_\_

Event: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return your completed form to:

Activities Director  
Pardeeville High School  
120 Oak St. Pardeeville, WI 53954

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Date Not Approved

\_\_\_\_\_ Date Not Approved

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Principal

## **District Fee Scheduled and Usage Rules on reverse side**

**Upon approval, you will need to secure a key card and keys for the building you are requesting from the appropriate building principal.**

**The following usage rules must be enforced for any district facility:**

1. No soda pop in gyms or multi-purpose room.
2. All outside doors must be locked when you finish your event and leave the building.
3. All debris must be properly disposed.
4. All lights/equipment must be turned off.
5. All locker rooms must be locked (showers and lights turned off).
6. During your event - Supervise all hallways and locker rooms. Your group will be responsible for any damaged or stolen items.
7. Failure to provide supervision deemed acceptable to the district will have this agreement suspended or terminated.
8. Your group must be trained and will be responsible for knowing building security procedures in order to avoid setting off costly false alarms. Details will be provided by the district upon key acquisition.
9. All key cards and keys need to be returned to the building principal at the end of the event or sports season.

**Fee Guidelines – Board Policy 7510**

The board has set the following priority of use for school district facilities in policy 7510. They follow in order:

- I. Events scheduled by the Pardeeville Area Schools and school sponsored groups
  - a) No charge
  - b) Adult supervisor
- II. Events sponsored by local non-profit organizations
  - a) Fees may be charged based on services rendered
- III. Events sponsored by commercial users, etc.
  - a) Fees will be charged according to chart below

	<u>Classification I</u>	<u>Classification II</u>	<u>Classification III</u>
<b>Classrooms</b>	NC	\$15/hr.	\$15 (2 hr. min.)
<b>Gyms</b>			
Elementary	NC	\$25 flat fee	\$50 (2 hr. min.)
Middle School	NC	\$25 flat fee	\$70 (2 hr. min.)
Multi-Purpose	NC	\$35 flat fee	\$50 (2 hr. min.)
High School	NC	\$50 flat fee	\$100 (2 hr. min.)
<b>Locker Rooms</b>	NC	\$15/team flat fee	\$15/team flat fee (2 hr. min.)
<b>Cafeteria</b>			
Elementary	NC	\$20 flat fee	\$35 (2 hr. min.)
High School	NC	\$25 flat fee	\$40 (2 hr. min.)
<b>Kitchen (need to employ kitchen worker)</b>			
Elementary	Above cost only	\$20 flat fee + above costs	\$35 (2 hr. min. + above costs)
High School	Above cost only	\$25 flat fee + above costs	\$40 (2 hr. min.+ above costs)