

PARDEEVILLE SCHOOL DISTRICT FACILITY REQUEST FORM

Today's Date _____

Review fee structure and usage rules then submit completed form to school's Activities Director

Date(s) Requested: _____

Building/Room(s) Requested: _____

Time: From: _____ To: _____ Organization/Club: _____

Supervisor/Contact Person: _____

Address: _____ Phone: _____

Event: _____

Please return completed form to:

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

_____ Date Approved

_____ Date Approved

_____ Date Not Approved

_____ Date Not Approved

Activities Director

Principal

District Fee Schedule and Usage Rules on reverse side

Your fee for the building use will be \$ _____ per the Pardeeville Board policy 901.3. The District Office will be sending you an invoice for the building use.

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 901.3

The board has set the following priority for use for school district facilities in policy 901.3. 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 charges based on services rendered
- III. Events sponsored by commercial users, etc.
 - a) Fees will be charged according to chart below

	Group I	Group II	Group III
Classrooms	NC	\$15/hr.	\$15 (2 hr. min.)
Gyms			
Elementary	NC	\$25 flat fee	\$50 (2 hr. min.)
Middle School	NC	\$35 flat fee	\$70 (2 hr. min.)
High School	NC	\$50 flat fee	\$100 (2 hr. min.)
Locker Rooms	NC	\$15/team flat fee	\$15/team flat fee (2 hr. min.)
Cafeteria			
Elementary	NC	\$20 flat fee	\$35 (2 hr. min.)
High School	NC	\$25 flat fee	\$40 (2 hr. min.)
Kitchen (need to employ kitchen worker)			
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)