

# PARDEEVILLE AREA SCHOOL DISTRICT FACILITY REQUEST FORM

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

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

Time(s): From: \_\_\_\_\_ To: \_\_\_\_\_

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

Organization/Club: \_\_\_\_\_

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

Requesters Name: \_\_\_\_\_

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

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

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

Please return your completed form to:

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

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

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

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

\_\_\_\_\_  
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 fobs and keys need to be returned to the activities department 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) School sponsored groups - any organized group or organization directly connected with the Pardeeville Area Schools (student council, school athletic teams, FFA, Plays, open gym for high school students enrolled in the School District, etc.) must have a designated faculty member or designated school employee approved by the building principal to supervise. No fees required.
- II. Events sponsored by local non-profit organizations
  - a) Community and Community non-profit groups are defined such as but not limited to Music Boosters, PTO, 4-H, Scouts, Lake Management District, FFA Alumni, Church groups, Youth clubs, etc. primarily comprised of District residents providing civic, athletic, educational or cultural activities. The building principal or the Activities Director must approve the individual(s) designated to supervise. Fees **may** be charged on the basis of services rendered. If a security alarm or fire alarm is activated and the District receives a financial statement from the police department or fire department, the cost will be billed to the user.
- III. Events sponsored by commercial users, etc.
  - a) Any private, non-district and/or profit-making group including adult open gym whose interests are limited primarily to the membership or for profit; e.g., for-profit businesses and vendors. Rent and services **will be charged**. If a security alarm or fire alarm is activated and the District receives a financial statement from the police department or fire department, the cost will be billed to the user.

	Classification I	Classification II	Classification III
<b>Classrooms</b>	NC	\$20/hr	\$20/hr
<b>Ag Kitchen</b>	NC	\$30/hr	\$30/hr
<b>Gyms</b>			
Elementary	NC	\$30/ 2 hrs	\$50/ 2 hrs
Middle	NC	\$30/ 2 hrs	\$75/ 2hrs
Multi-Purpose	NC	\$30/ 2 hrs	\$75/ 2hrs
High	NC	\$30/ 2 hrs	\$100/ 2 hrs
<b>Locker Rooms</b>	NC	\$25/team flat fee	\$25/team flat fee
<b>Cafeteria</b>			
Elementary	NC	\$25	\$50/ 2hrs
High School	NC	\$40	\$75/ 2hrs
<b>Kitchen (need to employ kitchen worker)</b>			
Elementary	Above Cost Only	\$40 Flat Fee & Above Cost	\$55 Flat Fee & Above Cost
High School	Above Cost Only	\$60 Flat Fee & Above Cost	\$75 Flat Fee & Above Cost

Outside Athletic Fields	Classification I	Classification II	Classification III
Large Practice Football Field	NC	\$50/ 2 hrs	\$75/ 2 hrs
Small Practice Football Field	NC	\$30/ 2 hrs	\$50/ 2 hrs
Bostad Football Field	NC	\$100 per game	\$150 per game
Baseball Field	NC	\$50 per game	\$75 per game
Softball Field	NC	\$50 per game	\$75 per game
Track	NC	\$50 per event	\$75 per event

#### Concession Stands

Football Concession Stand*	NC	\$40/ 2 hrs	\$50/ 2 hrs
Baseball Concession Stand*	NC	\$40/ 2 hrs	\$50/ 2 hrs
Inside Concession Stand	NC	\$40/ 2 hrs	\$50/ 2 hrs

**\*Including Pavilion**

The requestor will be provided a security fob and key to use at building(s) that they have access to. **The requestor understands that this fob and key are for their exclusive use and not to be used by others.**

If the requestor loses the fob or key, the activities department should be notified immediately so that the fob can be disabled. **The requestor will then be responsible to replace the fob for the \$10.00 prior to a new fob being issued.**

The requestor is also to acknowledge that they have read and understand of all of the above rules and policies and will adhere to these guidelines. The requestor should also understand that they may be charged additional fees if items are damaged, stolen or they request services of our paid staff that are not outlined above.

Total Amount of Request: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature of Acknowledgement

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#### OFFICE USE ONLY:

Deposit Due: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Any Other Assessed Fees for Damages or Staff: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Fob #'s & Keys Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Date Fobs & Keys Returned: \_\_\_\_\_ Paid in Full: \_\_\_\_\_