

# Application For Use Of School Facilities

School District of Janesville - Business Office  
527 S. Franklin St., Janesville, WI 53548  
(608) 743-5100 Fax (608) 743-5101

Facilities Direct # _____
Place on CHS Homepage: Yes No
Date Invoiced: _____

- 1. Name of organization: \_\_\_\_\_
- 2. Building to be used: \_\_\_\_\_ 3. Dates of Use: \_\_\_\_\_
- 4. Areas/Rooms of Building to be used: \_\_\_\_\_
- 5. Hours of access to building: \_\_\_\_\_ Actual hours of program: \_\_\_\_\_

**Any changes in hours or dates for use of the building must be cleared through the Business Office before access is permitted into the building.**

**Any cancellations must be made 24 hours prior to use of building or charges may be assessed. If the school district closes the requested building for any unforeseen emergency, all building use requests will be cancelled.**

6. Please describe the intended use of the facility, the nature of the program, and who will be participating and/or the intended audience.  
\_\_\_\_\_  
\_\_\_\_\_

7. Admission/fee/collection and use to be made of proceeds: \_\_\_\_\_

8. Equipment needed:  
 TV       VCR       Microphone       Overhead Projector       Screen       Podium  
 Other: \_\_\_\_\_

9. Permission to bring into building (equipment /apparatus): \_\_\_\_\_

**10. The undersigned, who is in charge, is 21 years of age or over and agrees that he/she will be responsible to the School District for the use and care of the school property. He/she further agrees that the character of the entertainment/use will conform to that stated on the application.**

Print Name	Signature	Date	
Address	City	State Zip	Phone Number

- 11. It is understood that the group using the school facilities will provide its own first aid equipment/supplies when in the building.
- 12. Please refer to the reverse side of this application for the rules and regulations applying for use of facilities.
- 13. Every individual, group or organization requesting use of facilities within the scope of this policy and regulations must have an approved Application for Use of School Facilities form before the facility will be available to them.

14. APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Business Services

15. Charges (will be billed after use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Comments: \_\_\_\_\_  
\_\_\_\_\_

## BUILDING RENTAL PROCEDURES AND REGULATIONS

1. **REGULATIONS:** All regulations, including City, State, Federal, Fire and Safety and by the Janesville School District, must be adhered to.
2. **OBSTRUCTIONS:** Aisles are to be used only for passage. No equipment, etc., are allowed. No persons are to block the aisles. Only exception is a person designated for crowd control.
3. **NO SMOKING:** According to Board Policy, there is to be no smoking in the buildings at any time. This is per Board Policy #3645, Administrative Regulation #3645.I, City of Janesville Ordinance 8.74, Wisconsin Statute 101.123 - Clean Indoor Air Act.
4. **CONDUCT CONTROL:** Performer/Audience - extra crowd control, including police, security, etc., which may be required to control crowd will be furnished by the renting organization. The renting organization will be responsible for the conduct of representatives, performers and workers while in the auditorium and related areas.
5. **ALCOHOLIC BEVERAGES:** STRICTLY FORBIDDEN IN THE BUILDING OR ON THE SCHOOL PREMISES. **NO REFRESHMENTS OF ANY KIND SHALL BE TAKEN ON STAGE OR BACKSTAGE OR IN THE AUDITORIUM.**
6. **PICTURES/SOUND RECORDING:** All photos, sound-recordings and videotape recordings are prohibited during performances. Any professional radio, TV or videotaping must be cleared with performers or their representatives and the auditorium manager prior to performances.
7. **PERSONNEL:** All operating personnel, such as stage crew, ushers, etc., will be cleared through the auditorium manager. Adequate and trained stage crew sound and lighting technicians will be provided to the renting organization for an additional charge. The renting organization will provide their own ushers, ticket sellers, crowd control personnel, etc. The renting organization will be informed of all procedures and regulations by written and verbal communication.
8. **PIANOS:** Use of pianos must be approved by the auditorium manager. Any tuning or work on the piano must also be approved and done by the designated tuner/technician. Tuning or work will be billed to the rental organization.
9. **CONDITION OF AUDITORIUM:** The renting organization shall leave the stage and related areas clear and clean after the final performance. All stage equipment, etc. must be returned to its previous location and be in proper order. The renting organization may be billed for any necessary cleaning, damage to equipment, etc.
10. **STAGE WORK:** All stage work shall be done at the renting organization's expense and under the supervision of and subject to the approval of the auditorium manager or authorized assistant.
11. **CONCESSIONS:** The renting organization shall not sell or serve cigarettes, cigars, beverages, food, gum, candy, etc. in the auditorium or allow same to be brought into the auditorium. Selling or serving food or beverages and related concessions in areas other than the auditorium is strictly limited and requires prior approval.
12. **INSTALLATIONS:** The renting organization shall not erect any equipment, etc. without consent of the auditorium manager. Any major installations should be checked with the auditorium manager prior to signing the contract, to prevent possible contractual problems later. No substances of an explosive or highly flammable nature will be permitted. No electrical wiring will be installed or changed in the present electrical systems without written or verbal consent of the auditorium manager. Use of tapes or other adhesives, nails, tacks, screws, etc. are not allowed on walls, stage floor, or curtains. All decorations, etc. must be put up without defacing the building and shall be subject to approval and supervision of the auditorium manager or authorized assistant.
13. **OPERATION OF EQUIPMENT:** Operation of lighting equipment, counterweight system for stage curtains, backdrops, etc., and sound equipment, is handled by the auditorium stage crew. Any operation by others must be approved and supervised by the auditorium manager or authorized assistant.
14. **CHEMICAL USE:** Any nonfood item – substance brought in must have a Material Safety Data Sheet (MSDS) with it. This includes cleaners, materials used for the building and demonstration materials. Under no circumstances can any flammable, caustic or corrosive materials be allowed in the building.
15. **INSURANCE:** All groups or individuals may be required to provide a Certificate of Insurance or purchase special event insurance depending on the nature of the intended use.
16. **AUTOMATIC EXTERNAL DEFIBRILLATORS:** An Automatic External Defibrillator (“AED”) may be maintained in the building to be used under this application. Permission is granted to the applicant for use of school facilities under this Application shall not constitute a license or permission to make use of the AED. The School District assumes no tury to assure that said AED is accessible or in working condition. If said AED is used by the applicant, such usage shall be at the applicant's own risk. Under no circumstances shall the AED be used unless the user has received the appropriate training under Section 146.50(8g) of the Wisconsin Statutes. In the event the AED is used by the applicant or its agents, applicant shall indemnify and hold the School District and its officers, board members, employees and agents, from any and all liability for claims, demands, costs, damages and expenses of any kind and description or damage to persons or property arising out of or in connection with or occurring as a result of the usage of the AED.