

AUTHORIZATION FOR THE USE OF THE
RIO ELEMENTARY SCHOOL FACILITIES

- 1). Fill in form / PRINT and turn in with payment or
2) SUBMIT BY EMAIL and drop off payment or mail to 411 Church St., Rio, WI 53960. We will reply to let you know if the facility is available on date requested, but it will NOT be reserved for you until your payment has been received.

FACILITY: ELEMENTARY SCHOOL

Date Submitted for Approval:

Date / Time of Use:

Administration Approval / Date:

Person and Organization Making Request

Contact Person:

Purpose for Which the Facility is to be used

Phone:

Number of Anticipated Participants/Spectators

Email:

Equipment Requested for Use

Signature: _____

* Check box on bottom of form before signing

Rent Amount:

Rental Paid:

(see fee schedule below)

Will submit to: office@rio.k12.wi.us

Board Policy on the Use of School Facilities:

Article 702: Non-school groups may request and schedule the use of the school facilities through the building principal. These groups are encouraged to use the facilities, provided that:

- A. The group is a local group. This is defined as a group in which a majority of those present at the said gathering are residents of the Rio Community School District. Groups not meeting this definition shall be denied the use of the school facilities.
- B. The terms of the Wisconsin Constitution, Article I, Section 18, prohibiting the use of public facilities for sectarian organized religious purposes are complied with.
- C. The Board of Education has liability insurance which will cover only the Board of Education. You may want to see that you or your organization is covered independently.
- D. The Board of Education has liability insurance which will cover only the Rio Community School District. Outside groups should consider independent coverage to assure that they have adequate coverage. The district reserves that right to require proof of independent liability coverage.
- E. Where permitted by law, the applicant shall agree to indemnify, save, and hold free and harmless, the Rio Community School District, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which the school district or the city, their officers, agents or employees, or any of them or injury to, or death of persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the public school building.

Recognizing that some regulations are necessary to insure proper administration of this philosophy, the following are established:

- A. User must be a recognized, responsible local community group or organization.
- B. The user must identify the person in charge and be responsible for any negligent liability that arises from the use of the facility or any facility equipment.
- C. The user agrees to pay for any damage resulting from their use of the facilities.
- D. Adequate means of crowd control must be provided by the group using the facility. Their means must be discussed with the Building Principal.

Fees are established as follows:

- A. Local, non-profit groups, will receive free use when no admission, or minimal admission, is charged
- B. School oriented groups will receive free use. (Example: PTO, Scouts, Music Parents, 4-H etc.)
- C. Rental charges for private usage of school facilities by school district residents or local commercial groups shall be as follows:
 1. Kitchen \$10.00 per day
 2. Classrooms \$10.00 per day
 3. Gym and Locker Rooms \$15.00 per day
 4. Commons \$10.00 per day
 5. Activities that include 50 or more participants and/or spectators, \$35.00 per day

I understand the policies listed above and accept responsibility for them as a condition for using school district facilities and equipment.