



# VERONA AREA SCHOOL DISTRICT GENERAL FACILITY REQUEST/AGREEMENT

700 N. MAIN STREET VERONA, WISCONSIN 53593  
608.845.4300 WWW.VERONA.K12.WI.US

DEAN GORRELL, SUPERINTENDENT OF SCHOOLS

This form must be completed by non-school organizations, groups or individuals requesting use of gymnastics equipment or weight training facilities and those requesting general use of school facilities, and must be returned to the Community Education Office (700 N. Main Street, Verona, WI 53593). This form should not be used to request use of the Natatorium or the Performing Arts Center (PAC), or to request use of school facilities for recreational activities (which are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity.) If the facility use is approved, this form will constitute the written agreement governing the facility use.

Sponsoring Organization/Requesting Individual \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. (H) \_\_\_\_\_ (W) \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_

School District Resident:  Yes  No

**FACILITY REQUESTED:**

- Country View Elem.  Glacier Edge Elem.  Stoner Prairie Elem.  Sugar Creek Elem.
- Dist. Office  BRMS  SOMS  VAHS-K  VAHS
- Country View Softball Diamond(s)

**Space/Room(s) Needed:**

- Classroom  Commons/Cafeteria  Elem Gym  MS/K Gym/HS Gym
- Step Room  Kitchen  LMC
- Field (specify)  Other (specify)

Additional Equipment Needed: Tables, Overhead, Field Prep, etc. \_\_\_\_\_

Additional Custodial Services Requested:  Yes  No Explain \_\_\_\_\_

Food Services Requested:  Yes  No Explain \_\_\_\_\_

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

Times Needed: (please be specific) From \_\_\_\_\_ a.m./p.m to \_\_\_\_\_ a.m./p.m.

Purpose of Use: (describe the recreational activity): \_\_\_\_\_

*Supervision: Sponsoring organizations, groups or individuals are responsible for supervising/controlling event participants and spectators and for providing adequate adults to monitor facility use and to provide building security during and after scheduled use. Custodians provide limited additional building security. Normal custodial hours are Monday through Friday from 6:00 a.m. to 10:00 p.m. during the school year.*

Estimated # of Youth Participants \_\_\_\_\_

Certificate of Insurance is on file with the Community Services Office Yes  No

(Please attach Certificate of Insurance to this form if not previously turned in.)

Facility Use Fee Yes  No  If yes, facility use fee will be charged according to the attached fee schedule.

**Conditions for Use;**

All facility users must abide by all policies, rules and regulations of the Verona Area School District, including Board of Education Policy # 830 and 830-Rule regarding facility use, when requesting and using school facilities. A few points of emphasis are outlined below:

- Users are expected to provide for the proper care of school facilities. Failure to properly care for facilities will result in denial of future requests for use. Users will be held financially responsible for damage to school facilities and property, including damages created by any member, guest or invitee of the user while using school district property.
- Tobacco, alcohol and illegal controlled substances are prohibited on any school property.
- Firearms or other weapons of any type, concealed or unconcealed, are prohibited on District property. The only exceptions are law enforcement officers on or off duty and where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon on District property.
- No latex products may be brought into school buildings, specifically latex balloons or gloves. Also, due to the increasing incidences of life threatening food allergies, users should keep in mind and plan for snacks, meals and activities that do not contain peanut or tree nut products.
- Athletic fields should not be used in wet conditions. An additional fee will be charged if the fields need to be re-conditioned.
- No street shoes shall be used on gym floors.

**User Indemnifies and Holds Harmless the District.** The user agrees to hold harmless and to indemnify the Verona Area School District from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. The user further waives any claims, damages, losses or liabilities relating to the condition of the premises to be used, and agrees to carry, as required, liability insurance in an amount approved by the Verona Area School District, adding the Verona Area School District as an additional insured.

**Signee's Affirmation.** The individual signing below affirms by his/her signature that he/she has authority to sign this facility use request/agreement on behalf of the user and to obligate the user to the facility use request/agreement's terms and conditions.

**FOR THE USER**

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR THE DISTRICT**

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position Title \_\_\_\_\_