

Holy Hill Area School District
 3117 Highway 167, P.O. Box 127
 Richfield, WI 53076-0127

APPLICATION FOR USE OF SCHOOL FACILITIES BUILDING AND GROUNDS

REQUESTS MUST BE RENEWED ANNUALLY

APPLICATION DATE _____

1. Name of Organization _____
2. Request use of BUILDING GROUNDS FRIESS LAKE ELEMENTARY RICHFIELD MIDDLE SCHOOL
3. Purpose/Event Type (Describe) _____ Expected Attendance _____
4. Date(s) _____ Start Time _____ End Time _____
5. Equipment requested _____
6. Name of Supervisor or Group Leader (Must be over 21) _____
 Address _____ Phone _____

THE FOLLOWING RESPONSIBILITIES ARE REQUIRED BY GROUPS WHEN USING THE SCHOOL DISTRICT FACILITIES:

- Unless otherwise arranged, all evening activities must end at 7:45 PM. Groups must be off the premises by that time.
- Gymnasium Use: ALL participants must change from "street shoes" into gym shoes (non-marking) BEFORE entering the gym.
- The District staff will assist in setting up chairs, tables etc. for each group. It is the responsibility of the person(s)/organization using the facility to leave the area used in its original condition, including garbage removal, sweeping the floor, sponging off tables, etc. If not completed properly, the group will be charged one hour of custodial clean up time.
- If additional snow plowing of the parking lot is necessary for the organization's activities, the group will be invoiced for the cost of the plowing service.
- **FEE POLICY:** Non-district groups are charged for usage and will be invoiced on a monthly basis. Payment is expected within two weeks or the group's permit will be revoked. Mark the necessary area(s) with the length of time needed.
 Security Deposit: \$100.00 – **Checks made payable to HHASD. Security deposit must be paid prior to use of building.**

The charges are as follows:

Gym: \$20/hour _____ Kitchen/Concession: \$20/hour _____ Library: \$10/hour _____ Classroom: \$10/hour _____
 Cafeteria/Commons: \$10/hour _____ Grounds: \$5/hour _____ Grounds w/ Bathroom Access: \$15.00 _____
 Custodial: As Needed _____ Equipment Rental: As Needed _____ Large Group Surcharge: As Needed _____

I, the undersigned, representing my organization, agree to follow the administrative rules and regulations. I understand that if any person is involved in acts of willful or malicious damage to school property and/or contents or if the group's participants are undisciplined, this will result in suspension of the building use permit.

_____ Full name of responsible party _____ Street _____ City _____ Phone _____

ACTION OF SCHOOL DISTRICT – TO BE COMPLETED BY THE BUILDING PRINCIPAL

Building Use Permit Granted: YES NO
 You will be invoiced. Future use subject to prompt payment. You will not be charged for the use of the room.
 You may use the equipment requested. You may not use the equipment requested
 Custodial fees to be charged: (To be completed by the office) _____ Key Fob/Code needed _____
 Security Deposit: \$100.00 – **Checks made payable to HHASD. Security deposit must be received prior to use of the building/grounds.**
 Comments: _____ Room(s) Assigned: _____
 Administration Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Security Deposit received – Check # _____ Key Fob/Code provided per Administrator - # _____
 Building Use Regulations signed/received
 Invoiced
 Requesting Agent Building Custodian Secretary Athletics Staff HD (deposit) LB (Invoice)