

**WRIGHTSTOWN COMMUNITY SCHOOL DISTRICT RECREATIONAL USE AGREEMENT AND FACILITY USER PERMIT**

**Requests MUST be submitted no less than 10 days in advance of event.**

**DATE OF REQUEST** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**DATE(S) OF USE:** \_\_\_\_\_ **TIME(S):** \_\_\_\_\_

**CONTACT INFORMATION OF PERSON RESPONSIBLE FOR BUILDING USE AND SUPERVISION:**

Name	Address	City, State, Zip	Phone
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**TYPE OF USE**

- **REQUEST INVOLVES A RECREATIONAL ACTIVITY**                      **YES**                      **NO**
- Recreational activity means indoor and/or outdoor physical activity, except organized team sports or activities organized and held by the school district.
- **DESCRIPTION OF ACTIVITY** \_\_\_\_\_

**SUPERVISION**

- Each organization contracting to use district facilities will be held responsible for proper care of equipment and buildings and for proper conduct of spectators and/or participants. If necessary, safety officers must be secured by the sponsoring organization.
- **ACTIVITY NEEDS ADDITIONAL SECURITY**                      **YES**                      **NO**
- How many people are expected to participate in the activity? \_\_\_\_\_
- **Will the User provide adult supervision to minors at all times when they are on school grounds? YES NO**
  - What will be the approximate ratio of adult supervision to minors? Number of minors \_\_\_\_\_ for each adult
- **CERTIFICATE OF INSURANCE IS ON FILE OR ATTACHED TO THIS REQUEST YES NO**
  - The organization will be required to furnish a bond or certificate of insurance indemnify the school district against any and all suits for injury or loss sustained by attendance at the function.
  - The organization accepts all responsibility for notifying participants of assumption of risk.
  - The organization further waives any claims, damages, losses, or liabilities relating to the condition of the premises to be used.

**CUSTODIAL AND FOOD SERVICE COSTS**

- A custodian or authorized person must be present at all times while people are present in the buildings. This person shall be responsible for general care of the building, site supervision, opening, closing, lighting, and supervising the set-up of requested equipment.
- All organizations, commercial and non-commercial, must pay custodial hourly rate during times when custodians are not normally on duty, in addition to any user fees listed. Custodial service additional charge: \$22.00/hour
  - **Requesting custodial service for \_\_\_\_\_ hours**
- All organizations, commercial and non-commercial, must pay for a district cook to be on-site when the kitchen is requested. Food service additional charge: \$15.00/hour
  - **Requesting food service for \_\_\_\_\_ hours.**

**CONDITION OF USE**

- All facility users must abide by all policies, rules, and regulations of the Wrightstown Community School District, including the Recreational Use of School Facilities Policy, District Wellness Policy, Smoking and Tobacco Use Policy, and Alcohol and Other Drug Use Policy.

**NOTIFICATION OF REPAIR**

- The user agrees to notify the Building Principal in writing as to any repairs or maintenance needed to the premises, even if user did not cause the need for repair or maintenance. Damages caused by the User will be assessed to the organization.

**FACILITY REQUEST AND CORRESPONDING FEE**

High School	District Non-Commercial	Outside District Non-Commercial	All Commercial
Classroom	No Charge	No Charge	\$20/Hour
Community Room	No Charge	No Charge	\$20/Hour
Auditorium	No Charge	\$30/Hour	\$60/Hour
Cafeteria	No Charge	\$20/Hour	\$40/Hour
Library	No Charge	No Charge	\$20/Hour
Gymnasium	No Charge	\$30/Hour	\$60/Hour
Multi-Purpose/Wrestling Room	No Charge	\$30/Hour	\$60/Hour
Kitchen	No Charge	\$30/Hour	\$60/Hour
Outdoor Facility/Recreational Space	No Charge	\$30/Hour	\$60/Hour
Concession Stand	\$20/Event	\$20/Event	\$20/Event

Middle School	District Non-Commercial	Outside District Non-Commercial	All Commercial
Classroom	No Charge	No Charge	\$20/Hour
Cafeteria	No Charge	\$20/Hour	\$40/Hour
Library	No Charge	No Charge	\$20/Hour
Gymnasium	No Charge	\$30/Hour	\$60/Hour
Kitchen	No Charge	\$30/Hour	\$60/Hour
Outdoor Facility/Recreational Space	No Charge	\$30/Hour	\$60/Hour
Concession Stand	\$20/Event	\$20/Event	\$20/Event

Elementary School	District Non-Commercial	Outside District Non-Commercial	All Commercial
Classroom	No Charge	No Charge	\$20/Hour
Cafeteria	No Charge	\$20/Hour	\$40/Hour
Library	No Charge	No Charge	\$20/Hour
Gymnasium	No Charge	\$30/Hour	\$60/Hour
Kitchen	No Charge	\$30/Hour	\$60/Hour
Outdoor Facility/Recreational Space	No Charge	\$30/Hour	\$60/Hour

**ADDITIONAL ACCESS**

- As part of this agreement, Users have access to:  
 Bathrooms     Locker Rooms     Parking     Other
- Each organization will be held responsible for proper care of these additional facilities and for the proper conduct of spectators and/or participants.

**ADDITIONAL EQUIPMENT REQUEST**

- Public Address System \_\_\_\_\_, Chairs \_\_\_\_\_, Table(s) \_\_\_\_\_,  
 LCD Projector: \$20/Event \_\_\_\_\_, Other \_\_\_\_\_
- Details for this equipment use: \_\_\_\_\_

**Request:**                      **Approved**        **Denied**  
**Additional Cost:**        \_\_\_\_\_

**BILLING ADDRESS**

\_\_\_\_\_  
 Name of Individual or Organization    Address    City, State, Zip

**TOTAL CHARGE: \$** \_\_\_\_\_ Make check payable to **WRIGHTSTOWN SCHOOL DISTRICT**

Remittance to be made by:    Event \_\_\_\_\_                      Monthly \_\_\_\_\_

**SIGNATURE OF USER** \_\_\_\_\_ **Date** \_\_\_\_\_

**SIGNATURE OF DISTRICT OFFICIAL** \_\_\_\_\_ **Date** \_\_\_\_\_

cc: Organization; Superintendent; Principal; Business Official; Directors of Athletics, Food Service, Buildings & Ground