

**Watertown City School District**

<b>Date Received:</b> _____	<b>Permit No.</b> _____
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**Facilities Use Permit Application**

Return completed form to the Main Office of the building you are requesting **30 days in advance.**

Furniture/AV Needs	
**Presenters requiring AV/tech must meet with AV Technician 1 hour prior to presentation for sound/tech check.	
<b>Facility Requested:</b> _____ <b>Organization:</b> _____ <b>Purpose for Use:</b> _____ <b>Date(s) Requested:</b> _____ <b>Event Start Time:</b> _____ <b>End Time:</b> _____	<b>Organization Contact</b> <b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Phone Number:</b> _____ <b>E-mail:</b> _____
<b>Estimated Attendance</b> <b># of participants</b> _____ <b>Anticipated # of spectators</b> _____	<b>Will admission be charged or donations accepted?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Microphones</b> Lapel _____    Wired _____    Handheld _____ (3 available)    (12 available)    (2 available) Location(s): _____	<b>Will you need a computer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will you need a projection screen?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b># of Chairs:</b> _____ <b># of Tables:</b> _____ <b>Special Arrangement of Tables/Chairs:</b> _____ _____	<b>Are any other special arrangements needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: _____ _____

**School Board Policy #1003 regarding Community Use of Public School Facilities can be found at [www.watertowncsd.org](http://www.watertowncsd.org), under School Board Policies.** I have read the regulations and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules and procedures as stated.

**Signature:** \_\_\_\_\_

**Hold Harmless Agreement:** The person signed above, on behalf of the Organization, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of District's property, facilities and/or services.

**To be Completed by School Personnel**

Event Fee (per attached schedule)	_____		
Check No.	_____		
Certificate of Insurance Provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date
			_____

**Insurance Requirements:** Organizations/Persons using school facilities shall provide the District with proof of insurance \$1 million liability and \$3 million aggregate and list the Watertown City School District as **Additional Insured.**

Education law requires public school districts to provide and maintain on-site automated external defibrillator (AED) for use during emergencies. A map showing the locations of AED units are posted inside the entryway to the building.

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THE SCHEDULE HAS BEEN CHECKED AND THE FACILITY IS AVAILABLE:

Approved (Building Principal): \_\_\_\_\_ Date: \_\_\_\_\_

Approved (Athletic Director): \_\_\_\_\_ Date: \_\_\_\_\_

Approved (AV/Tech): \_\_\_\_\_ Date: \_\_\_\_\_

Approved (Buildings/Grounds): \_\_\_\_\_ Date: \_\_\_\_\_

Approved (Superintendent): \_\_\_\_\_ Date: \_\_\_\_\_

**Administrative Guidelines**

The Fee structure for use of a facility includes:

- Room use fee
- Personnel fees (Custodial, Food Service or A/V Tech)
- Special maintenance of facility used (turf general repair, pool chemicals, etc.)

➤ Fees for clean up outside of normally expected maintenance will be charged directly to the organization.

**Event Fees (per hour)**

Auditorium (Case/WHS)	Without A/V Tech Support	\$30.00
	With A/V Tech Support	\$55.00
Large Group Instruction room (WHS)		\$30.00
Pool (Wiley/WHS)		\$75.00
Turf Field		\$100.00
Other Athletic Field(s)		\$30.00
Gym (Case/WHS)		\$30.00
Cafeteria(s)		\$50.00
Classroom Requests		\$10.00

***Blocked or recurring events may qualify for a discount.  
Please call Marsha Hodkinson at 315.785.3770 to discuss your event.***

Facilities use is **not** approved until a fully signed document copy has been returned to the organization requesting the use. For questions, please call Marsha Hodkinson at 315.785.3770.