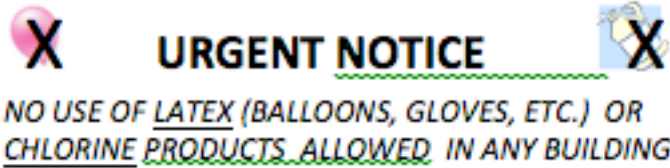


**BURLINGTON AREA SCHOOL DISTRICT  
REQUEST FOR USE OF SCHOOL BUILDING & PROPERTIES  
(Please request facilities 10 Days Prior to Event)**

NAME \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_  
 APPLICATION DATE \_\_\_\_\_  
 BUILDING \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_  
 WORK PHONE \_\_\_\_\_  
 CELL # \_\_\_\_\_  
 FAX # \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_  
 CATEGORY OF GROUP: A\_\_\_ B\_\_\_ C\_\_\_ D\_\_\_  
 CUSTODIAN REQUIRED YES\_\_\_ NO\_\_\_  
 TECHNICIAN REQUIRED YES\_\_\_ NO\_\_\_  
 ADMINISTRATOR REQUIRED YES\_\_\_ NO\_\_\_  
 NAME OF ADMINISTATOR \_\_\_\_\_



<b>Date or Dates Desired:</b> (mm/dd/yyyy)	_____
<b>Event Time:</b>	_____
<b>Set Up Starts:</b>	_____
<b>Tear Down Ends:</b>	_____
<b>Number Attending (approx.)</b>	_____
<b>Approximate Rental Fees:</b>	_____

**FACILITIES REQUIRED:**  
 Auditorium \_\_\_\_\_  
 Gymnasium \_\_\_\_\_  
 Library/LMC \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Computer Lab \_\_\_\_\_  
 Cafeteria \_\_\_\_\_  
 Kitchen \_\_\_\_\_  
 Other \_\_\_\_\_

**FACILITIES CONT.:**  
 Tennis Courts \_\_\_\_\_  
 Track \_\_\_\_\_  
 Athletic Field(s) \_\_\_\_\_

**SET UP REQUIRED:**  
 Tables set up (number) \_\_\_\_\_  
 Chairs set up (number) \_\_\_\_\_  
 Other \_\_\_\_\_

**EQUIPMENT REQUIRED:**  
 TV/VCR \_\_\_\_\_  
 LCD Projector \_\_\_\_\_  
 Microphone \_\_\_\_\_  
 Screen \_\_\_\_\_  
 Podium \_\_\_\_\_  
 Piano \_\_\_\_\_  
 Stage Lighting \_\_\_\_\_

"It is understood that the group using the building shall adhere to the policies relating to the use of School buildings and property. Failure to do so may result in the termination of this agreement and future use of facilities. Therefore, we, the undersigned, do hereby waive, release, absolve, indemnify and agree to hold harmless the BURLINGTON AREA SCHOOL DISTRICT, their officials, supervisors, and participants to any claim and damages as a result of the above activity."

"We, the undersigned, also understand that the BURLINGTON AREA SCHOOL DISTRICT, and/or its representatives, has the right to pursue and/or recover for any damages which may occur to the SCHOOL DISTRICT'S property should damages occur, as a result of the above activity, by our participants, so that the building s may be restored to the original condition. Groups are required to provide adequate DISTRICT approved supervision. All groups are reminded that smoking and the consumption of alcoholic beverages are prohibited on SCHOOL DISTRICT properties." Disorderly conduct is prohibited. This includes foul language, damaging or defacing SCHOOL DISTRICT or personal properties. Candles and highly flammable or explosive materials are prohibited. Exits, aisles and hallways must remain free of any obstructions. All groups must maintain supervision and enforce facility use guidelines.

"We, the undersigned, understand the use of kitchens by community members requires a food service employee to be present at all times while the kitchen is being used. The obligation of SCHOOL DISTRICT food service personnel is primarily to supervise the use of kitchen facilities. Any additional work required by food service staff will be discussed and negotiated at the time of application. Service of light refreshments or meals in multi-purpose rooms or cafeterias is permitted without charge if kitchen facilities and equipment are not used. Any food served should comply with the Department of Health Regulations."

It is the responsibility of the Local Education Agency (LEA) to inform all groups using school buildings of the Asbestos Hazard Emergency Response Act (AHERA). The Director of Buildings & Grounds has been designated as the LEA's person assigned to see that all district responsibilities are properly carried out. You may contact this person to learn more about AHERA at the Burlington Area School District Office at 100 North Kane Street, Burlington, Wisconsin. The telephone number is 262-763-0210.

*I HAVE REVIEWED THE FACILITY USE POLICIES & PROCEDURES, READ THE ABOVE, AND UNDERSTAND.*

Applicant Signature \_\_\_\_\_

- Category A: School, school district, and school related activities, such as athletic contests, musical events and school productions (no charges assessed).
- Category B: Burlington Area School District Community Education Department activities (no charges assessed).
- Category C: Community/government agencies/non-profit, youth/adult activities and organizations in which Burlington Area School District enjoys a reciprocal agreement. Examples: (1) Organized youth/adult groups/non-Burlington Area School District athletic teams (2) College and universities (3) City and town use (4) Fundraisers for school purposes (booster clubs, etc.) (5) Burlington Area School District based civic groups/non-profit groups. (Custodial and supervision charges will be assessed, if custodial and/or supervision is required for the event).
- Category D: All others (Category D is limited to no more than six (6) rentals at Burlington High School per year).

**For Office Use Only**

Building Principal Signature \_\_\_\_\_ Approved on \_\_\_\_\_ Date \_\_\_\_\_

**FINAL COST (to be determined after the use of the facility)**  
 Custodial Costs \_\_\_\_\_ Rental Costs \_\_\_\_\_ Equipment Costs \_\_\_\_\_