

**BURLINGTON AREA SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL BUILDING & PROPERTIES**

NOTE: Please request facilities 10 Days Prior to Event
NO USE of Latex (balloons, gloves, etc.) or chlorine products allowed in any building
NEW Covid-19 Procedures and Guidelines

Application Date: ____/____/____ Internal District Request External Organization Request

Contact Information

Organization: _____
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Request:

Type of Activity: _____
Category of Group*: A B C D
Custodian Required: Yes No
Technician Required: Yes No
Administrator Required: Yes No
Name: _____

Event Logistics:

Date/s: _____
Time: _____
Set-up Start: _____
Tear-down Ends: _____
Number of Attendees: _____
Approximate Rental Fees: _____

Space Request:

BHS Lyons
 Karcher MS Waller
 Dyer Winkler
 Cooper Other: _____

Inside:

Auditorium
 Gymnasium
 Library/ LMC
 Classroom
 Computer Lab
 Cafeteria
 Kitchen

Outside:

Tennis Courts
 Track
 Athletic Field/s

Set Up Required:

Tables set up (number): _____
Chairs set up (number): _____
Other: _____

Equipment Required (Put an X where required):

TV/VCR LCD Projector Microphone Screen
 Podium Piano Stage Lighting Other: _____

* Category A = School-Related
Category B = Community Education
Category C = Community Organization
Category D = Other. For details, see the Building Use website or District Policy 830.

CONTINUED...

Assumption of Risk:

Any persons using the Burlington Area School District facilities, agree to abide by guidelines and restrictions of state and local health officials existing at the time of their use of reserved facilities. Any such persons knowingly and voluntarily assume all risks related to their exposure to COVID-19 or other contagious diseases while using such facilities and expressly agree to hold the Burlington Area School District harmless and waive any claims against the Burlington Area School District for any illness or injury that may result from their voluntary use of reserved facilities.

Facility Use Policies and Procedures:

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 buildings 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 acknowledge that I have read, and do hereby accept the terms and conditions of the facility use policies and procedures (listed above), along with the [Covid-19 procedures and guidelines](#).

Applicant Signature: _____

For Office Use Only Building

Principal Signature: _____ Approved on: ____/____/____

FINAL COST (to be determined after the use of the facility)

Custodial Costs: _____ Rental Costs: _____ Equipment Costs: _____

Return Form to: Category A: Either the Building Principal or Eric Plitzuweit at Burlington H.S.
Category B: Director of Community Education, Becky Sagedal
Category C & D: Director of Buildings and Grounds, Dan Bocock