



SERVICE CENTER
 623 N HASTINGS WAY
 EAU CLAIRE, WI 54703
 FAX: 715-852-3154

APPLICATION FOR USE OF PUBLIC SCHOOL BUILDINGS

Revised 3/4/11

COMMUNITY ORGANIZATIONS & NON-SCHOOL DISTRICT EVENTS

ORGANIZATION:	BUILDING REQUESTED: 1st Choice: 2 nd Choice:
APPLICANT'S NAME:	ROOM / AREA:
STREET:	DATE(S) OF USE:
CITY: STATE: ZIP:	DAY OF THE WEEK:
PHONE:	TIME OF USE: Occupancy Begins: Occupancy Ends:
EMAIL (Required):	
CO-SPONSOR OR ALTERNATE CONTACT:	
ALTERNATE BILLING ADDRESS:	
Do you have a W9 on file with ECASD? Yes <input type="checkbox"/> No <input type="checkbox"/> A W9 FORM FOR BILLING PURPOSES IS REQUIRED TO BE ON FILE FOR ALL APPLICANTS http://www.ecasd.k12.wi.us/cms_files/resources/W-9Form.pdf	

ACTIVITY

DESCRIPTION OF ACTIVITY (REQUIRED):	
COST OF ADMISSION/REGISTRATION:	ACCESS TO WHICH DOORS:
NUMBER OF PERSON ATTENDING:	OPEN DOORS TIME:
NUMBER OF SUPERVISORS:	CLOSE DOORS TIME:
SET UP DESCRIPTION:	
SPECIAL ARRANGEMENTS:	
IS AUDITORIUM, SOUND SYSTEM, OR STAGE LIGHTING BEING REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO ITEMS REQUESTING:	
IS KITCHEN BEING REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, must submit Kitchen Use Form & contact Health Department for a Food Permit (715) 839-6191.

INSURANCE

Please see separate form for all insurance requirements for community groups.

(Continued on Next Page)

The User agrees to take all necessary precautions to safeguard the public against damages or injury and to hold the Eau Claire Area School District harmless from any and all damages, expense, costs and reasonable attorney's fees on account of injury to person, life or property or injury resulting in the death of any person or persons in any manner arising out of or in connection with the rental, use and occupancy of school district buildings or property, or the ways adjoining thereof. If the Eau Claire Area School District is made a party to any suit or litigation on account of injury or damage or alleged injury or damage to person, life, or property or on account of an injury or damage or alleged injury resulting in the death of any person or persons, arising out of or in connection with the rental, use and occupancy of school district buildings or property, or the ways adjoining, thereof, the User will defend such actions on behalf of the Eau Claire Area School District, including claims and causes of actions at common law or arising under any statute. If judgment shall be obtained or claims allowed against the Eau Claire Area School District, the User will pay and satisfy such judgment or claim in full.

I have read and understand the **Conditions of Use for Building Rental** and the **Rental Rate Schedule**, and agree to abide by them. I agree to pay all applicable rental rates and other charges incurred for this rental.

SIGNATURES (REQUIRED)

APPLICANT:	DATE:
CO-SPONSOR (Optional):	DATE:

REGISTRATION FEES

(One Time Non-Refundable Charge per Event)

	Rate A	Rate B	Rate C
1 Date	\$ 14.00	\$ 14.00	\$ 28.00
2 – 5 Dates	\$ 18.00	\$ 18.00	\$ 36.00
6 – 10 Dates	\$ 21.00	\$ 21.00	\$ 42.00
11 – 20 Dates	\$ 28.00	\$ 28.00	\$ 56.00
Over 20 Dates	\$ 56.00	\$ 56.00	\$ 112.00

ADDITIONAL FEES

Additional fees will apply based on areas & equipment requested, custodial fees, day of the week, hours of use, etc.

The **Fee Schedule** and **Conditions of Use** can be viewed at: http://www.ecasd.k12.wi.us/coa_buildings.cfm

1. Memorial and North High Schools may require separate forms for use of their auditoriums. Please check with the school's Auditorium Manager.
2. Food Service requires a separate form for use of their kitchen. http://www.ecasd.k12.wi.us/coa_fookitchenuseform.cfm

CANCELLATION FEE

Users shall notify the Building & Grounds Department of any cancellation of an approved use at least 3 business days in advance. A \$25 cancellation fee will be assessed for each date that is not cancelled 3 business days in advance. No-Show fees will also be assessed at \$25.

Note: Incomplete forms may delay processing.

Submit this form to: Eau Claire School District
 Service Center
 623 N. Hastings Way
 Eau Claire, WI 54703 or Fax to: 715-852-3154