



# Oshkosh Area School District Auditorium Rental Contract

The Oshkosh Area School District [hereinafter the "District"] and \_\_\_\_\_  
[individual/organization requesting facilities] hereby enter into this facility use/rental contract.

*This Contract is subject to Final Approval by the Director of Recreation and Oshkosh Area School Board. Upon final approval, a copy of this Contract will be sent to you for your records. This Contract shall serve as a Recreational Agreement as defined by Wisconsin Statute Section 895.523.*

## I. USE REQUEST:

1) Name of Show or Program: \_\_\_\_\_

Name of Requesting Organization: \_\_\_\_\_

Name of individual completing this form: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact listed above is primary person responsible for:

- a) Use of the District facilities/space(s) under this application
- b) On-site supervision during the event/activity
- c) Payment of any fees associated with rental/use (if applicable)

If someone other than the person listed is responsible for any of the above responsibilities, include contact information here:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Responsibility listed above: a)  b)  c)

2) Date(s) and Times(s) of Request (complete all applicable areas; attach additional sheets if needed):

*(The Director of Recreation shall schedule the use of all public school facilities after 6:00 p.m. and on weekends.)*

Set-Up Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ to \_\_\_\_ am/pm

Rehearsal Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ to \_\_\_\_ am/pm

Performance Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ to \_\_\_\_ am/pm

Performance Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ to \_\_\_\_ am/pm

Recurring day of the week?:   Sundays   Mondays   Tuesdays   Wednesdays   Thursdays   Fridays   Saturdays

Open Building Time: \_\_\_\_\_ am/pm      Open Auditorium for seating/public: \_\_\_\_\_ am/pm

Curtain Time: \_\_\_\_\_ am/pm      Approximate Run Time: \_\_\_\_\_

Close Building Time: \_\_\_\_\_ am/pm      Expected Attendance/Participation: \_\_\_\_\_

3) Auditorium Requested:

- Alberta Kimball Auditorium at West High School      Capacity: 1,441      Address: 375 N Eagle St.
- North High School Auditorium      Capacity: 588      Address: 1100 W Smith Ave.
- Webster Stanley Auditorium      Capacity: 440      Address: 915 Hazel St.

*Whenever the OASD cancels school due to inclement weather, all events scheduled in district buildings will also be cancelled.*

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4) Space/Equipment/Services Requested (check all that apply):

## Equipment/Services Requested

Rehearsal	Performance		Rehearsal	Performance	
<input type="checkbox"/>	<input type="checkbox"/>	TV	<input type="checkbox"/>	<input type="checkbox"/>	Spotlight
<input type="checkbox"/>	<input type="checkbox"/>	VCR/DVD player	<input type="checkbox"/>	<input type="checkbox"/>	Grand Piano*
<input type="checkbox"/>	<input type="checkbox"/>	Projector	<input type="checkbox"/>	<input type="checkbox"/>	Upright Piano
<input type="checkbox"/>	<input type="checkbox"/>	Screen	<input type="checkbox"/>	<input type="checkbox"/>	Chorus Room
<input type="checkbox"/>	<input type="checkbox"/>	Sound System	<input type="checkbox"/>	<input type="checkbox"/>	Band/Music Room(s)
<input type="checkbox"/>	<input type="checkbox"/>	Audio Taping*	<input type="checkbox"/>	<input type="checkbox"/>	Dressing Room(s)*
<input type="checkbox"/>	<input type="checkbox"/>	Stage	<input type="checkbox"/>	<input type="checkbox"/>	O-Room*
<input type="checkbox"/>	<input type="checkbox"/>	Forestage*	<input type="checkbox"/>	<input type="checkbox"/>	Cafeteria and/or Kitchen

Additional Auditorium Equipment/Services Requested: \_\_\_\_\_  
\*Available only at Alberta Kimball Auditorium

Additional Facility Services Required (see costs associated with these services on page 3):

- Use of Kitchen equipment requires special arrangements with Director of Food Services. Call 920-424-4936
- Sale of Concessions requires special arrangements with Management. Call 920-424-0150

**No food or beverages allowed in any Auditorium**

5) Description of Show or Program:

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6) Will your activity use or display any non-functioning weapons as a theatrical prop? \_\_\_ Yes \_\_\_ No  
 (If yes, please attach a list of the non-functioning weapons).

7) Admission Charge and Tickets:

Specify \$ amount(s): \_\_\_\_\_

Describe where tickets can be purchased: \_\_\_\_\_

## II. SUPERVISION:

When using public school facilities, sponsoring organizations will furnish adequate adult supervision and will be responsible for proper care of such facilities. Adult supervision shall meet or exceed the standards established in OASD Rule 353 regarding District field trips and excursions. Misuse of any facility can result in refusal for future use.

How many people are expected to participate in the show/program?      Adults \_\_\_\_\_      Minors \_\_\_\_\_

Will the user provide adult supervision at the following ratios:       Yes       No<sup>#</sup>  
 Elementary: 1 adult / 20 youth      Middle School: 1 adult / 30 youth      High School: 1 adult / 35 youth

<sup>#</sup>If "No," the user cannot enter into this agreement/permit or have access to District property unless the user receives express written permission from the District. The District has no responsibility for the supervision of participants who are minors unless the user receives express written notification to the contrary from the District.

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### III. COSTS:

The Board will allow the use of public school facilities without payment of the customary rental fee (except costs for light, heat, and/or custodial services, if necessary) for the following situations:

- open presentation and free discussion of public questions,
- any organization that is directly associated with a school,
- meetings or events that primarily aid in the promotion of the well-being of children and adults of the district if the request is made by residents of the district or an organization based within the areas served by the Oshkosh Area School District, as long as the event does not result in pecuniary benefit of the individual or organization.

#### FEE CHART and WAIVER REQUEST

Type of Event	Form Used	Examples	Fees	Waiver
<b>School Sponsored Events:</b> Sponsored by the District, utilize District employees and are directly related to District programs/services.	<i>Building Reservation Request Form</i>	OASD band concerts, OASD art shows, OASD horticultural events, all Oshkosh Recreation Department (ORD) activities.	No facility or custodial charges	n/a
<b>School Related Events:</b> Sponsored by non-profit, non-sectarian, non-political entities whose mission directly supports District goals and activities.	<i>OASD Auditorium Use Rental Contract</i>	Recognized PTO of any District school, District recognized booster clubs, other school sponsored or recognized clubs, organizations, and activities.	· No facility charges · Custodial overtime charges	No
<b>Community Events Not Directly Related to the District:</b> Events of interest and open to the general public.	<i>OASD Auditorium Use Rental Contract</i>	Local, state, and national elections, Winnebago County Health Department vaccination clinics.	· No facility charges · Custodial overtime charges (unless deemed unwarranted by the ORD Director)	Yes
<b>All Other Events</b>	<i>OASD Auditorium Use Rental Contract</i>	Anything not listed above	· Charge for facility · Charge for custodial services and overtime	No

#### CUSTODIAL, SUPERVIOR AND FOOD SERVICE COSTS and EQUIPMENT/SERVICE RATES

A custodian or authorized person must be present at all times while people are in the building. This person shall be responsible for general care of the building, site supervision, opening, closing, lighting, and supervising the set-up of requested equipment (operating bleachers, folding partitions, stages, etc.)

All organizations, commercial and non-commercial, must pay custodial hourly rate during times when custodians are not normally on duty in addition to the fees listed below.

Custodial services and clean-up time may be charged for the event. Actual time and staff required will be determined by the building/facility Head Custodian. If multiple organizations are utilizing a facility, custodial service cost will be shared.

A district cook is required when a kitchen is requested. The cook's hourly rate of pay will be charged.

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Type of Charge	Alberta Kimball Auditorium	North High Auditorium	Webster Stanley Auditorium	# of Hours/ Uses	ESTIMATED COST
<input checked="" type="checkbox"/> Required Deposit	\$100	\$100	\$100	-	\$100
<input type="checkbox"/> Private Gain Event					
<input type="checkbox"/> Weekday Rental	\$145/hr	\$50/hr	\$35/hr		
<input type="checkbox"/> Weekend/Holiday Rental	\$145/hr	\$60/hr	\$45/hr		
<input type="checkbox"/> Charitable or Civic Event					
<input type="checkbox"/> Weekday Rental	\$95/hr	\$50/hr	\$35/hr		
<input type="checkbox"/> Weekend/Holiday Rental	\$95/hr	\$60/hr	\$45/hr		
<input type="checkbox"/> Rehearsal (less than 10 hrs)	\$95/hr	\$50/hr	\$35/hr		
<input type="checkbox"/> Rehearsal (more than 10 hrs)	\$85/hr	\$40/hr	\$25/hr		
<input type="checkbox"/> Construction (set-up)	\$40/hr	\$45/hr	\$30/hr		
<input type="checkbox"/> Strike (take-down)	\$40/hr	\$45/hr	\$30/hr		
<input type="checkbox"/> TV, VCR, DVD, Projector, Screen	\$25 ea	\$25 ea	\$25 ea		
<input type="checkbox"/> Upright Piano	\$100/use	\$100/use	\$100/use		
<input type="checkbox"/> Grand Piano	\$200/use	N/A	N/A		
<input type="checkbox"/> Sound System	\$20/hr	\$20/hr	\$20/hr		
<input type="checkbox"/> Audio Taping Service <i>(sound man must also be on duty)</i>	\$15/taping	\$15/taping	\$15/taping		
<input type="checkbox"/> Follow Spotlight	\$15/hr	\$15/hr	\$15/hr		
<input type="checkbox"/> Color Changer Rental	\$50/use	N/A	N/A		
<input type="checkbox"/> Lighted Music Stands	pro-rated	N/A	N/A		
<input type="checkbox"/> Custodial Services and Clean-up^	\$37.00/hr	\$37.00/hr	\$37.00/hr		
<input type="checkbox"/> Building/Facility Supervisor^	\$9.25/hr	\$9.25/hr	\$9.25/hr		
<input type="checkbox"/> Stagehands (# ___ @ ___ hours) <i>(if requested or needed)</i>	\$16.59-	\$16.59-	\$16.59-		
<input type="checkbox"/> Stagehands (# ___ @ \$74.87/show)	\$23.14/hr	\$23.14/hr	\$23.14/hr		
<input checked="" type="checkbox"/> Incidental (one-time charge per event)	\$30	\$28	\$5		
<input type="checkbox"/> Other (cost pro-rated^ - includes Food Service and athletic equipment): _____					

^Based on current labor contracts/pay and rental schedule

**ESTIMATED TOTAL COST: \$ \_\_\_\_\_**

(actual total cost based on number of hours submitted by District personnel)

# Oshkosh Area School District

## Auditorium Rental Contract

### IV. RULES AND RESPONSIBILITIES:

1. REQUIRED: A \$100 deposit, payable to the Oshkosh Recreation Department. (\$25 will be non-refundable for reservation processing and \$75 for facility damage). Deposit will be applied to final billing.
2. REQUIRED: A copy of \$1,000,000 Certificate of Liability Insurance listing the Oshkosh Area School District as an "Additional Insured" must be submitted with this Contract Request for classroom use.
3. The undersigned party agrees to abide by all rules and regulations adopted by the Board of Education governing the use of buildings (Board of Education Rule 830 of the Board of Education Policy Manual) and to see that the same are carried out and obeyed by others. Said rules and regulations being made a part and portion hereof by reference. The undersigned party further assumes responsibility for any damage done to the buildings or equipment during the rental, including preparation and clean up. Upon approval of this contract by the Board of Education, a copy of Policy and Rule 830 will be available upon client request. The user agrees to notify the school 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.
4. Signs and posters used in public school facilities must be removed immediately following the activity. Any items not so removed will be disposed of by the management. Signs may be attached with masking tape only.
5. All stage scenery, properties, curtains, and decorations made of combustible material shall be effectively flame-proofed with fire-proofed paint by the requesting organizations for the Classroom/All Purpose Room and thus, meet with the approval of the District Auditorium Stage Manager. Approval from the District Auditorium State Manager must be gained prior to any set-up of these stage materials. This action is in accordance with the Department of Industry, Labor and Human relations Law 55.27 of the Wisconsin Administrative Code for theaters and assembly halls.
6. **User Accepts all Responsibility for Notifying Participants of Participants' Assumption of Risk.** By this Agreement, the User accepts sole and exclusive responsibility for (1) providing participants with any legally-required notice(s); and (2) obtaining from participants (or their parents or guardians) any legally-required permissions as may be associated with holding a recreational activity under this Agreement. This responsibility of the User includes, but is not limited to, (1) the provision of any mandatory notices that must be provided regarding risks of participation and/or participants' assumption of risks; and (2) the provision and return, where applicable, of an information sheet related to head injuries and concussions. The User further agrees to accept, assume, and be legally responsible for any and all liability related to providing such notices and obtaining such permissions, including but not limited to defending against all claims and paying for all damages, fees, and costs related thereto. Wisconsin Statute Section 895.523 "Immunity from Liability for School Boards that Provide Public Access to School Grounds for Certain Recreational Activities" provides school districts with immunity from liability for injuries caused by or to a person engaged in recreational activities on school grounds pursuant to an appropriately drafted recreational agreement. This liability coverage does not extend to pools, weight rooms or gymnastics equipment.
7. This contract is contingent upon approval of the Oshkosh Area School District Board of Education. In the event the Board of Education does not approve the contract, it shall be null and void.

# Oshkosh Area School District Auditorium Rental Contract

## IV. RULES AND RESPONSIBILITIES (continued):

8. THE INDIVIDUAL WHO WILL BE IN CHARGE OF THE USE OF THIS FACILITY WILL BE REQUIRED TO READ THIS POLICY TO THE PUBLIC AUDIENCE PRIOR TO THE START OF THE PERFORMANCE OR EVENT:

### PUBLIC USE OF TOBACCO AND BEVERAGE ALCOHOL PRODUCTS

The Oshkosh Area School District wishes to provide a safe and healthy environment for all persons. The elimination of the use of tobacco and alcohol products on school premises, including buildings and grounds, and at school events, is therefore in the best interest of users whose health is in jeopardy and of non-users who would otherwise be subjected to a health hazard. The use of tobacco and beverage alcohol products by any person on school grounds, including buildings and grounds, and at school events is hereby prohibited. Persons violating this policy may forfeit privileges regarding attendance at or participation in school events or the use of school facilities including buildings, grounds, and vehicles.

**LEGAL REFERENCES:** WI STATUTES: 101.123; 120.12(20); 120.44; 48.34(7m); 125.09(2); 895.523 CITY OF OSHKOSH ORDINANCE: 18-73.1  
**CROSS REFERENCE:** 443.3, Tobacco Use by Students; 522.2, Employee Use of Tobacco Products.

## V. SIGNATORIES TO THIS AGREEMENT

### FOR THE RENTER:

\_\_\_\_\_  
Principal or Athletic Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Final billing on above charges will be based on actual use of the facility. Note: Late fees are subject to a 1.5% interest charge per month.  
All cancellations **MUST** be reported to the Recreation Department. Call 920-424-0150

*Please Note: Whenever the Oshkosh Area School District cancels school due to inclement weather, all events scheduled in district buildings will also be cancelled.*

**RETURN ALL PAGES OF THIS CONTRACT TO:** Oshkosh Recreation Department  
425 Division Street, Oshkosh, WI 54901  
or FAX 920-424-7519  
or EMAIL: [recdept@oshkosh.k12.wi.us](mailto:recdept@oshkosh.k12.wi.us)

--For Office Use Only--

### FOR THE DISTRICT:

**OSHKOSH BOARD OF EDUCATION Approves this Contract on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

\_\_\_\_\_  
Name of Director of Recreation (please print)

\_\_\_\_\_  
Signature

Contract Approved: Y N Date Deposit Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Booked: \_\_\_\_\_ Supervisor Booked: \_\_\_\_\_ Date Sent: \_\_\_\_\_ ORD Initials: \_\_\_\_\_

Upon approval, copies to: Applicant, Principal, Custodian, and Auditorium Manager.