

**COMMUNITY USE OF SCHOOL  
FACILITIES REGULATIONS****A. Priority of Use:**

1. Activities of the School District of Marshfield shall be scheduled first.
2. The Marshfield City Recreation Department programs shall have second priority.
3. Businesses or organizations in the School District of Marshfield, including in-district parochial schools, shall have third priority.
4. Other organizations or non-district schools shall be scheduled last.

**B. Conditions of Use:**

1. Organizations wishing to schedule the use of school facilities must make application to the Director of Business Services. Application must be made on an annual basis. Outdoor facility application will not be accepted prior to September 1 for use during the current school year; preference will be given to those groups submitting their application during the month of September. In the case of multiple applications, the Director of Business Services reserves the right to resolve scheduling issues.
2. District outdoor facilities (i.e. tennis courts, football, baseball and softball fields, etc.) shall not be used for personal profit or personal monetary gain by district staff and/or individual community members.
3. The school district reserves the right to refuse any reservation. Applications for rental of school district facilities will be denied if previous use has been detrimental or unacceptable. Any reservation becomes null and void if not used within three days, notwithstanding acts of God.
4. The applicant shall assume responsibility for, and compensate for, any damages done to the building, equipment, or property during the period of usage; to indemnify and to forever save harmless the Board of Education and its officers, agents, and employees from any and all claims arising out of the use of any of the school facilities and equipment controlled by said Board. The Board of Education reserves the right to require a certificate of insurance in the amount of \$1,000,000 naming the School District of Marshfield as additional insured. Cost of the insurance is to be paid by the lessee.
5. Applicant must provide sufficient supervisors, chaperones, or crowd control personnel to satisfy the administration that the event will be controlled. A law enforcement official shall be present at all dances and events where it is deemed necessary. The applicant shall pay the cost of such services.
6. The Board of Education, Superintendent, or any representative thereof, shall have the right to enter and inspect the facility at any time in which the building is being used and require compliance with the regulations and to impose any rule that may be necessary for the safety of such building and audience therein. Applicant shall comply immediately with such request.

7. If there is unwarranted destruction of property, the renter agrees to restore the property to the original condition. The Board shall be the sole judge of unwarranted destruction of property.
8. An authorized custodian, provided by the district, must be present. The renter shall pay the custodial fee, unless the Director of Business Services determines that the renter shall be exempt from this requirement.
9. Rental charges and custodial and food service fees are payable to the School District of Marshfield within thirty (30) days after the event. Payment of rental fees may be required in advance. A \$20 refundable deposit will be required to obtain a building key.
10. When deemed necessary by the school district or renter, parking attendants shall be provided by the renter to insure that school parking regulations are followed and traffic is controlled. In such cases, the renter must notify the police department of the scheduled event.
11. Supervisors, ticket seller, ticket takers, etc., shall also be provided by the renter.
12. No alcoholic beverages will be allowed to be served nor shall anyone be in the possession of any while in school buildings or on any school property, or within 1000 feet of the school district's buildings or property.
13. The use of tobacco in any school building and/or on any school property, or within 1000 feet of the school district's buildings or property is strictly prohibited.
14. Scheduling of the swimming pool shall be arranged through the City Recreation Department, telephone 384-4642. In addition to the pool rental expenses, operational expenses, including the hiring of lifeguards, will be borne by the user organization.
15. Prior approval from the Director of Buildings and Grounds must be secured for the use of nails, screws, bolts, etc., when attaching materials to district property. Adhesive tape (scotch, masking, etc.) shall not be used on any drywall construction. In addition, all set ups and hook ups are subject to review and approval of the Director of Buildings and Grounds. A licensed electrician shall perform all electrical work.
16. There must be a protective pad under all autos, trucks, and other moving equipment displayed in the field house or other buildings.
17. There shall be no gasoline in vehicles exhibited indoors, and gasoline caps must be taped shut.
18. Armor-All and/or similar products are not to be sprayed on tires while in the field house or other buildings. Spraying of tires must be done before entering the facility.

Legal References: Sections 120.12(20), Wisconsin Statutes

Cross References: 831, Tobacco Use on School Grounds

Adopted: June 12, 1991.

Reviewed: August 10, 2011.

**SCHOOL DISTRICT OF MARSHFIELD**  
**Rental Charges**  
**Effective July 1, 2004**

Location	Rental when admission is charged: fees/day*	Rental when no admission is charged: fees/day*	Rental when no admission is charged: fees/hr./ minimum charge	Rental for City Rec. Dept.: fees/hr.
Sr. High Fieldhouse	A-\$875; B-\$450; C-225	A-\$600; B-\$225; C-\$150	YMCA-\$15	\$12
Sr. High North Gym	A-\$300; B-\$225; C-\$110	A-\$190; B-\$110; C-\$75	B-\$8/\$20 C-\$7/\$15	\$7
Jr. High Gyms	A-\$300; B-\$225; C-\$110	A-\$190; B-\$110; C-\$75	B-\$8/\$20 C-\$7/\$15	\$7
Elementary Gyms/Kitchens	A-\$190; B-\$110; C-\$75	A-\$110; B-\$75; C-\$40	B-\$8/\$20 C-\$7/\$15	\$7
Sr. High Auditorium	See Attached	See Attached		\$12
Sr. High Little Theatre	A-\$300; B-\$190; C-\$110	A-\$190; B-\$110; C-\$75		\$8
Sr. High Lecture Room	A-\$300; B-\$190; C-\$110	A-\$190; B-\$110; C-\$75		\$8
Sr. High Kitchen/Cafeteria	A-\$300; B-\$190; C-\$110	A-\$190; B-\$110; C-\$75		\$12
Classrooms	A-\$45; B-\$30; C-\$20	A-\$30; B-\$20; C-\$15	B-\$7/\$15 C-\$6/\$7	\$6
School Forest Lodge		A-\$190; B-\$110; C-\$75		
Sr. High Pool			YMCA-\$18	\$15
Track/Tennis Courts/Ball Fields	\$8	\$6		

**Key:**

A-Private organizations (industrial, political, business, etc.)

B-Community groups (service, civic, church, charitable, educational, Chamber of Commerce, fraternal)

C-Affiliated youth groups (educational, non-religious youth groups meeting on a regular basis throughout the school year between the end of the school day and 5:00 p.m. will pay an annual fee of \$50)

\*Partial day rental of 4 hours or less may be available. Priority is given to full day rentals. Please contact the Business Office for additional information.

NOTE: Youth organizations may make reservations to use district outdoor facilities on a non-fee, first-come-first-serve basis. Please contact the Business Office for more information.

Reviewed April 1, 2009

## **USE OF MARSHFIELD HIGH SCHOOL AUDITORIUM REGULATIONS**

### **A. Priority of Use:**

1. Activities of the School District of Marshfield shall be scheduled first.
2. The Marshfield City Recreation Department programs shall have second priority.
3. Businesses or organizations within the School District of Marshfield, including in-district parochial schools, shall have third priority.
4. Other organizations or non-district schools shall be scheduled last.

In addition to "Conditions of Use" outlined in Rule 830, the following conditions apply to rental of the High School Auditorium:

### **B. Conditions of Use of the High School Auditorium**

1. A School District of Marshfield technician or a School District of Marshfield-certified technician must be present whenever the facility is being used by the user organization. Certification can be obtained from the Superintendent or designee in advance with sufficient notice. Any costs associated with this provision will be billed to the user organization.
  - a. The Technician's call will begin one-half hour before the established call time.
  - b. All labor charges will be for a two-hour minimum.
  - c. All staff will receive overtime pay for any time above 40 hours per week or 8 hours per day, under the appropriate contract provisions.
  - d. Meals and breaks must be scheduled into work calls. (Ten-minute breaks must be given in a call longer than three hours. Meal breaks of at least 30 minutes must be included in a call of six hours or longer.)
  - e. Extra charges may be assessed for custodial overtime, audio-lighting personnel, school district owned equipment, and general crowd supervision as determined by the district.
2. All facility time, labor, and equipment required for the event must be identified on the application for use agreement. Meeting last minute requests for additional time and labor may not be possible nor will the district guarantee that additional equipment will be available.
3. All staging, electric and sound plots must have prior approval by the Superintendent or designee. Any setup deemed unsafe by the Superintendent or designee shall be modified to the satisfaction of the District as determined by the Superintendent or designee. The cost of any such modification shall be borne by the user organization.
4. Any equipment required for a scheduled event other than equipment listed in the High School Auditorium application must first be requested in writing on a timely basis. In the event any equipment on the High School Auditorium application should become unavailable, the Superintendent or designee will inform the user organization on a timely basis.

5. The user organization shall follow all fire code regulations regarding public performance, including the use of flame resistant materials for scenic or design purposes. In addition, the High School Auditorium lobby shall be free of any obstructions and must conform to fire code regulations.
6. Any use of open flame, pyrotechnics, smoke or chemical fog are prohibited unless prior approval of the Superintendent or designee is obtained. If any aforementioned materials are used without prior approval, the High School Auditorium staff shall have the right to discontinue the performance until the items are removed from the stage and stored in a safe and prudent manner.
7. The user organization shall not post signs or affix banners to the building without the prior consent of the Superintendent or designee. No items may be attached or mounted to the physical structure without prior approval. Scenery, which must be affixed to the stage floor, must be affixed with approved fasteners, and be restored to the satisfaction of the Superintendent or designee.
8. Third party sponsors will not be allowed to distribute materials, place objects bearing sponsor's name or highlight their product or service without prior approval of the Superintendent or designee. If contemplated, please submit sample materials in advance to the Superintendent or designee.
9. While it is the user organization's sole responsibility to establish safe sound levels, the final sound output of any recorded or live performance may be monitored by the Superintendent or designee who shall have the authority to change the levels, if required, during a performance.
10. Any broadcasts, telecasts, recordings, etc., require prior written consent of the Superintendent or designee.
11. The user organization is responsible for all licensing rights for the performance and novelty sales.
12. The School District of Marshfield will provide a clean and unobstructed area for the event. It shall be the responsibility of the user organization to maintain and restore the area to such condition. Additional School District of Marshfield custodial or technician costs associated with maintaining and restoring the area will be billed to the group.
  - a. Any lighting, masking, or sound plot that has been used for an event must be removed and the house plot must be restored back to the house plot at the cost of the user organization.
  - b. If the orchestra pit cover or acoustic shell is used for an event, the cost of removal and installation will be billed to the user organization.
13. It is the responsibility of the user organization to remove all equipment immediately following the said rental, clean the dressing rooms and check the hall to secure all property belonging to the user. Any items to be returned will be sent C.O.D.
14. No painting is allowed on fixed surfaces without prior approval of the Superintendent or designee.
15. No removal, relocation, or alteration of the stage curtains is allowed. Requests regarding the curtains must be made in advance to the Superintendent or designee.

16. Only local calls are permitted from High School Auditorium phone.
17. No one is allowed to operate any High School Auditorium equipment, unless previously approved by the Superintendent or designee, a School District of Marshfield or School District of Marshfield certified technician.
18. No one is allowed on the catwalks, balcony areas, and rigging stairs without the approval of the Superintendent or designee, a School District of Marshfield technician or a School District of Marshfield-certified technician.
19. Report any problems, including any loss or injury, in the High School Auditorium immediately to the Superintendent or designee.
20. Only the school district may pay its employees for services rendered. The Business Office will, in turn, bill the permit holder for all salaries and fringe benefit payments. At no time shall any salary be paid directly to the employee. The school district, or its representatives, will stipulate the number of school district employees to be on duty for each activity.
21. The user will have the authority to open doors at their discretion. Any tables or displays placed in the lobbies shall be approved by the Superintendent or designee prior to set-up.
22. Ushers are the responsibility of the user organization.
23. The School District of Marshfield reserves the right to hire security for an event. All charges for security will be billed to the user organization.
24. The posted High School Auditorium seating (630) may not be exceeded in any circumstance. (Fire Code)
25. The Superintendent or designee has authority over the High School Auditorium, its control rooms, box office, dressing rooms and commons refreshment area when required for performances or rehearsals for a scheduled event.

Adopted: March 11, 2004

Reviewed: January 10, 2007 and April 1, 2009.

MARSHFIELD HIGH SCHOOL AUDITORIUM  
APPLICATION FOR USE

830.3

Organization Sponsoring Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

<b>PLEASE SPECIFY DATE OF EVENT:</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>				
<b>Setup Time</b>	<b>Open Lobby</b>	<b>Open House</b>	<b>Program Start</b>	<b>Estimated Attendance</b>
am pm (Time Scheduled <u>before</u> event)	am pm	am pm	am pm	(630 Seats Max)
Do you need to use the facility for rehearsal?      YES      NO		REHEARSAL DATES/TIMES:		
Are you charging an admission fee?      YES      NO      If yes, what will the charge per seat be?      \$ _____				
Are you requesting a good will offering from the audience?      YES      NO				

☒ Which Technical Auditorium Pkg. do you require? **Please check the closest match:**

SIMPLE Auditorium Pkg.	CONCERT Auditorium Pkg.	PRESENTATION Auditorium Pkg.	FULL Auditorium Pkg.
o	o	o	o
Admission A-\$475, B-\$300, C-\$225	Admission A-\$525, B-\$350, C-\$275	Admission A-\$525, B-\$350, C-\$275	Admission A-\$575, B-\$400, C-\$325
No Admission A-\$300, B-\$225, C-\$175	No Admission A-\$350, B-\$275, C-\$225	No Admission A-\$350, B-\$275, C-\$225	No Admission A-\$400, B-\$325, C-\$275
Includes:  4 1-2 Microphones 4 Pre-Programmed Lighting 4 Speaker's Podium 4 In House Sound System  <u>Options (please check):</u>  o Front Curtain Lighting o Conductor's Podium	Includes:  4 1-4 Microphones 4 Pre-Programmed Lighting 4 Conductor's Podium 4 Speaker's Podium  <u>Options (please check):</u>  o Full Sound System (requires technician)* o Full Lighting System (requires technician)*	Includes:  4 1-4 Microphones 4 Pre-Programmed Lighting 4 Conductor's Podium 4 Speaker's Podium 4 Additional Sound Set-up (requires technician)*  <u>Options (please check):</u>  o Full Sound System (requires technician)* o Full Lighting System (requires technician)*	Includes:  4 Full Sound System (requires Technician) 4 Full Lighting System (requires Technician) 4 Speaker's Podium  <u>Options (please check):</u>  o Fly System (requires certified operator)*

Options with additional charge (please check):

- ☐ Podium:
- ☐ Acoustic Shell Installed
- ☐ Baldwin Grand Piano
- ☐ Move Orchestra Pit Cover
- ☐ Individual AV Equipment – Please list: \_\_\_\_\_
- ☐ Chairs – Qty: \_\_\_\_\_
- ☐ Music Stands – Qty: \_\_\_\_\_
- ☐ Choral Risers – Qty: \_\_\_\_\_
- ☐ Platform Risers – Qty: \_\_\_\_\_

Are there any other items that you need that were not addressed? ☐ Yes ☐ No

Please explain: \_\_\_\_\_

Do you need:

- ☐ Box Office Facility
- ☐ Follow Spot lights/booths (tech extra)
- ☐ Other Rooms at Marshfield High School outside of the Auditorium (additional fees may apply)
- ☐ Commons
- ☐ Dressing Rooms

Specify: \_\_\_\_\_

Will you be using open flame, pyrotechnics, smoke, or chemical fog during your use of the Auditorium? ☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

Do you plan to broadcast, telecast, or record this performance? ☐ Yes ☐ No

While utilizing School District of Marshfield parking lots, do you plan to assess a parking fee/charge?

☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

**NOTE: If you have a document that describes your technical requirements, please attach it to this form.**

CONTACT PERSON(S):

NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
PHONE w/area code:	PHONE w/area code:

*The School District of Marshfield district will hold a date for 30 days from the date of initial inquiry, after which the date will be released unless a completed application has been received. If the Application for Use is approved, the user organization will receive a Short-Term Use Agreement with the estimated rental charges and a bill for deposit.*

**COMPLETE THIS APPLICATION AND RETURN TO:**

Director of Business Services  
School District of Marshfield  
1010 East Fourth Street  
Marshfield, WI 54449

Key:

A-Private organizations (industrial, political, business, etc.)

B-Community groups (service, civic, church, charitable, educational, Chamber of Commerce, fraternal)

C-Affiliated youth groups (educational, non-religious youth groups meeting on a regular basis throughout the school year between the end of the school day and 5:00 p.m. will pay an annual fee of \$50)



### **USE OF SCHOOL FOREST REGULATIONS**

The School Forest's primary use and goal is for environmental education of the students of the School District of Marshfield. Recreational use by the public is encouraged if it does not disrupt the environment and is not in conflict with school use.

- A. The School Forest facilities will be available for public use between the hours of 8:00 a.m. and 5:00 p.m. from November 1 through March 31 and 8:00 a.m. through 9:00 p.m. from April 1 through October 31. Use by the general public will be prohibited at other hours.
    - 1. Exceptions will include groups from the School District of Marshfield who are staying overnight, organizations that have rented the facilities, or anyone obtaining special written authorization from school district officials.
    - 2. Questions or concerns regarding use shall be directed to the School Forest Coordinator.
    - 3. School classes and groups shall have first priority.
  - B. The use of motorized recreational vehicles on the School Forest property is prohibited.
    - 1. Motorized recreational vehicles include three-wheelers, four wheelers, motorcycles, mopeds, snowmobiles and bikes. Bicycles will be allowed on trails that have a granite or hard surface base. Bicycles are prohibited on the remainder of the skiing and hiking trails.
    - 2. Any exceptions must be authorized, in writing, by school district officials.
  - C. Hunting will not be allowed when school or rental groups are on the property. (See Administrative Rule 832.1 for specific hunting regulations.)
  - D. Swimming and boating at the School Forest pond are prohibited unless the activity is directed by school personnel with a qualified lifeguard present. Rental groups wishing to utilize the pond for swimming and/or boating must certify, in writing, at the time they rent the facility, that they will provide a certified lifeguard and/or boating instructor.
  - E. Any trail clearance and/or modifications are to be approved by the coordinator of the School Forest and the environmental committee.
  - F. Sledding, tubing and snowboarding in the School Forest are prohibited.
  - G. Individuals utilizing the School Forest, including those who have rented the facilities, may not bring pets. This includes horses and hunting dogs.
  - H. Rules and regulations of the School District of Marshfield apply at the School Forest. No smoking, use of drugs or alcoholic beverages, vandalism, or disorderly conduct will be permitted.
- 832-Rule (con't.)
- I. Campfires should be restricted to the fire pit by the lodge unless other arrangements are approved by the School Forest Coordinator. During the DNR specified or school authorized fire

bans, no burning will be allowed.

- J. Parking and use of School Forest roads by the public is not permitted unless authorized by school personnel. This is to ensure student safety and guard against the potential of vehicles being locked in.
- K. Violators of School Forest regulations will be subject to the laws, ordinances, and penalties of Wood County and the state of Wisconsin.

The School Forest Coordinator or any designated individual is the authorized person in charge of enforcing the School Forest policy.

Approved: June 10, 1992.

Reviewed: August 11, 2004, January 10, 2007, and April 1, 2009.