



## SchoolDude Instructions Updated November 2018

Go to Classlinks  
Click on SchoolDude



**Already user** - enter your email and password to sign in. If you forgot your password click on "Forgot Password?" and SchoolDude will email you a temporary password.

**If new user** – click on the Register Here dropdown arrow.

### Current SchoolDude User? Login Here!

**Registration not complete. Please enter your registration information again in the form below and submit your first request to complete your registration. For help logging in, [click here.](#)**

Email	Password	Sign In
<input type="text"/>	<input type="password"/>	<input type="button" value="Sign In"/>

**[Forgot Password?](#)**

New User's  
Click Here

**Never Submitted a SchoolDude Request? Register Here!** 

Enter the Account Number (shown below), First Name, Last Name, Phone Number, Email, password and click register

Account Number

836841485

User's must enter this number

836841485

First Name

Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

Register

Click on the tab: Schedule Request

Maint Request

Schedule Request

My Requests

Settings

Click on type of schedule that is being entered:

### Normal Schedule



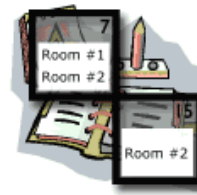
- Single date
- Multiple dates
- Same location/areas

### Recurring Schedule



- Daily
- Weekly
- Monthly
- Same location/areas

### Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas





- **Normal Schedule**
  - Single/multiple dates (max 20 dates)
  - Every day is the same (location, rooms, time, set-up, ect)
- **Recurring Schedule**
  - Recurs daily, weekly, monthly (max 100 dates)
  - Every day is the same (location, rooms, time, set-up, ect)
- **Irregular Schedule**
  - Single/multiple dates
  - Every day is different (rooms, time, ect)



### Check day and room availability

- To view the school calendar, please [CLICK HERE](#)

To view the school calendar, please [CLICK HERE](#).

- Location – select school
- Click Filter

---View All Organizations---   ---View All Locations---  Filter Starting  

--View All Organization Ty   Description

Month Calendar						
30 Month 7 Week 1 Day 30 Event List						
November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	Nov 1 LSH Afterschool	2	3
4	5 LSH Afterschool	6 LSH Afterschool	7 LSH Afterschool 5th Grade Event	8 Parent Teacher Conferences-Elementary Parent/Teacher Conference 2 hr Early Release-Mid and High	9 Parent Teacher Conferences-All	10

- Click on the day (number) to check times and rooms of events scheduled

01:00 PM	
02:00 PM	<p>Event Time: 2:15PM - 5:00PM , LSH Afterschool            Setup Time:2:15PM - 5:00PM            Fratt Elementary School : Gym 107            Library 126            Office 108            Multi Purpose Room 130 North            Classroom 102            Classroom 110</p> <p>Event Time: 2:15PM - 4:00PM , 5th Grade Event            Setup Time:2:15PM - 4:00PM            Fratt Elementary School : Multi-purpose Room 130 South</p>
03:00 PM	

- Check availability
- Close calendar tab

Go to the instructions for the type of schedule needed (Normal, Recurring, Irregular) and complete the online request by providing the following information:

**Normal Schedule:**

- Event Title
- Event Description
  - Include if Lighted School House (LSH), PTA, Title 1, school club, organization invited/hired to building by staff, etc.
- Area – **DO NOT** select an area
- Location
- Rooms
  - Click on the binoculars select the room(s) needed and click ok
  - Do not click on restrooms unless outside area requested and the buildings restrooms need to be provided

**Event Title**

**Event Description**

**Area** -- Select Area --

**Location** -- Select Location --

**Rooms** -- Select Room--

- Event Dates
  - Click on the calendars provided to select dates

**Event Date(s)** *(Use the CTRL key to select multiple rooms.)*

November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		29		1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					



Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

- Start Time – activity
- End Time – activity Start Time Set-up - change if needed
- End Time Breakdown – change if needed
- Duration automatically populate – **DO NOT** change

**Start Time** [ ] [ 00 ] [ ] **End Time** [ ] [ 00 ] [ ]  
**Setup Begin Time** [ ] [ 00 ] [ ] **Breakdown End Time** [ ] [ 00 ] [ ]  
 **Duration** [ ] hours [ 00 ] minutes. Spans over [ 1 ] days.

- Organization
  - Click on the binoculars to select organization or if not found type in
    - All school activities – select school name
    - All ASC activities – select RUSD Central Office
- First Name
- Last name
- Email
- Phone Information
- Billing Address

**Organization Information**

**Organization** -- Select Organization --  

**Contact Name** or new [ ] **Type** -- Select Organization Type --  
 -- No Contacts Available --

**First Name** [ ]  **Last Name** [ ]  
 **Email** [ ]  **Day-Time Phone** [ ]  
**Evening Phone** [ ] **Cellular Phone** [ ]

**Billing Address** [ ]  
 Use Organization Billing Address

- **Insurance Information**
  - If internal organization – insurance not needed
  - If internal organization hiring an external organization/company for event
    - A current Certificate of Insurance with RUSD listed as Certificate Holder needs to be uploaded (File attachments at bottom of page) or emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)
  - If external organization
    - A current Certificate of Insurance with RUSD listed as Certificate Holder needs to be uploaded (File Attachments at bottom of page) or emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)

File Attachments					Add New File
Delete	Date	Submitted By	Description	Filename	Size
No attachments					

- **Setup Requirements**

- Click box by Event Setup
- Type in the Service Description
  - If no setup needed – type in “none”
  - If setup – type in the details of the setup (include how many is needed) or type “see attached” and upload a diagram (File Attachments at bottom of page)

**Setup Requirements**

**Required Maintenance Services**

Event Setup

**Service description**

**File Attachments** [Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

- Number Attending - approximate
- Number Adults - approximate
- Number of Children - approximate

**Number Attending**

Number of Adults

Number of Children

- Other Needs

**Other Needs**

- Submittal Password – type in the word “password”
- Save

**Submittal Password**  [Forgot Password?](#)



**Once saved – any changes to a saved schedule need to be emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)**

An email (from SchoolDude) will be sent once schedule is submitted and then a second email once schedule and facility usage has been approved.

In the event the District needs to cancel facility usage, an email will be sent to the event contact person listed in SchoolDude.

Please read the following Rules and Regulations (fee schedule included)

## Recurring Schedule:

- Event Title
- Event Description
  - Include if Lighted Schoolhouse (LSH), PTA, Title 1, club, organization invited/hired to building by staff, etc.
- Area – DO NOT select an area
- Location
- Rooms
  - Click on the binoculars select the room(s) needed and click ok
  - Do not click on restrooms unless outside area requested and the buildings restrooms need to be provided

The screenshot shows a form with the following fields and options:

- Event Title** [Text Input]
- Event Description** [Text Area]
- Area** [Dropdown: -- Select Area --]
- Location** [Dropdown: -- Select Location --]
- Rooms** [Dropdown: -- Select Room-- with binoculars and refresh icons]

- Start Time – activity
- End Time – activity Start Time Set-up - change if needed
- End Time Breakdown – change if needed
- Duration automatically populate – DO NOT change


The screenshot shows the following time and duration fields:

- Start Time** [Dropdown] [00] [Dropdown]
- End Time** [Dropdown] [00] [Dropdown]
- Setup Begin Time** [Dropdown] [00] [Dropdown]
- Breakdown End Time** [Dropdown] [00] [Dropdown]
- Duration** [Text] hours [00] minutes. Spans over [1] days.

- Start Recurrence
  - Click on the calendars provided to select start and end recurrence dates
  - Click on the circle that applies
    - Daily includes Saturday and Sunday
    - Weekly
      - If every week then “Recur every 1 week(s) on” and click the boxes of the day(s) of the week that is needed
      - If every 2 weeks then “Recur every 2 week(s) on” and click the boxes of the day(s) of the week that is needed
    - Monthly
      - Click on the circle that applies and enter information needed
        - If monthly then every 1 month



- If every other month then every 2 months

**Start Recurrence**  

**Recurrence Pattern**  **Daily**


**Weekly** **Recur every**  **week(s) on:**

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday


**Monthly**  Day  of every  month(s)

The  first  day  of every  month(s)

**End Recurrence**  

- Organization
  - Click on the binoculars to select organization or if not found type in
    - All school activities – select school name
    - All ASC activities – select RUSD Central Office
- First Name
- Last name
- Email
- Phone Information
- Billing Address

**Organization Information**

**Organization**  

**Contact Name** or new  **Type**

**First Name**   **Last Name**

**Email**   **Day-Time Phone**

**Evening Phone**  **Cellular Phone**

**Billing Address**

Use Organization Billing Address

- Insurance Information
  - If internal organization – insurance not needed
  - If internal organization hiring an external organization/company for event
    - A current Certificate of Insurance with RUSD listed as Certificate Holder needs to be uploaded (File attachments at bottom of page) or emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org),

- If external organization
  - A current Certificate of Insurance with RUSD listed as Certificate Holder needs to be uploaded (File Attachments at bottom of page) or emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)

File Attachments					Add New File
Delete	Date	Submitted By	Description	Filename	Size
No attachments					

- Setup Requirements
  - Click box by Event Setup
  - Type in the Service Description
    - If no setup needed – type in “none”
    - If setup – type in the details of the setup (include how many is needed) or type “see attached” and upload a diagram (File Attachments at bottom of page)

**Setup Requirements**

**Required Maintenance Services**

Event Setup

**Service description**

File Attachments					Add New File
Delete	Date	Submitted By	Description	Filename	Size
No attachments					

- Number Attending - approximate
- Number Adults - approximate
- Number of Children - approximate

**Number Attending**

Number of Adults

Number of Children

- Other Needs

**Other Needs**

- Submittal Password – type in the word “password”
- Save

**Submittal Password**  [Forgot Password?](#)



Once saved – any changes to a saved schedule need to be emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)

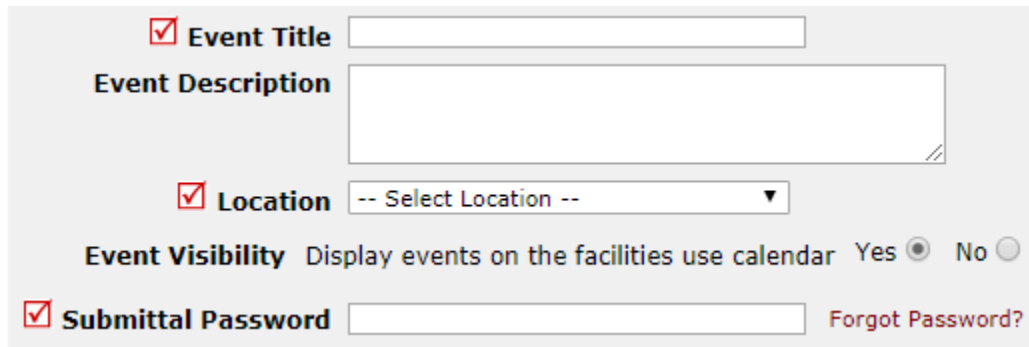
An email (from SchoolDude) will be sent once schedule is submitted and then a second email once schedule and facility usage has been approved.

In the event the District needs to cancel facility usage, an email will be sent to the event contact person listed in SchoolDude.

Please read the following Rules and Regulations (fee schedule included)

## Irregular Schedule

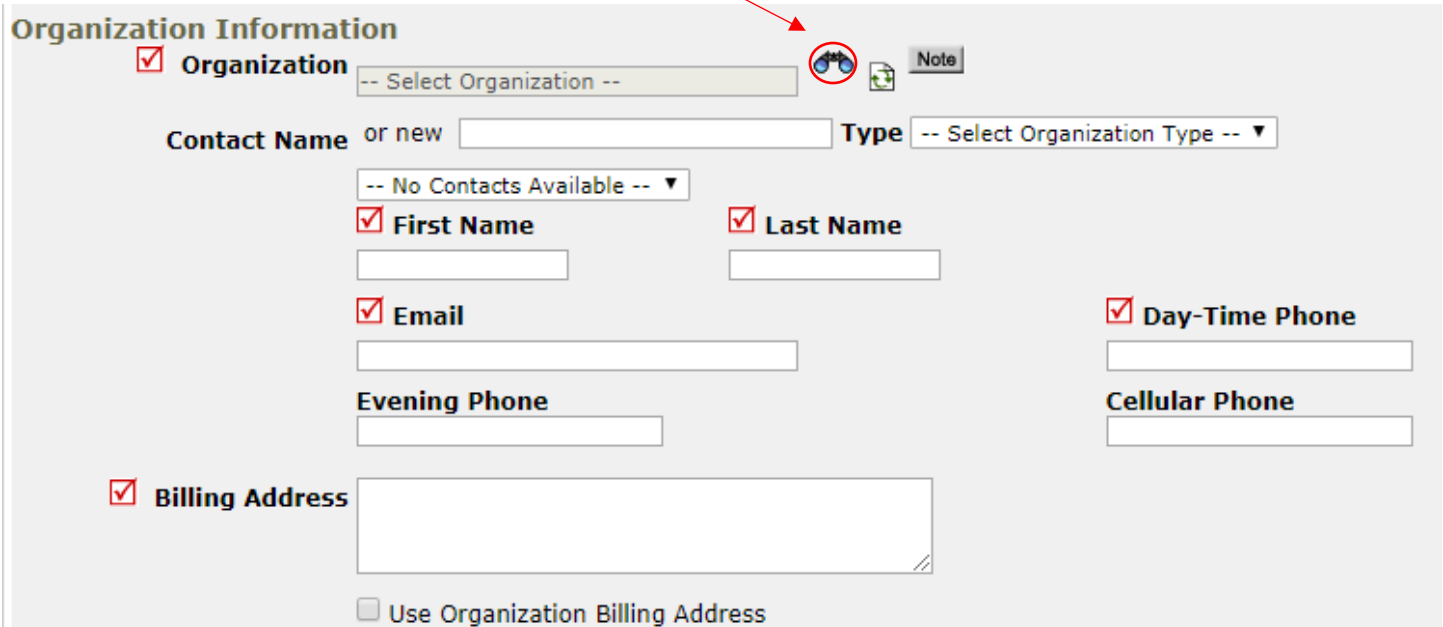
- Event Title
- Event Description
  - Include if Lighted Schoolhouse (LSH), PTA, Title 1, club, organization invited/hired to building by staff, etc.
- Location
- Submittal Password – type in the word “password”





A screenshot of a web form for an irregular schedule. It includes the following fields and options:

- Event Title** [text input]
- Event Description** [text area]
- Location** [dropdown menu: -- Select Location --]
- Event Visibility** Display events on the facilities use calendar Yes  No
- Submittal Password** [text input] [Forgot Password?](#)

- Organization
  - Click on the binoculars to select organization or if not found type in
    - All school activities – select school name
    - All ASC activities – select RUSD Central Office
- First Name
- Last name
- Email
- Phone Information
- Billing Address



A screenshot of the 'Organization Information' form. A red arrow points from the 'Organization' list item to a binoculars icon on the 'Organization' dropdown menu. The form includes the following fields and options:

- Organization** [dropdown menu: -- Select Organization --]   [Note](#)
- Contact Name** or new [text input] **Type** [dropdown menu: -- Select Organization Type --]
- [dropdown menu: -- No Contacts Available --]
- First Name** [text input]
- Last Name** [text input]
- Email** [text input]
- Day-Time Phone** [text input]
- Evening Phone** [text input]
- Cellular Phone** [text input]
- Billing Address** [text area]
- Use Organization Billing Address

- Insurance Information
  - If internal organization – insurance not needed

- If internal organization hiring an external organization/company for event
  - A current Certificate of Insurance with RUSD listed as Certificate Holder needs to be uploaded (File attachments at bottom of page) or emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)
- If external organization
  - A current Certificate of Insurance with RUSD listed as Certificate Holder needs to be uploaded (File Attachments at bottom of page) or emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)

File Attachments					Add New File
Delete	Date	Submitted By	Description	Filename	Size
No attachments					

- **DO NOT** select an area
- Click on the binoculars to select the room(s)
- Click on the calendar to select date
- Select start time of event
- Select end time of the event
- Start Time Set-up - change if needed
- End Time Breakdown – change if needed
- Click save when done – if more dates are needed enter the rooms, dates and time click save up to 20 days

### Events

Area(ALT+A)	Event Date (ALT+D) <input checked="" type="checkbox"/>	Start Time (ALT+S) <input checked="" type="checkbox"/>	End Time (ALT+E) <input checked="" type="checkbox"/>
Rooms(ALT+R) <input checked="" type="checkbox"/>		Setup Begin Time(ALT+N)	Breakdown End Time(ALT+M)
			Duration(ALT+T) <input checked="" type="checkbox"/>
-- Select Area -- -- Select Room--	<input type="text"/> <input type="button" value="Check Availability"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/> hours minutes. Spans over <input type="text"/> days.
<small>(use ctrl key to select multiple rooms)</small>			
<b>Copy fields to next entries</b>			
-- Select Area -- -- Select Room--	<input type="text"/> <input type="button" value="Check Availability"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/> hours minutes. Spans over <input type="text"/> days.
<small>(use ctrl key to select multiple rooms)</small>			
<b>Copy fields to next entries</b>			
-- Select Area -- -- Select Room--	<input type="text"/> <input type="button" value="Check Availability"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/> hours minutes. Spans over <input type="text"/> days.
<small>(use ctrl key to select multiple rooms)</small>			

Note: The maximum event dates for each irregular schedule is 20. Click 'Save' to add more events.

- Setup Requirements
  - Click box by Event Setup
  - Type in the Service Description
    - If no setup needed – type in “none”
    - If setup – type in the details of the setup (include how many is needed) or type “see attached” and upload a diagram (File Attachments at bottom of page)

**Setup Requirements**

**Required Maintenance Services**

Event Setup

**Service description**

**File Attachments** [Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

- Number Attending - approximate
- Number Adults - approximate
- Number of Children- approximate

**Number Attending**

Number of Adults

Number of Children

- Other Needs

**Other Needs**

- Save



**Once saved – any changes to a saved schedule need to be emailed to [Carla.davis@rusd.org](mailto:Carla.davis@rusd.org)**

An email (from SchoolDude) will be sent once schedule is submitted and then a second email once schedule and facility usage has been approved.

In the event the District needs to cancel facility usage, an email will be sent to the event contact person listed in SchoolDude.

Please read the following Rules and Regulations (fee schedule included)



**Racine Unified School District ("RUSD")**

**Facility Use Application Form**

This form must be filled out completely by the adult responsible for the Activity ("Responsible Adult") which is the subject of this Facility Use Application Form ("Application"). Any changes to this Application must be made by the Responsible Adult. This Application must be received by the Facility School Principal thirty (30) days prior to the requested Activity Date. The RUSD Facilities Management Department makes final determinations regarding the grant or denial of an Application. RUSD reserves the right to deny any Application at its sole discretion.

In the event a Permit Holder must cancel or reschedule a reservation for use of a Facility, the Permit Holder must notify the Facilities Management Department at 262-631-7110 or Carla.Davis@rusd.org at least twenty-four (24) hours prior to the scheduled Activity. If the Permit Holder fails to provide RUSD with at least twenty-four (24) hours prior notice of a cancellation or rescheduling request, Permit Holder may be charged a one (1) hour custodial fee, whether or not a fee originally applied to the scheduled Activity. The Board of Education reserves the right to deny or cancel use of a school facility at any time.

**I. Applicant Information**

Organization Name: \_\_\_\_\_

Responsible Adult: \_\_\_\_\_ E-mail: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

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

FEIN number: \_\_\_\_\_ Sales Tax Exemption No.: \_\_\_\_\_

[Include copy of Sales Tax Exemption Certificate if not on file already at RUSD]

Permit Holder is required to have and maintain, until the expiration of the Permit, insurance coverage which would protect RUSD from any liability for personal injury or property damages which may arise in connection with the use of the Facilities by Permit Holder. Attach appropriate proof of insurance coverage

Insurance Policy No: \_\_\_\_\_

**II. Requested Use of RUSD Facilities**

Activity Title: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Dates of use Requested: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_ Requested End Time: \_\_\_\_\_

Setup Requirements: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Estimated Number of Adults: \_\_\_\_\_ Estimated Number of Children: \_\_\_\_\_

Other Special Requests: \_\_\_\_\_

**SWIMMING POOL**

**Swimming Pool:** If you are applying to use a Swimming Pool, provide the following information with respect to the individuals who will be on duty during the Activity:

1. Name of the Lifeguard Supervisor (must be at least twenty-one (21) years of age):

\_\_\_\_\_

2. Names of each Advanced Guard Certified by the American Red Cross (must provide at least one advanced guard for each twenty-five (25) swimmers attending the Activity):

\_\_\_\_\_

3. Name of American Red Cross Certified Water Safety Instructor (must provide at least one water safety instructor for every twenty-five (25) swimmers attending the Activity):

\_\_\_\_\_

**GYMNASIUM**

**Gymnasium:** If you are applying to use a Gymnasium, provide the following information:

1. List of specific gymnasium equipment that Permit Holder would like to use:

\_\_\_\_\_

2. Name of the Scoreboard Operator (must be school approved): \_\_\_\_\_

**AUDITORIUM**

**Auditorium:** If you are applying to use an Auditorium, provide the following information:

1. Will you need access to the dressing rooms? \_\_\_\_\_  
(Horlick, Park, Case only)

2. Will you need to utilize the light and sound systems in the Auditorium? \_\_\_\_\_  
(Light and Sound Systems - quality varies per auditorium-- performance is not guaranteed)

3. Will you need a manager, stage hands or custodians for the auditorium performance? \_\_\_\_\_

4. Will you need to use a Piano? \_\_\_\_\_

**We/I agree to abide by (i) any rules and regulations pertaining to the use of the Facilities set forth in the RUSD Code of Student Rights and Responsibilities; (ii) the Terms and Conditions for Use of RUSD School Facilities; (iii) any other applicable RUSD Policies; and (iv) the current fee schedule.**

**Signature of Responsible Adult:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## TERMS AND CONDITIONS FOR USE OF RACINE UNIFIED SCHOOL DISTRICT SCHOOL FACILITIES

The following Terms and Conditions apply to any Permit Application or Permit issued for use of any Racine Unified School District ("RUSD") School Facility ("Facility or Facilities"). These Terms and Conditions are incorporated by reference into the Permit, which together form the Agreement between RUSD and the person, group, organization or legal entity to which a permit is issued. ("Permit Holder"), as well as the Permit Holder's Responsible Adult.

1. Availability and Use of RUSD Facilities. RUSD recognizes that the public schools are an integral part of the Racine community. RUSD encourages community participation and involvement with the RUSD by permitting the use of certain RUSD school facilities ("Facility or Facilities") for school, civic, recreational, religious, educational, charitable and/or service activities, as well as for school-related fundraising events (collectively referred to as an "Activity"). The Facilities are generally made available to: (a) Not-For-Profit Groups which serve RUSD or the Racine community; and (b) for school or school related organizations and Activities. The facilities may not be used for commercial or personal without the advance written approval of the RUSD Facilities & Operations Director or the Director's Designee.

2. Submission of Permit Application. To obtain a permit to use a Facility, an applicant must complete and have the Responsible Adult sign a RUSD Facility Usage Application Form ("Permit Application"). When considering a Permit Application, RUSD shall grant priority to school or school sponsored organizations and Activities.

During the school year, the Facilities are not available for use on dates when school is not in session for reasons such as holidays, cancellations, school recesses or in-service dates.

3. Time Deadline for Permit Applications. Permit Applications must be submitted to the Facility School Principal at least thirty (30) days prior to the date of the desired use of the Facilities.

4. Designation of Responsible Adult. Any permit applicant must designate one person who is a member of its group, organization or legal entity who will be the Responsible Adult for the Activity. The Responsible Adult must be age 21 or older. The Responsible Adult will be required to: (a) complete and sign the Permit Application; (b) prepay for the use of the Facilities or pay the invoice for use of the Facilities within thirty (30) days of the date of the invoice; (c) be present at the Facility at least ten (10) minutes prior to the start of an Activity and for the duration of the Activity; (d) supervise all persons attending the Activity; (e) remain at the Facility until the other attendees have left the building at the end of the Activity; and (f) is primarily responsible for paying any damages or expenses incurred by RUSD as a result of the use of the Facilities for an Activity. The Responsible Adult has the obligation to ensure that the persons attending an Activity remain within the Facility areas designated in the Permit.

5. Grant or Denial of Permit Applications. Not more than twenty (20) business days after the date of submission of a Permit Application, RUSD will grant or deny the permit application. If the permit application is granted, RUSD will issue a Permit which incorporates these Terms and Conditions and the information reflected in the Permit Application.

RUSD reserves the right to decline to issue a Permit at its sole discretion, for reasons which include, but are not limited to, that the Permit Application: (i) conflicts with the requirements of these Terms and Conditions; (ii) is incomplete; (iii) conflicts with the RUSD's schedule or activities; (iv) conflicts with a previously scheduled Activity; (v) has the potential to interfere with the use of the Facilities for school events; (vi) is made by an applicant with previous Permit violations; or (vii) is made by an applicant with outstanding invoices which are more than sixty (60) days past due.

The Board of Education reserves the right to deny or cancel use of a school facility at any time.

6. No Endorsement. RUSD's issuance of a Permit does not under any circumstances constitute an endorsement by RUSD of any Permit Holder, the beliefs of any Permit Holder or an expression of any opinion regarding views expressed by any Permit Holder.

7. Length of Time When Facility is Available for Use. The Permit is effective from the scheduled start time of the Activity until the scheduled end time of the Activity listed in the Permit Application. The doors will be opened no earlier than 15 minutes prior to the scheduled start time of a scheduled Activity.

8. Fee Schedule. The Fee Schedule (attached as **Schedule A** to these Terms and Conditions), sets forth the rates charged for use of the Facility if a permit is issued. The Fee Schedule is subject to change at the sole discretion of RUSD, without prior notice. Additional fees may apply if your Activity extends beyond its scheduled end time or start time.

9. Payment Terms. RUSD may at its sole discretion either: (a) invoice the Permit Holder for use of the Facility with payment due upon receipt; or (b) require prepayment of the fee prior to issuing a Permit. If RUSD requests prepayment, RUSD will notify the applicant and the applicant will have three business days to prepay the fee. If applicant fails to make the prepayment within this time period, the Permit Application will be denied.

10. Cancellation. The Permit Holder must cancel or reschedule a reservation for use of a Facility at least twenty-four (24) hours prior to a scheduled Activity by contacting the Facilities Management Department at 262-631-7110 or sending an e-mail to Carla.Davis@rusd.org. If the Permit Holder does not provide notice of a cancellation or need to reschedule within twenty-four (24) hours prior to the scheduled Activity, the Permit Holder will be charged a one (1) hour custodial fee, whether or not a fee originally applied to a scheduled Activity. The Board of Education reserves the right to deny or cancel use of a school facility at any time.

11. Limited Use of Premises. The Permit Holder agrees that the use of the Facilities will strictly conform to the purpose specified in the Permit.

12. Damage to Property or Personal Injury Reporting Obligation. If property damage or personal injury occurs at the Facility during an Activity, the Responsible Adult is required to promptly report that incident to the Building Engineer in charge of the facility and to the RUSD Facilities Management Director on the next business day after the Activity. The Responsible Adult is responsible for paying any damages or expenses incurred by RUSD as a result of the property damage which occurs at the Facility as the result of an Activity

13. Condition of Facility. The Responsible Adult agrees that the Permit Holder will ensure that at the end of the Activity, the Facility will be left in substantially the same condition as it was at the time of the start of the Activity.

14. School District Rules and Regulations. The Permit Holder agrees that all participants in any Activity at the Facilities will follow (i) any rules and regulations pertaining to the use of the Facilities set forth in the RUSD Code of Student Rights and Responsibilities and (ii) these Terms and Conditions; and (iii) any other applicable RUSD Policies.

15. Kitchen Facilities. The Kitchen Facilities are not available for use during an Activity. The Kitchen Facilities are under lease to a third-party vendor. Kitchen Facility arrangements are to be made with the third-party vendor. If permission is granted to use the Kitchen Facilities by the third-party vendor, additional fees will apply.

16. Custodial Services. A member of the RUSD building custodial staff will be on duty during the time of the Activity. The custodian will be responsible for unlocking and locking the building, lights, heating and normal clean up at the Facilities, both during and immediately after the Activity. We ask that you at all times treat the custodial staff with courtesy and promptly leave the Facilities at the designated finish time for your Activity as set forth in the Permit.

17. School Closings and Cancellations. If RUSD or the Facility where the Activity is to take place is closed due to weather or an emergency, the Facility will not be available for your event. You will not be charged for the use of the Facility if there is a closing or cancellation due to weather or an emergency.

18. Prohibited Conduct When Using the Facilities and Grounds. The following conduct is expressly prohibited by Permit Holder, its members and persons attending the Activity pursuant to a Permit:

- a. Organization or participation in illegal games of chance;
- b. Use or attendance while under the influence of illegal drugs, alcohol or other controlled substances;
- c. Smoking, use of chewing tobacco or gum chewing;
- d. Eating, except in the school cafeteria;
- e. Creating a disturbance or nuisance or making excessive noise;
- f. Engaging in any conduct which violates any federal, state or local laws, regulations, and/or ordinances;

- g. Engaging in any conduct where there is a serious risk of physical or psychological injury to the persons attending the Activity or to others on the school property;
- h. Possession or use of any weapons whatsoever anywhere in the Facility or on school property; or
- i. Occupancy of a Facility in excess of the room capacity posted by the Fire Inspector.
- j. Driving any type of vehicle on fields or grass areas.

19. Proof of Insurance Coverage. The comprehensive general liability coverage must be for a minimum of \$1,000,000 in coverage which would protect RUSD from any liability for personal injury or property damages which may arise in connection with the use of the Facilities. RUSD requires proof of insurance which lists the RUSD as an additional insured at the time of filing the Application. We cannot approve an Application until we have received proof of insurance coverage, as required by Wis. Stat. § 120.13 (17).

- a. External Permit - The Permit Holder is required to have and maintain until the expiration of the Permit
- b. Internal Permits -RUSD requires the proof of insurance from all non-district employees/organizations that are invited/hired for District internal functions

20. Indemnification. The Permit Holder and the Responsible Adult agree to indemnify, defend and hold harmless RUSD, its School Board, officers, administrators, employees and students from any lawsuits, damages, claims, losses, liabilities or expenses of any kind, related to personal injuries and/or property damage which arise in connection with the use of the Facilities for an Activity pursuant to a Permit.

21. Equipment Brought to the School. RUSD has no liability for personal items or equipment brought to the Facility or left at the Facility for a designated Activity.

22. No Transfer or Assignment of the Permit. Permits are issued to the Permit Holder only. The Permit Holder may not transfer its permit to another person, group, organization or legal entity.

### **SWIMMING POOL TERMS AND CONDITIONS**

In addition to the General Terms and Conditions, the following additional Terms and Conditions apply to the use of any Swimming Pool:

1. Lifeguard Requirements. When using a Swimming Pool, the Permit Holder shall:

- a. Provide a Lifeguard Supervisor who must be twenty-one (21) years of age or older and must be listed on the Permit;
- b. Provide one advanced guard certified by the American Red Cross (ARC) for each twenty-five (25) swimmers attending the Activity;
- c. Provide one ARC water safety instructor for each twenty-five (25) swimmers attending the Activity; and
- d. Provide to Facilities Management proof of certification for each lifeguard to be on duty during the Permit Holder's use of the Swimming Pool.

2. Pool Rules and Regulations. The Permit Holder and all persons attending any Activity at a Swimming Pool must follow the posted rules and regulations for use of the Swimming Pool and surrounding areas. All rules and regulations relating to pool safety will be strictly enforced by the Lifeguard Supervisor.

3. Swimming Gear: Attendees at any Swimming Pool Activity are required to provide their own bathing suits, towels and floatation devices.

## **GYMNASIUM TERMS AND CONDITIONS**

In addition to the General Terms and Conditions, the following additional Terms and Conditions apply to the use of any Gymnasium Facility:

1. Use of Equipment. No gymnasium equipment may be utilized without the prior written consent of the RUSD Facilities Management Director. Permit Holders must request the specific gymnasium equipment which they would like to use in their Permit Application. RUSD will identify the type of equipment which may be used in the Permit.
2. Scoreboard Operator. Permit Holders are required to hire a school approved scoreboard operator (as well as making arrangements for payment and scheduling of that operator) prior to the date of an Activity.
3. Sports Equipment. Gymnasium users are required to provide their own sports equipment including basketballs, volleyballs or other playing equipment as well as towels.
4. Shoes. Appropriate shoes must be worn at all times when using the Gymnasium Facilities.

## **AUDITORIUM TERMS AND CONDITIONS**

In addition to the General Terms and Conditions, the following additional Terms and Conditions apply to the use of any Auditorium Facilities:

1. Available Equipment. The use fee includes the use of the auditorium, adjoining dressing rooms for the high school and a projection booth. There is an additional fee for operation of the light and sound systems.
2. Facilities Care. If a manager, stage hands or custodians are required for an auditorium performance, additional charges for those personnel will apply.
3. Tickets. The Permit Holder is responsible for printing tickets and sales for any Activity taking place within the Auditorium Facilities.
4. Piano. The upright school piano is available for use at the cost of tuning the piano. The Piano Tuner must be approved by the School District's Activities Director.
5. Temporary Attachments. No temporary stage extensions or attachments to existing walls or floors are permitted without the prior approval of the RUSD Facilities Management Director.

## **REAL School Fieldhouse Terms and Conditions**

In addition to the General Terms and Conditions, the following additional Terms and Conditions apply to use of any space in the REAL School Fieldhouse facility:

1. Use of Equipment. No equipment may be utilized without the prior written consent of the RUSD Facilities Management Director or REAL School Fieldhouse Manager as designee. Permit holders must request equipment which they would like to use with their Permit Application. RUSD will identify the type of equipment which may be used in the Permit.
2. Scoreboard Operator. Permit holders are required to hire a RUSD approved scoreboard operator (as well as arrangements for payment and scheduling of the operator) prior to the activity date.
3. Sports Equipment. REAL School Fieldhouse Permit holders are required to provide their own sports equipment including basketballs, soccer balls, volleyballs or other playing equipment.
4. Shoes. Appropriate shoes must be worn at all times when using REAL School Fieldhouse facilities.

5. REAL School Fieldhouse Rules and Regulations. The Permit holder and all persons attending any activity at the REAL School Fieldhouse must follow the posted rules and regulations for use of the REAL School Fieldhouse. All rules and regulations will be strictly enforced by the REAL School Fieldhouse manager.

## RENTAL FEES

### REAL School Fieldhouse

Area	Maximum Capacity	Rental Fee Per Hour
Turf Field #1		\$90.00
Turf Field #2		\$90.00
Basketball/Volleyball Court 1		\$75.00
Basketball/Volleyball Court 2		\$75.00
Basketball/Volleyball Court 3		\$75.00

### Swimming Pools – Does Not Include Locker & Shower Rooms

School	Maximum Capacity	Rental Fee Per Hour
Horlick	285	\$175.00
Park	285	\$175.00
Wadewitz Elementary	50	\$175.00

### Gymnasiums

School	Bleacher Seating Capacity	Rental Fee Per Hour
Case Adapted Sports		\$60.00
Case Fieldhouse	2100	\$115.00
Horlick Fieldhouse	2074	\$115.00
Park Fieldhouse	3040	\$190.00
Park Small Gym		\$60.00
Gifford K-8		\$55.00
Gilmore fine Arts K-8	469	\$55.00
Jerstad K-8	242	\$55.00
Mitchell K-8	480	\$55.00
Mitchell K-8 Old	316	\$55.00
Starbuck Middle	506	\$55.00
Walden		\$55.00
All Elementary		\$50.00

**Auditoriums**

School	Seating Capacity	Rental Fee Per Hour
Case	460	\$75.00
Horlick	578	\$75.00
Park	600	\$75.00
Gifford K-8	532	\$65.00
Gilmore Fine Arts K-8	439	\$60.00
Jerstad K-8	226	\$50.00
Mitchell K-8	280	\$50.00
Starbuck Middle	600	\$55.00
Wadewitz Elementary	226	\$50.00

**Miscellaneous Areas**

School	Area	Rental Fee Per Hour
All	Cafeteria	\$55.00
All	Classroom	\$50.00
All	Fields/Diamonds/Grounds	\$50.00
All	Library	\$50.00
All	Lockers and Showers	\$55.00
All	Multipurpose Room	\$55.00
All	Parking Lots	\$55.00
Case	Hammes Field including restrooms	\$135.00
Case, Horlick, Park	Soccer Field	\$100.00
Case, Horlick	Tennis Courts (each)	\$30.00
Case	Track	\$135.00
Horlick	Track	\$100.00
Knapp	Community Room	\$50.00
Gifford K-8	Planetarium	Contact Office of Operations 631-7130

**Custodial if necessary \$33.80/hr. Note: Building Engineer coverage is required during hours when building is not normally staffed or additional support is required for event. Custodial is also necessary for set-up, take-down, and clean-up.**

**\*Effective July 1, 2019 all rates will be increased by \$10.00**