

GUIDELINES FOR NON-SCHOOL USE OF THE SCHOOL FOREST

1. The purpose of the School Forest is to provide for the environmental education needs and other needs of the students in the District. All other uses of the School Forest grounds and buildings are deemed secondary. The scheduling of usage shall always be done with this in mind.
2. District officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property. District officials shall have full and free access to the premises at all times.
3. Only the facilities designated on the School Forest Facility Use Request Form are to be used and only for the purpose indicated therein. School furniture, pianos, and all other facility equipment shall not be moved without prior consent.
4. Approved request for building use may not be transferred. Sub-leasing is not permitted. Vendors and concessions are not permitted unless stated on the School Forest Facility Use Request Form, and approved by the Director of Administrative Services or designee.
5. The "upper level of the lodge" shall be open to all adult or adult-supervised groups that reside in the District.
6. All youth shall be supervised at all times. There shall be at least one adult supervisor for every ten youth. Adult supervisors must enforce the facility rules and the regulations for fire prevention and personal safety.
7. Wisconsin State Law specifically prohibits the use of drugs/alcohol, tobacco products and hunting on all school property.
8. Pets are not permitted in the lodge or on school forest grounds. Animals used to aid individuals with disabilities may accompany their handlers.
9. Reservations must be made at least one week prior to the usage date and no more than 180 days in advance. Use by the same group more than once per calendar year is strongly discouraged and will be granted only three days prior to the use date.
10. No stay may be longer than three consecutive days and two consecutive nights.
11. Only one non-school group will be allowed to use the school forest facility on a given weekend.
12. The lower level shall be closed unless the group has prepaid \$30 per hour for district personnel to be present to supervise.
13. A group shall lose its rental privileges indefinitely if they used the facility improperly, as determined by the Director of Administrative Services or designee.
14. The individual who signs the School Forest Facility Use Request Form (Exhibit 1330.2) on behalf of the renter group shall be present at the School Forest for the duration of the rental period, and agrees to comply with the rules as outlined herein and in Policy 1330.2, and is responsible for the completion of the required checklist(s).

15. Reservations and payment of fees shall be submitted to the Director of Administrative Services or designee.
16. Check out time shall be determined by the administration at the time of registration. Keys must be returned to the Director of Administration or designee at the MAPS Central Administration Office before 4:00 p.m. on the Monday immediately following the rental period.
17. A certificate of liability insurance naming Merrill Area Public Schools and its employees as additional insured shall be required from groups or individuals using school forest facilities and grounds. Minimum insurance liability limits of \$500,000 are required.
18. When any group is granted use of the School Forest Facility and when publicity of that use is disseminated by the news media or other means, the group must agree to fully identify itself and the name of the individual who is the official representative of that group.
19. The presence of security personnel will be required to be onsite a minimum of three (3) hours per day during the course of a "usage". The length of security coverage may be increased beyond three hours at the determination of the Director of Administrative Services or designee. Groups categorized #1 and #2 (see following page) are exempt from this requirement.
20. When the on site presence of police, fire, or custodial personnel is necessary, the group or individual must pay actual costs for such service.
21. Private schools located within the Merrill Area Public School District may be permitted to use school forest facilities for environmental education on one occasion per classroom per school year without charge and without concern about losing reservations to any other group. Such requests may be made after September 1st of that school year.
22. If there is a need for firewood the group must supply its own. Wood cutting in the school forest and use of pre-cut wood stored at the facility is prohibited.
23. Fees shall be charged as follows:
 - a. Groups categorized #2 and #3 shall be charged \$50 for a single day or part of a day (Group size must not exceed 40).
 - b. Groups categorized #2 and #3 staying overnight shall be charged \$100 per night (Group size must not exceed 30).
 - c. Security Deposit: Groups categorized #2 must submit a separate check for \$100 which will be held by the school district as a security deposit for facility use. Groups categorized #3 must submit a separate check for \$500 which will be held by the school district as a security deposit for facility use. The check will be returned by mail on Thursday following the rental if there are no costs incurred.
 - d. All groups shall be charged the actual cost of repair or replacement of damaged property, and will be billed for cost above the deposit.

GROUP CATEGORIES

Group #1

DEFINITION: Any group whose function is to work with the District for the purpose of improving instruction and student welfare and which has a direct connection with the District.

- ◆ NO Facility Fees charged.
- ◆ NO Security Deposit required.
- ◆ NO Security Personnel contract required.

Group #2

DEFINITION: Any group that is non-profit, organized and active within the Merrill Area School District and whose purpose is the promotion of nondenominational, non-political service to the community.

- ◆ Facility Fees: \$50/day or \$100/night
- ◆ Security Deposit: \$100
- ◆ NO Security Personnel contract required.

Group #3

DEFINITION: All other individuals and groups.

- ◆ Facility Fees: \$50/day or \$100/night
- ◆ Security Deposit: \$500
- ◆ Security Personnel Contract: Minimum of three (3) hours onsite per day during the course of usage; length of security coverage may be increased beyond three hours at the determination of the Director of Administrative Services or designee; total cost to be prepaid by applicant.

CROSS REF.: Policy 1330.2, Civic Group Use of School Forest Facilities
Exhibit 1330.2, School Forest Facility Use Request Form
Policy and Procedure 5131.1, Possession or Use of Weapons
Policy and Procedure 5131.2, Drug-Free Schools
Policy and Procedure 5131.4 Tobacco Use on School Premises

APPROVED: 5-25-88

AMENDED: 8-21-91, 2-19-97, 4-9-97, _____

USE REQUEST FORM
SCHOOL FOREST FACILITY

Facility: SCHOOL FOREST

Person in charge = Applicant (Please Print)

Address Phone Res. Phone Bus.

Name of organization/group

Purpose for use

Date of event Time AM or PM (Start) (End) AM or PM

Time length agreement (dates) Admission Charge: Yes No

Funds solicited: Yes No Liability proof Certificate Number Carrier

Dining/Meeting Area needed Yes No Kitchen needed Yes No Lower Level Yes No

Additional facilities or equipment needed (specify)

Agreement: The undersigned applicant/civic group agrees to abide by all policies, rules and regulations of the Merrill Area Public School District governing the use of building and grounds as a consideration for being permitted to use the facilities and equipment (Policy & Procedure 1330.2 - Attached)

SIGNATURE (Person in Charge = Applicant) Date

OFFICE USE ONLY

Facility Fees: Daily Rate \$50.00 x Days = \$ Overnight Rate \$100.00 x Nights = \$ Lower Level \$30/hr. x Hours = \$ TOTAL Facility \$ + SECURITY DEPOSIT of \$100 (Group 2) or \$500 (Group 3) - Payable by separate check

*SECURITY PERSONNEL FEE (Group 3 only): \$12.00/Hr. x Hours = \$ (Check payable to: WISCO) (Minimum of 3 hours per each day of rental)

Application approved by Director Administrative Services Date Director of School Forest Date

Security Deposit Returned: Amount Date By: Initials

NOTES:

(Adopted:)