

**WITTENBERG - BIRNAMWOOD SCHOOL DISTRICT**  
**APPLICATION FOR USE OF HI-WOOD SCHOOL FOREST & NATURE CENTER**

NAME OF GROUP OR (FAMILY) \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE (home) \_\_\_\_\_ (cell) \_\_\_\_\_ E-MAIL(optional) \_\_\_\_\_  
DATE(S) OF USE \_\_\_\_\_  
APPROXIMATE NUMBER OF PARTICIPANTS \_\_\_\_\_ YOUTH \_\_\_\_\_ ADULTS  
PURPOSE OF USE \_\_\_\_\_  
\_\_\_\_\_

**REQUIREMENTS FOR USE**

\_\_\_\_\_ **SECURITY DEPOSIT OF \$200.00 \***

- \* REFUNDED DEPENDING ON COMPLETED AND APPROVED BUILDING INSPECTION.
- \* APPLICANTS ARE RESPONSIBLE FOR DAMAGES BEYOND THE SECURITY DEPOSIT.

\_\_\_\_\_ **RENTAL FEE \$ 60.00 SCHOOL DISTRICT AFFILIATED OR RESIDENTS**  
**\$ 100.00 APPROVED NON-DISTRICT RESIDENTS**  
(youth groups , approved tax exempt groups, and approved major in-kind contributors for the nature center construction may be exempt from a portion or all of the rental fees.

\_\_\_\_\_ **HOLD HARMLESS AGREEMENT - SIGNED AND DATED**

\_\_\_\_\_ **READ AND FOLLOW THE RULES AND CLEAN-UP PROCEDURES / CHECKLIST SHEET**

\_\_\_\_\_ **SIGNED APPLICATION / CONTRACT NEEDS TO BE ON FILE 2 WEEKS PRIOR TO USE**

**\* \* \* HOLD HARMLESS AGREEMENT \* \* \***

THE \_\_\_\_\_ ITS MEMBERS AND PARTICIPANTS ,

IN CONSIDERATION FOR THE USE OF THE FACILITIES AT THE HI-WOOD SCHOOL FOREST , HEREBY ACCEPT TOTAL RESPONSIBILITY FOR THOSE PERSONS WITHIN THEIR GROUP USING THE FACILITIES AT THE SCHOOL FOREST ON ;

\_\_\_\_\_  
DATE(S) OF USE

> ITS MEMBERS AND PARTICIPANTS;

FURTHER AGREE TO RELEASE, ABSOLVE, AND HOLD HARMLESS THE WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT , ITS AGENTS, AND EMPLOYEES FROM ANY LIABILITY WHATSOEVER FOR ANY CLAIMED INJURY OR DEATH DUE TO ACCIDENTS OR SITUATIONS OCCURRING IN THE USE OF ANY NATURAL AREAS OR MAN-MADE FACILITIES OF THE HI-WOOD SCHOOL FOREST OR FOR ANY OTHER REASON.

> ITS MEMBERS AND PARTICIPANTS ;

ALSO AGREE TO ACCEPT RESPONSIBILITY FOR DETERMINING THOSE ACTIVITIES WHICH ITS MEMBERS MAY PARTICIPATE IN BASED UPON INDIVIDUAL MEDICAL CONDITIONS, PHYSICAL DISABILITIES, OR MENTAL / PHYSICAL LIMITATIONS.

**\*\*\* CONTRACT FOR USE OF THE HI-WOOD SCHOOL FOREST FACILITY \*\*\***

THE APPLICANT(S) AGREES TO ABIDE BY THE RULES AND REGULATIONS AND CLEAN UP PROCEDURES FORMULATED BY THE WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT REGARDING THE USE OF THE HI-WOOD SCHOOL FOREST & NATURE CENTER AS LISTED ABOVE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SCHOOL DIST. REP.

\_\_\_\_\_  
DATE

**WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT  
WITTENBERG, WI 54499  
(715) 253 - 2211  
NATURE CENTER (715) 449-3435**

WITT - BIRN HI -WOOD NATURE CENTER 715-449-3435

\*\*\* RULES & CLEAN-UP PROCEDURES \*\*\*

- \_\_\_ 1. No alcohol allowed on school district property.
- \_\_\_ 2. No tobacco products allowed .
- \_\_\_ 3. Garbage removed from building and placed in outside dumpster.
- \_\_\_ 4. All toilets (urinal) flushed and checked to see that they are not running.
- \_\_\_ 5. Make sure all water faucets are turned off.
- \_\_\_ 6. Furnace turned down to 50 degrees. ( winter months )
- \_\_\_ 7. Fireplace turned off.
- \_\_\_ 8. Equipment (classroom & kitchen) put away clean in proper location.  
Make sure all kitchen appliances are turned off or closed.
- \_\_\_ 9. Tables and kitchen countertops wiped clean. All chairs placed back at tables.
- \_\_\_ 10. Floors swept .
- \_\_\_ 11. All windows closed and locked.
- \_\_\_ 12. All lights (inside & outside) and ceiling fans turned off.
- \_\_\_ 13. All door push bars are released and all doors locked.
- \_\_\_ 14. All garbage in shelter area and on grounds picked up and placed in dumpster.
- \_\_\_ 15. Make sure fire is completely out in fire ring if used.
- \_\_\_ 16. Entrance gates closed and locked.
- \_\_\_ 17. Gate and Nature Center keys placed in key return box.

If the rules and clean-up procedures are followed and no damage is found , your security deposit will be refunded to you (group) in a timely fashion.

CONTACTS

Denny Brahmer 715-454-6637

Jack Kirk 715-446-2128

Witt-Birn Nature Center  
Rental Check List

- \_\_\_\_\_ Sign rental forms
- \_\_\_\_\_ Handout renter's check off sheet
- \_\_\_\_\_ Collect rental fee and security deposit
- \_\_\_\_\_ Key for gate and Center
- \_\_\_\_\_ Garbage, dumpster and recycle cans
- \_\_\_\_\_ Phone (local calls only)
- \_\_\_\_\_ Janitors closet
- \_\_\_\_\_ Supply closet (Nesco roasters, pizza ovens, TV, DVD, overhead
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Fireplace and furnace
- \_\_\_\_\_ Hex key for doors
- \_\_\_\_\_ Lights and fans
- \_\_\_\_\_ Outdoor shelter if needed
- \_\_\_\_\_ Deck with flip tables
- \_\_\_\_\_ Basement lights and hex key for door
- \_\_\_\_\_ Circuit breakers and phone outlet reset
- \_\_\_\_\_ Extra chairs