

APPLICATION FOR USE OF HI-WOOD SCHOOL FOREST & NATURE CENTER

Name of group or family _____

Contact person _____

Address _____ City _____ Zip _____

Phone (home) _____ (Cell) _____ email (optional) _____

Date of Use _____

Approximate number of people Youth _____ Adults _____

Purpose of Use _____

TERMS 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

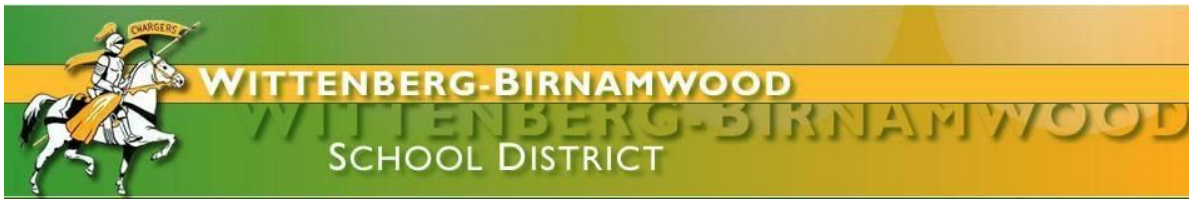
\$ 100.00 APPROVED NON-DISTRICT RESIDENTS

(District staff, 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

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*



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

Partridge Lane

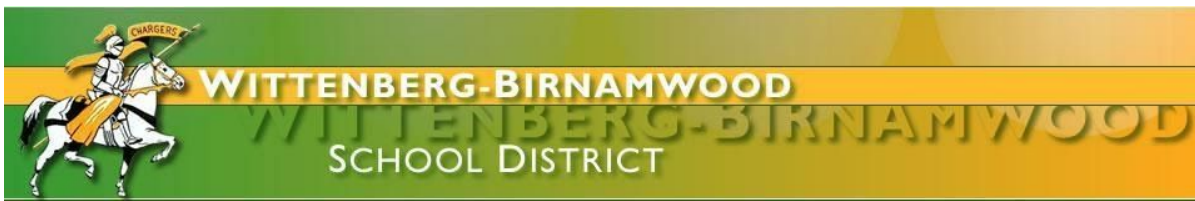
Birnamwood WI

** * * 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. AU 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 the 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 the fire is completely out in fire ring if used.
16. Entrance gates closed and locked.
17. Gate and Nature Center keys returned to district staff or otherwise agreed upon procedure.

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.

CONTACT: **Joy Hartleben at the
Wittenberg-Birnamwood District Office
at 715-253-2211**



Witt-Bim Nature Center Rental Checklist

- == 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 projector)
- == 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