

**RESERVATION REQUEST FOR USE OF THE RAHR MEMORIAL SCHOOL FOREST FACILITIES**

Once you have date(s) in mind, contact the School Forest Secretary (683-4777) to check availability. If the dates are available submit 1) Reservation Request 2) Rental Agreement 3) Copy of Certificate of Insurance 4) Copy of First Aid and CPR cards of certified adult who will be with your group at the school forest. Dates will not be held until all documents have been received. We are mandated by the Manitowoc County Health Department to keep First Aid and CPR cards on file.

**Organization Name:** \_\_\_\_\_  
(School Forest facilities are not for private use.)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Leader:** \_\_\_\_\_  
(Leader must be 21 years old or older, be present during entire time of use of the School Forest Facilities, and be responsible for the use and care of the district facilities.)

**Type of Activity Planned:** \_\_\_\_\_

**Date(s) of Use:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Number of Students (7 to 18):** \_\_\_\_\_ **Number of Students (6 and under):** \_\_\_\_\_ **Number of Adults:** \_\_\_\_\_

**Facilities Requested:**

**Ehlert Lodge Dining Hall, Bunk Rooms and Lavatories (\$60)** \_\_\_ Yes \_\_\_ No  
**Ehlert Lodge Kitchen (\$60)** \_\_\_ Yes \_\_\_ No

The Ehlert Lodge has a kitchen, dining hall, lavatories (no showers), two small bunkrooms (4 beds each), and two large bunk rooms (24 beds each).

**Krejcarek Building** - The Krejcarek Building has a classroom upstairs, a classroom downstairs and lavatories on the lower level.

**Lower (\$60)** classroom, lavatories (with showers) \_\_\_ Yes \_\_\_ No  
**Upper (\$60)** classroom, lower lavatories (with showers) \_\_\_ Yes \_\_\_ No

**Environmental Learning Center (\$60)** \_\_\_ Yes \_\_\_ No

The Environmental Learning Center has one large classroom and lavatories (with 1 handicap shower in each).

**Number of Hours of Assistance Requested of the School Forest Coordinator:** \_\_\_\_\_

Please call the Coordinator to see if available (920) 686-4709.

I agree to adhere to all stated regulations and to assume full responsibility for any damage to or loss of equipment. I also agree to pay all required fees and follow the rules of the rental agreement.

Approval of this contract is based on the condition that the renting organization agrees to indemnify and hold harmless the Manitowoc Public School District from any and all claims which may arise from any accidents or injuries to participants, spectators, and/or persons connected with the use of listed facilities.



Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Group Leader

For office use:

Certificate of insurance on file: \_\_\_\_\_ First Aid and Infant, child and adult CPR card(s) on file: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Authorized by School Forest Coordinator      SF Secretary      Director of Buildings and Grounds      **6/14**