

## RENTAL AGREEMENT RAHR MEMORIAL SCHOOL FOREST

This agreement made and entered into by and between the Manitowoc Public School District, Manitowoc, WI, hereinafter "district" and \_\_\_\_\_ hereinafter "user" the parties hereto agree as follows: (organization)

1. A copy of Certificate of Insurance for the organization **must be given to the district with your rental application. Boy and Girl Scout groups and MPSD groups already have a certificate on file.**
2. An American Red Cross community first aid AND adult, child and infant CPR certified adult must be present at all times. **A copy of the certified person's cards must be given to the district with your rental application.** This is required by the health department for the School Forest to maintain its permit.
3. A vehicle must be present at the facility at all times during the rental in case of emergency. This is required by the health department for the School Forest to maintain its permit.
4. One chaperone, 18 years of age or older, must be provided for every 10 campers or fraction thereof between the ages of 7 and 18. Campers 6 years of age and under must be supervised by one staff member for every 4 campers or fraction thereof, i.e. 7 to 18 years of age: 15 campers, 1 adult; 16 campers 2 adults. If both sexes occupy the building, there must be at least one chaperone for each sex. This is required by the health department for the School Forest to maintain its permit.
5. All MPSD overnight groups who administer medication are required by the health department to log medication distribution in the camp log book. Contact the school forest coordinator for instruction.
6. Use of facilities will be granted only by authorized district personnel.
7. The undersigned representative of user will be responsible for the use and care of district facilities and equipment and must be twenty one (21) years of age or older.
8. User agrees that buildings will not be used for activities other than those requested on application.
9. User understands that there is **NO SWIMMING** allowed at the School Forest
10. User agrees to only enter the buildings they request on application. Lock the building if no one is present at the buildings.
11. If the services of a custodian are required at the end of the rental period, user will be billed for the cost of such custodial services.
12. It is understood that authorized district employees have the right to enter rented facilities at any time.
13. A set of rules and regulations relating to the use of the buildings are posted at the School Forest. Please read it thoroughly and respect all rules and regulations.
14. When using the kitchen please use the binder on the kitchen counter as a guide. This information must be followed. It is from the health department and is required for School Forest to maintain its permit.
15. Smoking is prohibited on any school district property by school board policy and by state law.
16. No alcoholic beverages or other controlled substance will be allowed on district property at any time.

17. **Parking of cars is limited to the parking area only.** In order to make it possible for fire and rescue equipment to operate, service cars only are permitted in the area adjacent to the buildings. No parking is permitted along the driveways.
18. Campfires can be started outside in the campfire ring, but only when smaller than 3 feet wide and tall. You must have firefighting tools at the fire ring before starting the fire (ex. Water bucket). No people or combustible materials should be near the fire area. Please put fire out completely before leaving campfire ring.
19. Plants or trees may not be cut or removed and directional and educational signage is not to be disturbed or mutilated.
20. All-terrain vehicles, snowmobiles, and firearms are not permitted on premises at any time.
21. Hunting or trapping of wildlife is prohibited at all times.
22. Hiking and cross-country skiing is permitted on trails.
23. **When premises are vacated:**
  - Garbage must be picked up (outside, inside, near fire pit)
  - Garbage bags must be closed and put into the dumpster
  - Clean the building so you are not charged custodial fees
  - All lights must be turned off
  - Heat must be turned down to 50 degrees
  - All kitchen equipment and faucets must be turned off (kitchen supplies/dishes put away in proper order)
  - Take home all leftover food
  - All exterior doors must be closed tightly and locked
  - All windows must be closed tightly and locked
  - Check fireplaces to make certain all fire is out and dampers are closed
  - Used kitchen towels and rags must be taken home, washed, folded and returned with school forest key shortly after rental. If unable to do this please notify the school forest coordinator.
  - The driveway gate must be closed
24. All fees will be due and payable by user upon receipt of invoice.
25. Cancellation must be received one week before scheduled date or rental fee will be charged.

**Once your request has been approved, you will receive a confirmation letter from the school district. This will have information about obtaining keys.**