

In order to keep the reservation information consistent and correct, Kori will be the only person answering questions about reservations. You may call to see if the date is available, however, Kori is the only person who knows for sure. Please call her Monday through Thursday from 8am-3pm, or email her at [printzk@iola.k12.wi.us](mailto:printzk@iola.k12.wi.us). She will get back to you as soon as possible with all the correct information. She is also the only person who can reserve a date, pencil it in or confirm it.

Thank you!

# Rules & Policies

Please read & initial the following rules & policies:

## Facility Usage Policies

1. Facilities will not be reserved until a completed reservation form is received at the Front Desk.
2. **Most facility reservations must be submitted 2 weeks in advance of event.**
3. **Reservations for events requiring extra staffing or during non-open hours must be turned in by the 15<sup>th</sup> of the month prior to the event.**
4. Additional charges will be assessed if there are damages to facilities or equipment.
6. Conflicting reservations are granted on a first come, first serve basis determined by the date the request is received.
7. When using the meeting room and pool, there will be no going back and forth. Use the pool first and then the meeting room.
8. Remember to return all locker keys to the front desk.
9. The facility must be cleaned by the rental group with assistance from the building supervisor.
10. Smoking, smokeless tobacco, and alcoholic beverages are not permitted in the facility.
11. The I-SCF&AC reserves the right to cancel or reschedule reservations due to school district need or act of God.
12. *\*\*\$10.00 fee for every 10 minutes you go over the scheduled time to be out of the room. (i.e. 20 minutes past end time=\$20.00)*

Initial that you read the above rules & policies: \_\_\_\_\_

## Kitchen Rules

1. If your group uses the facilities equipment (you may not use the facilities paper products), your group should do the dishes. Please do not take our kitchen equipment.
2. Please clean the kitchen as best as possible.
3. Please do not leave any food in the refrigerator.

## Meeting Room Rules

1. Please take down any decorations your group puts up.
2. Please clean all white boards if your group writes on them.

Initial that you read the above rules: \_\_\_\_\_

## Pool Rules

1. Patrons who are not toilet trained must wear leak proof swim diapers. Please check your child's diaper periodically and take bathroom breaks.
2. Please stress to children that running on the pool deck will potentially result in injury.
3. NO food, candy, tobacco, or drinks on pool deck.
4. NO running on deck.
5. NO diving in leisure pool or the shallow end of the lap pool.
6. NO splashing, pushing, dunking, or horseplay.
7. NO personal flotation devices, floating toys or floating swimsuits.
8. NO swimming without a lifeguard employed by the facility present.
9. NO street shoes allowed in the pool area.
10. Children under 12 are not allowed in the whirlpool.
11. Children 12-16 years must be accompanied by a parent in the whirlpool.
12. Parents with kids under 3<sup>rd</sup> grade must swim with their kids.
13. There should be 1 adult in the water with every 5 kids. If there are 30 kids in your party, 6 adults should be in the water with kids.

Initial that you read the above rules: \_\_\_\_\_

I have read all the rules and policies. I will make sure all rules and policies are followed by me and my guests for our safety.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# FACILITY RESERVATION FORM

445 S. Jackson St. Iola, WI 54945

Phone: (715) 445-2411, ext. 317 ~ Fax: (715) 445-5119

Email: printzk@iola.k12.wi.us or welcht@iola.k12.wi.us

## Event Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Signature: \_\_\_\_\_

## Event Information

Today's Date: \_\_\_\_\_

Event Day & Date – 1<sup>st</sup> choice: \_\_\_\_\_

Event Day & Date – 2<sup>nd</sup> choice: \_\_\_\_\_

Event Time: \_\_\_\_\_:\_\_\_\_\_ AM PM to \_\_\_\_\_:\_\_\_\_\_ AM PM\*\*

Set-up Time (1/2 hr. no charge):

\_\_\_\_\_ : \_\_\_\_\_ AM PM to \_\_\_\_\_ : \_\_\_\_\_ AM PM

Estimated Attendance: \_\_\_\_\_

(Used to determine number of tables and chairs necessary, if applicable)

## Please check type of event (check all that apply):

Birthday party - Age of Kids: \_\_\_\_\_  
Name of Birthday Boy/Girl: \_\_\_\_\_

Swimming Party

Meeting    Shower    Banquet

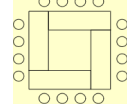
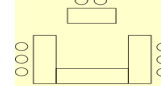
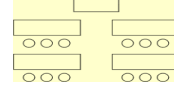
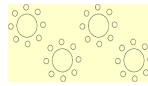
Youth Group – Name of Group: \_\_\_\_\_

Church Group – Church name: \_\_\_\_\_

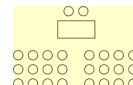
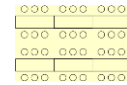
Other: \_\_\_\_\_

## Set-Up (Please check one) – 6 rectangle tables; 8 round tables:

\_\_\_ Rounds    \_\_\_ Classroom    \_\_\_ U-Shaped    \_\_\_ Square



\_\_\_ Banquet    \_\_\_ Lecture    \_\_\_ No preference



## Facility Requesting (check box):

Mishler Room w/ kitchen ↪ Capacity = 50  
Members = \$35/2 hours; \$15 for each added hour  
Non-Members = \$50/2 hour; \$15 for each added hour

**\*\*During open swim**

When using meeting room & pool/gym during  
open swim - \$1 per non-member

Leisure Pool w/slide - \$175/2 hours; \$15 for each added hour  
**\*\*After hours**

Lap Pool - \$175/2 hours; \$15 for each added hour  
**\*\*After hours**

Both Pools - \$300/2 hours; \$15 for each added hour  
**\*\*After hours**

Mishler Room w/ kitchen & Gymnasium  
Members = \$125/2 hours; \$15 for each added hour  
Non-Members = \$150/2 hour; \$15 for each added hour  
**\*\*After hours**

Please follow  
all policies & rules  
for your safety!

### OFFICE USE ONLY:

Reservation Received: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Notes: