

School Forest Rental Form for the Norbert Rich School Forest of the Winneconne School District

Step 1: Prior to scheduling an event at the school forest, you must contact the forester to determine availability

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Step 2: Complete the following and send check payable to the Winneconne Community School District:

Check one of the following, rental fees when no admission is charged on a per day basis:

- _____ A. \$75.00 - Private Organizations (industrial, political, business, etc.)
- _____ B. \$50.00 - Community groups (service, civic, church, charitable, etc.)
- _____ C. \$25.00 - Affiliated youth groups (educational, non-religious youth groups)

Name of Organization, or Group	
Activity Purpose	
Forester Expectations <small>Assistance from the school forester?</small>	
Person in Charge with Contact Information	
Date of Activity	
Time of Activity	
Specific Facilities Required	
Specific Equipment Required <small>*May require additional rental fee</small>	
Liability Insurance (circle one)	Yes No

Step 3: Finalize – Please sign below and return to the school forester:

We have read and understand the Rules & Procedures of the Norbert Rich School Forest.

By signing this I/we agree to defend, hold harmless and repay damages to the Winneconne Community School District for any legal liability in respect to bodily injury, death, and/or property damage arising from my/our use of the Norbert Rich School Forest.

Signature _____ Date _____

Norbert Rich School Forest Policies & Procedures

The Norbert Rich School Forest's primary use and goal is for environmental education of the students of the Winneconne Community School District. Recreational use by the public is encouraged if it does not disrupt the environment and is not in conflict with school use.

1. The school forest outdoor facilities are open to the general public during daylight hours.
2. WCSD classes and groups shall have first priority for school forest use.
3. The use of motorized recreational vehicles on the school forest property is prohibited. *Any exceptions must be authorized, in writing, by school district officials.
4. Firearms, ammunition, weapons, and fireworks are prohibited. Hunting is not allowed on school forest property.
5. Fishing and swimming in the pond is prohibited.
6. Upon the completion of your visit, all facilities and equipment used by your group are to be cleaned and stored in their designated areas. Please report any items which are broken to the School Forest Coordinator.
7. Any trail clearance and/or modifications are to be approved by the school forest advisory committee.
8. Individuals & groups utilizing the school forest may not sleep or have pets inside the buildings. Overnight groups may set up tents for sleeping accommodations
9. Rules and regulations of the Winneconne Community School District apply at the school forest.
10. All visitors ages 5 and up are required to use the district provided cleaning supplies to clean and disinfect tables after use.
11. No smoking, use of drugs or alcoholic beverages, vandalism, or disorderly conduct will be permitted.
12. Campfires should be restricted to the fire pit areas only. During the Department of Natural Resources specified or school authorized fire bans, no burning will be allowed.
13. Parking and use of school forest roads by the public is not permitted unless authorized by school personnel. This is to ensure student safety and guard against the potential of vehicles being locked in.
14. Violators of school forest regulations will be subject to the laws, ordinances, and penalties of the town of Winneconne, county of Winnebago, and the state of Wisconsin.
15. The School Forest Coordinator, staff members of the Winneconne District and any designated group leaders are the authorized people in charge of enforcing the school forest policy. *Students/children must be supervised at all times.
16. Questions or concerns regarding use shall be directed to the school forester and regulations are subject to change with the authorization of the school forest advisory committee.