WHAT'S NEW FOR 2023-24

Insurance and Indemnification
Per advice from our risk Management professionals, some changes have been made to Liability Insurance requirements and indemnification language. Please review carefully.
- Total aggregate = $3,000,000 or $2,000,000 + $1,000,000 umbrella.
- Description of Operations/Locations to include Additional Insured language for <u>all</u> ECASD, not an individual school site(s).
- We can no longer accept homeowner's insurance policies.

Fees
There has been a slight increase in fees for the upcoming year, including the Annual User Fee. Check it out.

Beginning Scheduling Date
Due to the timing in presenting the updated Fee Schedule and Conditions of Use, the <u>first date for submitting</u> facility requests is being <u>pushed back to Monday, June 12</u>, for resident youth groups. We need to allow time for all desired invoices for User Fees to be created and sent, as well as time for organizations to pay those invoices.

DIRECTIONS AND TIPS FOR SUBMITTING FACILITY REQUESTS

Annual User Fee
- Annual User Fee must be paid before an organization is able to submit Event Requests for the upcoming year.
- We cannot make assumptions as to whom or which organizations will want to use our facilities in any given year, so we do not automatically invoice anyone for the Annual User Fee. If you want or need to be invoiced for that fee, you must notify the Facility Use Office.
- Organizations are not required to be invoiced up front for Annual User Fees. Checks may be mailed or dropped off at the Facility Use Office, 620 N, Hastings Way, Eau Claire, WI 54703. An invoice is required if you wish to pay the fee online with a credit card.
- If you have not received a notification from the Facility Use Office that your organization falls into a different level for Annual User Fee, your annual fee will be *approximately* the same as the current year. It will be slightly higher due to the fee increase but will be for the same range of requested reservations.

General Tips
- Include some designation as to who is using the facility in the Event Title, but keep the title short as possible.
  - Example: **EagHps 7G-Purple** (Eagles Hoops BB Club. 7th grade girls. Purple Team)
- If you are scheduling a space for fall/winter use, and don't know for sure the specific team that will be using the space, just number your requests for now. Example: **EC Vols Practice 01**; **EC Vols Practice 02**, etc.
  - Be sure to go back and edit each schedule at least two (2) weeks prior to the earliest date of use, to indicate which team/group will be arriving at that time.
- KEYWORDS—if you are responsible for submitting many Event Requests for your organization, it can sometimes be difficult to find the correct schedule later, when/if needed. Using the KEYWORDS feature in the Event Request Form can be very helpful.
  - Example: You are scheduling the south gym (150A) at Northstar from 6:30-8:00 PM on Tuesdays. After selecting your organization's Category, you can enter some keywords to help find this schedule again. You could enter each of the following keywords followed by the Enter key: Northstar/south gym/ Tuesday/6:30/. If you set up some "norms" for yourself (i.e. you will always enter Tuesday singular, not Tuesdays plural), you can search by the keywords later to find the schedule you want. Later you can enter the keyword "Tuesday" (without the quotation marks) in the "Search by" line at the top of your event list; hit the ENTER key; and your list will show you only the schedules for which you've entered the keyword "Tuesday".
  - Keyword searches are based on the keywords you've included in the request form, nothing else. In the above example, you will not get schedules for events held on Tuesdays if you did not include Tuesday as a keyword. If you enter a request for Thursdays, but include Tuesday as a keyword, a later search for "Tuesday" will include that Thursday schedule.

- TASKS—Use the Tasks section of the Event Request Form to notify staff of needs/desires. The system will send a reminder to appropriate CUSTODIAL staff of such things as needing access to volleyball nets, or the height at which BB hoops should be set; or to AV/TECH staff that you need/want a microphone or need a screen to be down. That notification should prevent you from wandering the building trying to find someone to unlock a door, or find a piece of equipment, etc. Also, things such as using a microphone, having tables/chairs set up, etc. must be included in your event request. If you don't include it in the request form, you won't get it; no one will know you want/need it.

For Gym Use
- Schedule one gym space/court at a time for one time slot at a time. The schedule can include multiple dates.
  - Resident youth groups are limited to two gym times slots per week, per team. Schedules with multiple gym spaces and or multiple gym time slots will be denied.
- If you need to have basketball hoops set at a certain height; need access to volleyball nets; etc., include that information as a custodial task in your Event Request Form

For Pool Use
- Include a Custodial Task to "Test Pool Water". Testing pool water before swimmers enter the pool, is a state statute. Including that task as part of your Event Request Form sends a notification to the appropriate custodial staff before you arrive.
- If requesting use of a pool, you must also request locker room(s). State statue also says that all swimmers must shower/rinse off before entering the pool and must go direct from shower to pool deck—no walking across other floors before entering pool deck. Pool requests that do not include locker room(s) will be denied.
- Be sure to forward a copy of your lifeguard(s)'s Red Cross Lifeguard Certification to the Facility Use Office at least five business days prior to your earliest swim event.