

## Communication and Public Information

Use of District Facilities

The District school buildings and grounds ("Facility" or "Facilities") and equipment ("Equipment") are primarily intended for the education of District students. In addition, it is the Policy of the Board of Education to cooperate with community organizations and agencies in making its Facilities available to serve the needs of youth in the District and community needs, so long as that use does not restrict regular academic, co-curricular or maintenance functions or conflict with the educational environment of the schools. A grant of the right to use a District Facility does not constitute an endorsement of or approval by the District of the activity, group, organization or agency ["Group(s)"] or the positions they advocate.

THE DISTRICT RESERVES THE RIGHT IN ITS SOLE DISCRETION TO DENY AN APPLICATION FOR USE OF THE FACILITIES OR TO CANCEL A PERMIT TO USE THE FACILITIES AT ANY TIME FOR ANY LAWFUL REASON.

**1. PRIORITY IN PERMITTING USE OF DISTRICT FACILITIES FOR SCHOOL AND COMMUNITY ACTIVITIES**

The Facilities shall be made available to school and community activities, in the following order of priority and as space allows. A District Administrator or Building Engineer must be present at all times when the Facilities are being used by an authorized Group.

**Group 1 - School Activity Groups**

School Activity Groups are Groups which hold activities sponsored by the District which are directly related to District educational programs or extracurricular programs, such as sporting events and school-sponsored clubs.

**Group 2 - School-Related and District-Related Activity Groups**

School-Related Activity Groups are Groups that relate to the schools, but which are not under direct sponsorship of the District.

**Group 3 - Non Curriculum-Related Student Groups**

Non Curriculum-Related Student Groups are Groups comprised of District students involving a subject matter: (i) which is outside the normal school curriculum, (ii) for which no prerequisite is required for participation, (iii) for which no academic credit is provided, and (iv) which is directed, controlled, conducted or regularly attended by students within the District.

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**Group 4 - Community Groups**

Community Groups are non-profit Groups such as civic, religious and charitable organizations that intend to use district facilities for the benefit of the community.

**2. FEES FOR USE OF THE FACILITIES FOR SCHOOL AND COMMUNITY ACTIVITIES**

The fees for use of the Facilities and Equipment, if any, will be set by the Chief Financial Officer and approved by the Board of Education. The fees will be periodically reviewed by the Board to ensure that the District is recovering all reasonable costs from Users. Fair market value will be taken into consideration when setting fees.

**3. APPLICATION PROCESS**

A Group requesting to use a District Facility or District Equipment shall complete and return an External or Internal Permit Application Form ("Application") signed by the adult responsible for the activity ("Responsible Adult"). The Group and its Responsible Adult must agree to comply with the Terms of Use included with the Application. The Group and its Responsible Adult shall assume responsibility for, and compensate the District for, any damage done to a Facility or to Equipment during the period of usage, and will indemnify and hold harmless the District, Board of Education and its officers, agents, administrators, students and employees from any and all claims, losses, or damages of any kind, nature or description arising out of the use of any of the School Facilities or Equipment. The Responsible Adult shall be required to supervise the Group participants and shall have adult staff on site whenever youth are present.

The District's fee schedule will be included within the Application and shall identify the reasonable charges, as determined by the Board, which shall be paid by a Group granted the right to use the Facilities and/or Equipment to offset the District's costs.

**4. USE OF FACILITIES BY FOR-PROFIT ENTITIES**

The Facilities are not generally available for use by for-profit entities. The District has the sole discretion whether to permit a for-profit entity to use the Facilities. The District's determination regarding whether to permit a for-profit entity to use the Facilities shall be conclusive and binding. Any for-profit entity

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which is granted permission to utilize a Facility must agree to enter into a separate written agreement with the District which contains such terms, conditions and limitations as the District may require. The decision to grant a for-profit entity the right to utilize the Facilities does not require the District to grant access to businesses in competition with the for-profit entity. Rates for use of the Facilities by for-profit entities will be negotiated between the parties.

## 5. USE OF THE FACILITIES FOR PERSONAL EVENTS

The Facilities are not generally available for use for personal events including but not limited to birthday parties, showers, weddings, and pool parties. In order to obtain the right to use the Facilities for a personal event, you must seek and obtain the advance written approval of the District Facilities & Operations Director or designee.

## 6. BEFORE OR AFTER SCHOOL CHILD CARE PROGRAMS

Any person or Group applying to use a Facility for before or after school child care shall follow the procedures set forth in State Statute 120.125. Applications for use of a Facility for before or after school child care programs shall be submitted to the District Facilities Department. The District shall have the right to grant or deny that application in its sole discretion. If an applicant is granted the right to utilize a Facility for a before or after school child care program, the Applicant shall be required to enter into a written agreement with the District which sets for the terms and conditions upon which the District will agree to grant access to the Facility.

Legal Reference: Wisconsin Constitution, Article I, Section 24  
Wisconsin State Statute 120.12(9), 120.125, 120.13

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