

Communication and Public Information

Guidelines for Use of District Facilities

- 1) General Guidelines for Use of School facilities and grounds (“Facilities”) and school property (“Property”)
 - a) **Terms of Use:** In order to use a Facility or Equipment, the Group and its Responsible Adult must agree to abide by the Terms of Use set forth in the Internal and External Application Forms (“Application”).
 - b) **Prohibited Substances:** The possession and use of alcohol, tobacco, intoxicants and controlled substances or any illegal substances at District Facilities is strictly prohibited.
 - c) **Condition of Facilities and Equipment:** Users of District Facilities and Property are expected to leave the Facilities and Property in the same condition as they were found. Any Group which fails to leave the Facilities and Property in the same condition as they were found shall be charged custodial costs necessary to restore the Facilities to their original condition. Any damage to District Property shall be the responsibility of the Responsible Adult of the Group using that Property.
 - d) **Insurance Coverage:** All Groups which are granted a permit or other right to use the Facilities (“Authorized User”) are required to obtain insurance in amounts specified in the Application sufficient to cover bodily injury, property damage, products liability claims and claims related to the sale or provision of food and/or beverages. Before using a Facility, an Authorized User must provide to the District a Certificate of Insurance naming the District as an additional insured. The Authorized User’s insurance coverage must remain in force and effect for the entire time period during which the Authorized User has a permit to use the Facilities.
 - e) **Safety:** The Chief Financial Officer or his or her designee shall have the right to impose any rule that may be necessary for the safety of the Facilities and their occupants.
 - f) **Fees:** The Chief Financial Officer shall set the rates for use of the Facilities, custodial expenses and other charges. Such costs shall be periodically reviewed by the Board to insure that all District costs are recovered from users and that the fees are reasonable. Fees and regulations for the current fiscal year are detailed in the Application for Facility Usage Permit. The

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Application may be obtained through the Facilities Management Department, at each school facility and on the District Website.

- 2) **Order of Priority in Use of District Facilities.** Requests for use of the Facilities will be considered on an individual basis following the order of priority set forth in the School Facilities Policy 1330. Examples of the types of Groups which fall with the order of priority for use of District Facilities is set forth below:

- a) **Group 1 - School Activity Groups.** School Activity Groups shall have First Priority over all other groups with regard to use of the Facilities.

Examples:

- Band concerts.
- School Sponsored after-school clubs.
- School sports team games and practices.

Fees: No charge will be applied to Group 1 activities.

- b) **Group 2 - School-Related and District-Related Activity Groups.** School-Related Activity Groups will have second priority with regard to use of Facilities.

Examples:

- Parent-Teacher groups.
- Booster groups.
- Regularly scheduled Boy Scout Meetings/ Girl Scout Meetings (provided, however, that special events such as fundraising and pinewood derby events will be subject to Group 3 rates in light of the extra custodial services required for these events beyond those custodial services customarily needed for a regular meeting).
- 4-H.
- Municipal park and recreation departments within the District.
- An Employee Group defined as a group composed entirely of school employees.

Fees: Generally, no charge will be applied to Group 2 activities unless, in light of the nature of the event, extra custodial services are required beyond those custodial services customarily needed for a regular meeting.

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- c) **Group 3- – Non Curriculum-Related Student Groups.** Non-Curriculum-Related Student Groups have third priority with regard to use of the Facilities.

Examples:

- Non-school sponsored youth athletic activities.

Fees: Group 3 applicants will be charged the District rates set forth in the External Application for use of the Facilities or Equipment.

- d) **Group 4 – Community Groups.** Community Groups have Fourth Priority with Regard to Use of the Facilities.

Examples:

- civic organizations
- charitable organizations
- religious organizations
- cultural organizations
- private recreational groups

Fees: Group 4 applicants will be charged the District rates set forth in the External Application.

- 3) **Use of Facilities By For-Profit Entities:** The Facilities are not generally available for use by a for-profit entity unless that entity is granted the right to use the Facilities pursuant to a written agreement, at rates negotiated between the parties.
- 4) **Procedures for Obtaining Permit to Use the School Facilities on a Recurring Basis.**
- a) Groups applying to use District Facilities on a recurring basis during the time period of July 1 and June 30 for the upcoming school year must complete and submit an Internal or External Facility Use Application Form along with the required Certificate of Insurance between May 1 and May 15 of the preceding school year.
- b) Returning groups which submit applications between May 1-15 to use the District Facilities will be given priority consideration for use of the same facilities they used during the previous school year, subject to their Group Priority number.

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5) **Procedures for Obtaining a Permit to Use of School Facilities after May 15 of the preceding school year.**

- a) Permit applications filed after May 15 of the preceding school year will be processed on a first come, first served basis, based upon their Group Priority number.
- b) At least thirty (30) days in advance of the proposed date of use, Applicants must complete and submit an Internal or External Application along with the required Certificate of Insurance. Application forms are available at the Facilities Management Department, at each school facility and on the District Website. The completed Application should be returned following the instructions set forth in the Application.
- c) The principal or Facilities Management Director will review a group's application and determine whether the requested Facility is available at the desired date and time. The Group will receive a response to an Application within twenty (20) days of submission.

6) **Billing for Use of Facilities:**

Groups will be billed the month following the use of the Facilities at their applicable rates. The bill will be sent to the person listed as the Responsible Adult on the Application. That Responsible Adult will be required to make payment to the District. The District may require advance payment when deemed in the best interest of the District.

7) **Denial or Cancellation of Use**

The Board of Education reserves the right to deny or cancel a permit for the use of the District Facilities in its sole discretion.

Legal Reference: Wisconsin Constitution, Article I, Section 24
 Wisconsin State Statute 120.12, 120.125, 120.13 120.125, 125.09(2)

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