

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

USE OF SCHOOL FACILITIES AND GROUNDS

The Board of Education subscribes to the philosophy that school facilities belong to the community and should be made available to outside groups for uses which benefit the community. The Board recognizes that school facilities are a valuable asset to the community and encourages their use for worthwhile purposes when such use is in accordance with the provisions of this policy.

The Board also believes that the use of school facilities by outside groups should not be a financial burden to the taxpayers of the District. Therefore, this policy establishes rental fees and charges to cover costs incurred by the District for labor, heat, and light for the use of facilities by user groups. Fees are established not for the purpose of discouraging the use of facilities, but to require those who use facilities to share in the cost of operating school facilities.

Access to School Facilities

The Board authorizes the use of school facilities by outside groups subject to the limitations set forth herein. An application for the use of school facilities shall be denied if it is determined that:

1. The proposed use of school facilities will interfere with the educational mission or co-curricular programs or activities of the schools;
2. The proposed use of school facilities poses an unreasonable risk of physical injury to students, staff or participants;
3. The proposed use of school facilities poses a substantial risk to school security;
4. The proposed use of school facilities poses an imminent risk of illegal activities;
5. The proposed activity involves subject matter, which is legally obscene, determined by reference to an activity's intended audience or participants;
6. The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property;
7. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past; or
8. The individual or organization has not met its previous financial obligations to the school district.

If the Athletic/Activities Director or Buildings and Grounds Supervisor denies access to school facilities on any of the above grounds, the individual or organization denied use of school facilities may appeal the decision to the District Administrator by filing a written appeal for reconsideration with the District Administrator's office within ten (10) business days from the date of denial.

Scheduling Facility Use

1. The scheduling of school facilities shall be coordinated by an administrative assistant in the office, in consultation with the Athletic/Activities Director or Buildings and Grounds Supervisor.
2. A Facility Use Request form must be completed and submitted to the District Office **at least one week in advance of any event** for any purpose beyond normal school functions. (The District Office shall keep a master school facility use calendar). Administrative approval must be given prior to utilizing school facilities for any activity.
3. District facilities will be scheduled using the following priority: a) School District use, b) other educational program use, c) municipal recreational program use, d) use by individuals or organizations residing within the District, and e) others. When conflict of space requests occur an office administrative assistant will forward the concern to the appropriate supervisor to determine allocation of available space assignment.
4. Scheduled or rescheduled conference athletic and/or activity events shall take precedence over all other scheduled events. This could cause an outside event to be bumped from the schedule.
5. School District events supervised by District employees should be scheduled during times when the school is normally staffed by custodial personnel in order to avoid incurring over-time custodial expenses.
6. Scheduled use of school facilities shall always take precedence over non-scheduled or informal use of buildings or outdoor areas.
7. Use of school facilities shall be cancelled for all groups if the District has been closed due to inclement weather. (Note – this includes early dismissals)

Protection and Care of School Property

1. The user will provide supervision to deter vandalism and/or theft and will be responsible for any damage. The Building and Grounds Supervisor shall make certain that any individual in charge has instructions to see that school facilities and property are properly secure and protected.
2. Groups using school facilities must be supervised by an adequate number of responsible adults to insure proper use and care of school property.
3. The areas of the building rented will be left in the same manner or order in which it is found. Any individual/group using the District facilities will be held financially responsible for any damages during use and may be billed for repair or replacement costs at the District's discretion.
4. There are three (3) automated external defibrillators (AED's) in the District. (Located outside of the main office, in the Hornets' nest (main gym) lobby and in the Doll gym lobby.) These are for emergency use only and 911 must be called if activated. The School District of Wauzeka-Steuben assumes no liability for rendering of care or use of the AED after normal business/school hours.

Facility Use Regulations

1. All participants shall comply with applicable conduct expectations in accordance with state and federal laws, board policies, and District procedures.
2. Non-compliance with regulations may result in a total ban when the building is rented in the future.

In addition to the regulations above, district administration is authorized to establish appropriate regulations governing the use of the school facilities, of which s/he oversees. All individuals or groups using school facilities are required to abide by the provisions of this policy, any facility use regulations established by the principal, and any additional conditions placed upon use of facilities contained within the approved application form.

Use of School Kitchen:

When use of the District school kitchen is needed, an office administrative assistant will contact the Director of Food Services for kitchen use.

1. State regulations require the District to maintain food service facilities in compliance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants). These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. To insure that the HSS 196 Code is met, food service personnel must be on duty when food service kitchens are used.
2. Costs for District food service staff assigned by the District shall be borne by the user group. Rates shall be based on no less than 1/2- hour increments of work. Food service staff will be selected by the Director of Food Service.
3. Food service equipment shall always be operated by District personnel. The District shall be reimbursed for costs incurred as described in # 2, above.
4. If a kitchen is not used (all serving & other equipment is set-up in dining areas), no food service personnel will need to be employed. Equipment that can be used in the dining room shall be provided without charge to the user (e.g., carts, tables, coffee pots).
5. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the dishwashing area (not the dishwasher) in each kitchen. Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

Fees and Charges for Use of Facilities

Use of school facilities is subject to the rental fees, custodial charges, participant charges for recurring use, and administrative fees, which are identified below. A deposit may be required of user groups. This deposit, less any application, custodial, and rental charges will be returned to the user. School events supervised by District employees are exempt from the rental fees and other charges enumerated herein.

1. Rental Fees: Rental fees for facility use shall be assessed as follows:
 - a. Public School Use: School program activities involving students within the district shall be given first priority and charged no rental fee
 - b. Village Recreation Department: The Recreation Department shall be subject to all the provisions of this policy unless otherwise exempted by a memorandum of understanding approved by the respective School/Village governing bodies
 - c. Private Use by Local Organizations, Groups or Individuals: Local organizations, groups or individuals that:
 - Provide programs or activities primarily for the benefit of their own members or organizations
 - Charge fees, admissions or free-will offerings for the purpose of raising funds primarily for their own members or organization.

These organizations, groups or individuals residing within the District shall be charged a rental fee at the resident rate as established by the Board.

Private Use by Non-Local Organizations, Groups or Individuals: Non-local organizations, groups or individuals that:

- Provide programs or activities primarily for the benefit of their own members or organizations
- Charge fees or admission for the purpose of private gain or profit.

These organizations, groups or individuals residing outside the District shall be charged a rental fee at the non-resident rate as established by the Board.

1. Custodial Charges for Over-time and Additional Work: A minimum of one hour of custodial costs shall be charged to all groups. When a group's use of facilities requires additional custodial work beyond normal custodial duties or requires special setup or cleanup by custodial staff, custodial costs will be charged at the rate paid by the District in no less than 1/2-hour increments.
2. Expenses: Any expenses incurred by the District, such as field lighting, will be charged to all organizations or groups.
3. All rental fees are payable in advance of scheduled facility use. Checks should be made payable to the School District of Wauzeka-Stauben. Should an individual, group, or organization overpay for time, the District will provide a refund within ten (10) working days of the actual event.

Legal References: Wisconsin State Statutes §§ Sections 120.12 (9), 120.13 (17), (19) & (21)

Cross References: Policies 742 Authorized Use of School Owned Equipment, 831 Tobacco Products on School Premises, 832 Weapons on School Premises

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Date Reviewed: