

# 2016 - 2017 PERMIT FEES & REGULATIONS FOR THE USE OF KUSD FACILITIES



## Kenosha Unified School District

PRICING EFFECTIVE FOR ALL PERMITS TAKING PLACE BETWEEN  
**MARCH 1, 2017** AND **AUGUST 31, 2017**

ALL PERMITS SHALL BE REQUESTED THROUGH THE ONLINE PERMIT REQUEST SYSTEM.  
GO TO THE FOLLOWING WEBSITE TO GET STARTED: [KUSD.EDU/BUILDING-RENTAL-PERMITS](http://KUSD.EDU/BUILDING-RENTAL-PERMITS)

**A \$20<sup>00</sup> PERMIT FEE MUST BE PAID FOR EACH PERMIT REQUESTED**

School programs and student activities are exempt from paying this \$20 permit processing fee.

The permit fee should be paid immediately upon submitting your permit request (you will not receive a bill). This fee can be paid in person at the school or mailed to the school. Only cash, checks and money orders are accepted at this time. Please make checks and money orders out to Kenosha Unified School District, and note the 5-digit "Schedule ID" # of your permit, the name of your group or event, and school, with your payment.

**GENERAL REGULATIONS FOR ALL AREAS  
AS PER SCHOOL BOARD POLICIES: 1330, 1331 & 1610**

1. All permits for use of school property must be initiated online at [www.kusd.edu/building-rental-permits](http://www.kusd.edu/building-rental-permits). Follow the instructions provided at this link. Paper permits are not accepted.
2. Due to the online permit process, permit requests for use of school facilities must be submitted at least three (3) weeks in advance of the date of desired use. It is highly recommended that you request your permit as far in advance as possible. Last minute requests cannot be guaranteed.
3. **Fees:** Each permit request is charged an initial Permit Processing Fee of \$20. In order for you to retain the dates/times of your permit, this fee shall be paid at the school quickly upon submitting your request. The rental fee per hour applies from the time the user group enters the building until the user group leaves. There are additional fees charged for custodial, auditorium, kitchen, and stadium personnel, when applicable. Payment is to be made immediately upon receipt of invoice. Fees are listed on the following pages.
4. **Liability:** User shall assume full liability for any personal injury or property damage arising in connection with the event. A Certificate of Insurance for one-million dollars (\$1,000,000.00) covering the event is required.
5. User agrees to indemnify the school district for any damage to the building or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the school district.
6. **Cancellation/Denial of Permits:** Vandalism or violation of permit provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be canceled or denied if the event is contrary to School Board Policy, conflicts with School District schedules, or has the potential of inciting disorders that could be a danger to personnel or property, as determined by the Director of Facilities Services.
7. Illegal games of chance are not permitted.
8. Facilities are to be used only for the purpose and areas specified by the permit. Transferring of permits if not permitted.
9. Smoking is prohibited at all school buildings and school property. Possession/use of intoxicants and controlled substances is prohibited.
10. Registered Sex Offenders must obtain prior approval from the Superintendent of Schools before organizing and/or attending any school sponsored event/activity on school premises. Refer to School Board Policy 1610 for more information.
11. User must arrange for their equipment to be unloaded and reloaded. School personnel or students are not available for such work.
12. School personnel shall supervise events and perform stage operations when considered necessary by the school administrator.
13. **Snow Removal:** If it snows, or other winter precipitation such as freezing rain occurs, between the end of the last school day prior to a building rental (this could be on the same day as the rental) and the rental use, and that snow necessitates plowing or salting operations, the permit user/holder will have the option of paying a \$200 snow removal charge, or canceling the permit.
14. KUSD has an alert system in all of our buildings to warn building occupants of an active threat (dangerous person(s) with the intent of doing harm to others) in the building. Permit holders are strongly encouraged to watch the short video on the KUSD website Building Permit homepage. Link to video: <https://drive.google.com/file/d/0B4YruYCDqG6Hdy1HNIRHc2ICVIE/view>

**Classification of Groups Renting School District Facilities**  
Refer to School Board Policy 1331 for complete group classification descriptions.

Priority Use	Policy Classification	Examples	\$20 Permit Fee	Rental Fee (Hourly)		Custodial Overtime Fee
				Partial Cost	Full Cost	
1	School Activity Group	Cheerleading; School Socials; Intramural Sports; School Clubs	No	No	No	Yes
2	Recreation Department Sponsored Groups	Senior Citizens; Summer Recreation; Summer Playground; Senior Swim/Exercise	No	No	No	Yes
3	School Related Activity Groups	Parent-Teacher Grps.; Parent Booster Grps.	No	No	No	Yes
4	Non-Curriculum Related Student Groups	Religious Student Grps.; Bible Study Grps.; Chess Club	Yes	No	No	Yes
5	Kenosha Unified Community Youth Groups	Student Activity: Scouts; Youth Grps. and Clubs; Swim Teams	Yes	Yes [see note below]	No	Yes
6	Kenosha Unified Community Groups	Adult Activity: Churches; Public Information Mtgs; Museum	Yes	No	Yes	Yes
7	For-Profit and Other Groups	Private Recreational Activities; Men's Basketball Grps.; Universities/Colleges	Yes	No	Yes	Yes

Note: The partial rental fee would be charged when the group collects fees from its participants or is using the facilities for fundraising purposes.

## POOL REGULATIONS

*In addition to the General Regulations*

1. Initial Charge is a one-time cost per event in addition to hourly pool rental rate.
2. Number of participating swimmers must be noted on permits, based on maximum allowable attendance.
3. **Swimming Supervisor Requirements:** The user shall provide a supervisor who must be 21 years or older. This individual's name must be listed on the permit.
4. **LIFEGUARD REQUIREMENTS:**

**All lifeguards must have up-to-date lifeguard, first-aid, and CPR certification on file at the Recreation Department. A list of approved lifeguards is available upon request at the Recreation Department, 2717 – 67<sup>th</sup> Street, Phone 359-6255, and online: <http://www.kusd.edu/departments/recreation-0>.**

**Recreational-Type Swim:** One Advanced Guard, certified by the American Red Cross (ARC), is required for each 25 swimmers.

**Instructional-Type Swim:** One ARC Water Safety Instructor (WSI) is required for the first 25 swimmers. One Advanced Guard, certified by ARC, is required for each additional 25 swimmers.

5. All scheduling and payment arrangements of lifeguards must be made between the user and the lifeguard.
6. Swimmers with contagious diseases, open wounds, or sores, and/or wearing any type of bandages will not be permitted in the pool area.
7. All swimmers must furnish their own suit and towel.
8. No street shoes are allowed on pool deck.
9. A soap shower is required before entering the pool.
10. All regulations relating to maximum swimmer capacity and pool safety must be enforced by the Lifeguard Supervisor.

## SWIMMING POOL FEES

INCLUDES LOCKER & SHOWER ROOMS

SCHOOL	MAXIMUM CAPACITY	INITIAL CHARGE	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Reuther	50	\$123.50	\$26.25	\$35.00
Tremper	75	\$180.50	\$33.50	\$44.75
Bradford	100	\$244.50	\$50.25	\$67.00
Vernon	30	\$72.75	\$14.75	\$19.75

## GYMNASIUM REGULATIONS

*In addition to the General Regulations*

1. Permission to use specific apparatus, sound system or scoreboard must be obtained from the Principal.
2. All contracting, scheduling, and payment arrangements of school approved scoreboard operators must be made by the user.
3. Basketballs, volleyballs, and other playing equipment, and towels must be provided by the user.
4. Rubber soled shoes are required for all sport/game activities.
5. Spectators and children are not permitted at athletic practice sessions.

## HIGH SCHOOL GYMNASIUM FEES

LOCKER & SHOWER ROOMS: ADD \$18.25 PER HOUR

SCHOOL	BLEACHER SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Bradford Fieldhouse	2500	\$139.75	\$186.50
Indian Trail Fieldhouse	2296	\$156.25	\$208.25
Indian Trail Upper Gym	None	\$34.25	\$45.75
Tremper P.E. Center	None	\$93.25	\$124.50
Tremper Gym	1680	\$68.25	\$91.00
Tremper Upper Gym	None	\$28.50	\$38.00
Reuther Gym	377	\$39.50	\$52.75

## MIDDLE & ELEMENTARY GYMNASIUM FEES

INCLUDES LOCKER & SHOWER ROOMS, UNLESS NOTED

SCHOOL	BLEACHER SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Bullen	294	\$44.25	\$59.00
Lance	300	\$44.25	\$59.00
Lincoln	172	\$39.50	\$52.75
Mahone	1476	\$68.25	\$91.00
Washington	216	\$39.50	\$52.75
Brass, EBSOLA, Frank, Nash, Pleasant Prairie, Somers, Stocker		\$34.25	\$45.75
Bose, Forest Park, Grant, Grewenow, Harvey, Hillcrest, Jefferson, Jeffery, McKinley, Prairie Lane, Roosevelt, Southport, Strange, Vernon, Whittier, Wilson		\$28.50	\$38.00

## AUDITORIUM REGULATIONS

*In addition to the General Regulations*

1. The rental fee per hour includes the use of the auditorium, available lighting, sound system, upright piano, adjoining dressing rooms and projection booth.
2. Additional fees are charged for facility managers, stage hands, and custodial staff when such services are required.
3. Ticket printing and sales are the responsibility of the user. Ticket numbering data is available from the Facilities Services Department.
4. Organization must pay the cost of tuning the piano. Tuner must be approved by the KUSD Fine Arts Department (359-7760).
5. Temporary stage extensions or attachments to existing walls or floors are prohibited.
6. All detailed arrangements must be made at least two (2) weeks in advance with facility manager who is responsible for assigning stage manager, stage hands, and ushers required for activity.
7. If interested in using a grand piano at Bradford, Indian Trail, or Tremper High School, please contact the Fine Arts Department (359-7760) for rates and availability.

### AUDITORIUM FEES

SCHOOL	SEATING CAPACITY	RENTAL FEE PER HOUR
Bradford		
- Performance	1,027	\$109.75
- Rehearsal		\$76.75
Indian Trail		
- Performance	1080	\$160.50
- Rehearsal		\$112.25
Tremper		
- Performance	1,156	\$109.75
- Rehearsal		\$76.75
Tremper		
- Room 120	120	\$41.75
Reuther		
- Performance	1,410	\$109.75
- Rehearsal		\$76.75
Bullen	776	\$67.00
Lance	840	\$67.00
Lincoln	943	\$87.00
Mahone	574	\$87.00
Washington	636	\$67.00



**Indian Trail Auditorium**



## MISCELLANEOUS AREAS

AREA	SCHOOL	SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
<b>Cafeterias &amp; Multi-Purpose Rooms:</b>	Bradford	504	\$53.00	\$70.75
	Indian Trail	675	\$72.00	\$96.50
	Reuther	140	\$36.50	\$48.75
	Tremper	648	\$53.00	\$70.75
	LakeView	120	\$36.50	\$48.75
	Bullen	338	\$36.50	\$48.75
	Lance	295	\$36.50	\$48.75
	Mahone	600	\$53.00	\$70.75
	Lincoln	300	\$36.50	\$48.75
	Washington	333	\$36.50	\$48.75
	Brass, EBSOLA, Nash, Pleasant Prairie, Prairie Lane, Stocker, Whittier		\$36.50	\$48.75
	Bose, Forest Park, Grewenow, Jeffery, Somers, Vernon		\$34.25	\$45.75
<b>Classrooms:</b>	Bradford Commons		\$35.75	\$47.75
	All District Classrooms		\$34.25	\$45.75
<b>Computer Labs:</b>	All District Computer Labs		\$61.25	\$81.75
<b>ESC Boardroom:</b>	Please call 359-6300 to reserve the boardroom.	238	\$32.00	\$42.75
<b>Fields – High School:</b>	Does <u>not</u> include synthetic turf athletic fields and baseball/softball fields – see additional pricing on next two pages		\$15.50	\$20.75
<b>Fields – Middle School, Elementary School:</b>			\$15.50 per day	\$20.75 per day
<b>Asphalt/Concrete Areas:</b> Playgrounds, parking lots, concrete spaces	All District Facilities NOTE: This fee is only applicable if renting an asphalt/concrete area ONLY. This fee will not be charged in addition to the rental fees for other spaces if the rental includes spaces beyond just the asphalt/concrete areas.		\$15.50 per day	\$20.75 per day
<b>Kitchens:</b>	Bradford, Indian Trail, Tremper, EBSOLA		\$38.75	\$51.75
<b>Libraries:</b>	Indian Trail, Bradford, Tremper, Mahone		\$42.75	\$57.00
	Reuther, Bullen, Lance, Lincoln, Washington, Brass, EBSOLA, Frank, Nash, Somers, Stocker, Pleasant Prairie, Prairie Lane		\$38.75	\$51.75
	Bose, Forest Park, Grant, Grewenow, Harvey, Jefferson, Jeffery, KTEC, McKinley, Roosevelt, Southport, Strange, Vernon, Whittier, Wilson		\$35.00	\$46.75
<b>Locker Rooms:</b>	Bradford, Indian Trail, Tremper, Mahone		N/A	\$18.25
<b>Tennis Courts:</b>	Bradford, Indian Trail, Tremper		\$15.50	\$20.75

**Custodial Overtime Fee** ..... \$40.08 per hour  
Charged when rental takes place outside of regular custodian and/or building hours (i.e. weekends, holiday breaks, overnights)

**Kitchen Supervision Fee** ..... \$33.53 per hour  
To arrange for a Kitchen Supervisor, contact Food Services at 359-6382

## ATHLETIC FIELD & STADIUM REGULATIONS

*In addition to the General Regulations*

1. Ameche Field, Jaskwhich Fields, and Bradford Stadium are available only to established organizations, and are not available to individuals for commercial gain or for political/partisan events.
2. Profits resulting from the event are to remain with using organization and are not to be distributed to any individuals.
3. Liability: User shall assume full liability for any personal injury or property damage arising in connection with the event. A certificate of liability covering the event is required.
4. User agrees to indemnify the School District for any damage to the field or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the School District.
5. Cancellation/Denial of Permits: Vandalism or violation of permit provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be denied if the event is contrary to School Board policy, conflicts with School District schedules, or has the potential of inciting disorder that could be a danger to personnel or property.
6. Illegal games of chance are not permitted.
7. Facilities are to be used only for the purpose and areas specified on the permit. Transfer of permits is not permitted.
8. Possession and/or use of intoxicants, controlled substances, cigarettes, and chewing tobacco is prohibited.
9. **The use of CHEWING GUM & SUNFLOWER SEEDS ON THE FIELD IS PROHIBITED. Chewing gum is not permitted to be sold in the Concession Stands. Violators of rule #10 & #11 will be subject to an additional \$100.00 cleanup fee and may be denied future access to the athletic fields.**
10. Sidelines, bleacher areas, concession stands, and outlying areas are to be cleaned by user prior to leaving.
11. Appropriate shoes are to be worn on the field. Spectators are not allowed on the field.
12. User must check in with Stadium Manager upon arrival and prior to departure at end of rental time.
13. Profanity is strongly discouraged by members of teams and spectators at the stadium. Fighting is not allowed; future permits may be denied.
14. User is responsible for providing adequate security personnel.
15. KUSD has the right of refusal to potential rental groups

## AMECHE FIELD, JASKWHICH FIELD & BRADFORD STADIUM FEES

Description	W/O Lights	With Lights	Stadium Manager Fee Per Hour	Custodial Fee Per Hour
			<b>\$16.24</b>	<b>\$40.08</b>
Football Practice	\$103.75	\$155.50	Yes	Yes
Football Game	\$466.00	\$517.75	Yes	Yes
Soccer Practice	\$103.75	\$155.50	Yes	Yes
Soccer Game	\$310.50	\$362.25	Yes	Yes
Track Practice	\$103.75	\$155.50	Yes	Yes
Track Meet	\$466.00	\$517.75	Yes	Yes
All Day Events***	\$931.75	\$1,035.50	Yes	Yes
Half Day Events ****	\$310.50	\$362.25	Yes	Yes

### Notes:

An additional permit must be requested in order to use the locker rooms and showers inside Mahone, Indian Trail, Tremper, and Bradford. An additional \$20 permit fee will also be required along with the locker/shower room rental fee (\$18.50 per hour).

For information on using the facilities at Anderson Park (located behind Ameche Field), please contact the City of Kenosha Parks Department (653-4080).

\*\*\**All Day Events* are defined as events lasting longer than five (5) hours, and include music events, soccer tournaments, football or soccer camps, etc.

\*\*\*\**Half Day Events* are defined as events lasting five (5) hours or less, and do not fall under the categories listed above.



**Jaskwhich Field & Grandstand**

## BASEBALL/SOFTBALL FIELD REGULATIONS

*In addition to the General Regulations*

1. KUSD Varsity Baseball/Softball Fields are available only to established organizations and are not available to individuals for commercial gain or for political/partisan events.
2. Profits resulting from an event are to remain with using organization and are not to be distributed to any individuals.
3. Field preparation in most cases, which includes lining, raking, filling and tamping holes in the home plate area and on the pitching mound, and dragging of the field is the responsibility of the renter. The use of the press box and scoreboard, if applicable, is not part of the permit.
4. Liability: User shall assume full liability for any personal injuries or property damage arising in connection with the event. A certificate of liability covering the event is required.
5. User agrees to indemnify the School District for any damages to the field or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the School District.
6. Cancellation/Denial of Permits: Vandalism or violation of contract provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be denied if the event is contrary to School Board policy, conflicts with School District schedules, or has the potential of inciting disorder that could be a danger to personnel or property.
7. Illegal games of chance are not permitted.
8. Facilities are to be used only for the purpose and areas specified on the permit. Transfer of permits is not permitted.
9. Possession and/or use of intoxicants and controlled substances are prohibited.
10. All tobacco products are prohibited. Violators of this rule will be subject to an additional \$100 clean up fee and may be denied future access of baseball/softball fields. User is also responsible to inform opposing team of this rule.
11. User is responsible for arranging unloading and reloading of their equipment with outside labor.
12. Spectators are not permitted on the field.
13. Long-term permits must be re-submitted each school (fiscal) year.
14. Scoreboards are not available for rentals of baseball/softball fields.
15. No metal spikes are allowed on synthetic turf fields.

16. The use of **CHEWING GUM & SUNFLOWER SEEDS ON THE FIELD IS PROHIBITED**. Chewing gum is not permitted to be sold in the Concession Stands. Violators of this rule will be subject to an additional \$100.00 cleanup fee and may be denied future access to the athletic fields.

17. Renters must request to use the concession stands and/or to sell concession products.

18. KUSD has the right of refusal to potential rental groups.

### BASEBALL & SOFTBALL FIELD FEES

Description	Fees	
	Mon-Wed	Thurs-Sun
Single Baseball Game	\$80	\$125
Double Header	\$135	\$200
2-Hour Practice	\$50	\$50
All Day Rental	Not Available	\$500

Field Prep & Manager Fee: \$30.50 per game

**AN ADDITIONAL CHARGE OF \$100 WILL BE ASSESSED IF THE ORGANIZATION DOES NOT CLEAN UP AFTER USING THE RENTED AREA(S)**



**Baseball & Softball Fields at Indian Trail**

Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The District Superintendent/designee (359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (359-6333) answers questions concerning staff discrimination.