

POLICY 1330
FACILITIES USE

Schools are an integral part of the community in terms of its intellectual and social expression and development. To this end, the District encourages the use of District facilities (including grounds) by the community under conditions prescribed or permitted by law and in accordance with adopted policies, rules and procedures of the School Board.

It is the intent of the Board to encourage and prioritize use of the District's facilities by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups, Community Youth Groups, and Community Groups operating as nonprofit organizations when the facilities are available and upon specific request. It is the intent of the Board to allow the use of District facilities by for-profit and other groups on a limited basis.

The primary use of District facilities is for District activities including curricular, extracurricular and recreational activities. School facilities are generally not available for community use during regularly scheduled school hours or when otherwise in use for District activities.

Authorization for use of District facilities shall not be construed as an endorsement of or approval of any group or organization, nor the purpose it represents. Furthermore, such authorization shall not be construed to allow the permanent institutionalization of community groups or organizations within District facilities.

The Board retains the right to deny use of District facilities and shall be the final authority in all cases. Uses of District facilities for the following shall be strictly prohibited: (1) usage for obscene, pornographic, lewd, vulgar or indecent purposes; and (2) usage that will likely cause substantial disruption or materially interfere with the proper and orderly operation and discipline of the District's schools.

The District's Chief of School Leadership, Director of Facilities Services or Building Principal is authorized to approve/deny and schedule the use of District facilities in accordance with Board policies, rules and procedures. If the request for use is denied, the requesting party may appeal to the Board of Education for approval.

LEGAL REF.: Wisconsin Statutes

Sections	120.12(1)	[Board duty; care, control and management of school property]
	120.12(9)	[Board duty; use for discussion of public questions]
	120.125	[Use for before and after-school child care programs]
	120.12(17)	[Board power; temporary use of school property and authority to charge use fees]
	120.13(19)	[Board power; use for community education programs]
	120.13(21)	[Board power; use for educational lectures]
	120.13(35)	[Board power; presence of persons in school buildings]

Wisconsin Administrative Code

HSS 172.05 [Swimming pool staffing rules]

Equal Access Act [Access to school facilities by non-curriculum related student groups]

Boy Scouts of America Equal Access Act [Access to school facilities by Boy Scouts and other designated youth groups]

CROSS REF.: 1310, Tobacco Use on School Premises
1331, Classification of Groups Using School District Facilities
1333, Charges for Use of District Facilities & Grounds
1350, Use of District Equipment by Community Groups
1600, Visitors
1812, Relations with Parent-Teacher Organizations
3600, School Safety
3622, Access to School Buildings and Grounds
5436, Weapons
6570, Before and/or After-School Child Care Programs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 28, 1991
May 27, 2003
December 19, 2006
November 27, 2012
December 18, 2012
February 28, 2017
June 25, 2019

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The following rules govern the use of District facilities (including grounds) by all organizations and individuals. Violation of these rules may result in revocation of approval, denial of future requests for facility use and/or legal action.

1. No organization or individual shall be permitted to use District facilities when such use interferes with the use of the property for school purposes or school related functions. The determination of whether a requested use interferes with use of the facilities for school purposes or school related functions shall be made by the building principal (where applicable) and the District's Director of Facilities Services/designee.
2. Requests for use of District facilities shall be initiated by the sponsoring person or organization by enrolling and requesting facility use through the "CommunityUse" calendar and request system online.
3. Requestors shall log into their account online, complete the Facility Use Request, and enter it into the online request system at least three (3) weeks in advance of the proposed date(s) of use. At the time of entering the Facility Use Request online, a \$20.00 permit processing fee shall be paid at the building that is being requested to use. In the event the permit request is denied, the \$20.00 fee will be returned to the requestor. The requested school will approve/decline the Facility Use Request through the online request system. All participating organizations or groups must be named in the request.
4. All requests must be reviewed by and are subject to the approval of the Director of Facilities Services/designee and building principal (where applicable).
5. Agreements for use of District facilities must be acknowledged by all responsible applicants.
6. Applicants and users must follow all policies, rules and procedures of the District, local ordinances, and Wisconsin Statutes governing the use of public school facilities.
7. Applicants are responsible for any applicable rental fees and additional costs associated with their rental of District facilities in accordance with District Policies 1331 and 1333. Such fees and costs must be paid within 30 days of the billing or shall be subject to the accrual of interest at a rate of twelve percent (12%) per annum. No future Facilities Usage will be allowed to a requestor/organization that has outstanding fees and costs that are 90 days or greater past due since the date of the billing.
8. If additional services are required, the applicant must make separate arrangements with the Director of Facilities Services/designee. Such additional services may subject the applicant to additional fees or charges as determined by the Director of Facilities Services/designee.
9. Approved applicants shall not sublet or otherwise transfer their approved usage of District facilities to other persons, entities or organizations.
10. Approved applicants shall be responsible for any damage or loss to District property resulting from their usage and shall reimburse the District for all such damage or loss immediately upon receipt of a written demand for payment from the District.
11. District facilities are to be used only for the purpose and in the areas identified in the rental agreement with the District.
12. Organizations advertising or announcing programs to be held on District property shall identify their sponsorship in any advertisements or announcements of such programs.
13. Applicants will save and hold the District and the District's employees and agents harmless from and against any losses, damages, liability, or expenses (including reasonable attorneys' fees) resulting from, claimed by or against, or incurred by the District, arising from any injury to any person or loss of or damage to any property, to the extent caused by or resulting from any negligence or willful acts or omissions of the applicant or the applicant's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents, and invitees.

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14. As determined by the Director of Facilities Services/designee, liability insurance coverage may be required of an applicant. When requested, a Certificate of Insurance, in a form acceptable to the Facilities Department, must be submitted along with the \$20.00 permit fee. The minimum acceptable policy limit is \$1,000,000.00 and the District must be named as an additional insured covered by the policy.
15. All cancellations must be made at least five (5) business days in advance of the intended use to either the Facilities Services office or at the applicable building location. The rental cost will be assessed for failure to cancel an approved rental.
16. There is a one-hour MINIMUM usage per rental.
17. All applicants shall be responsible for the conduct and control of any patrons, participants or invitees and must provide sufficient supervision to satisfy the Building Principal and/or Director of Facilities Services/designee that the event will be adequately controlled.
18. The District is not responsible for any personal items of the applicant or other persons using the facilities that are lost, stolen or broken.
19. The applicant and users of District facilities must follow and enforce all state and local laws governing fire prevention and safety.
20. Use of District facilities is contingent upon the availability of custodial services and other necessary services.
21. The possession and use of tobacco products, alcoholic beverages, intoxicants or illegal controlled substances on District property is strictly prohibited.
22. Gambling of any kind is prohibited.
23. Disorderly conduct is prohibited.
24. The use of power driven recreational apparatuses such as snowmobiles, go-carts, mini-bikes, miniature airplanes, and self-propelled modes of transportation such as bicycles, skateboards, roller skates, roller blades and scooters shall not be permitted on District property without the express consent of the Director of Facilities Services/designee. This excludes any electronic, battery operated or mechanical transportation aid for individuals with physical disabilities.
25. Practice for the improvement of golf skills, including the swinging of golf clubs or hitting of golf balls, is not permitted on District property.
26. Use of an open flame on District property is strictly prohibited.
27. The District reserves the right to remove any individual or organization from District facilities for violation of District policies or rules.
28. Any individual or organization failing to conduct their usage consistent with District policies, rules and procedures may be denied subsequent rental.
29. All conditions or situations not covered by these rules shall be handled on a case-by-case basis by the District and the Director of Facilities Services/designee.
30. District facilities shall be open to inspection, at all times, by authorized representatives of the School Board.
31. Approval may be denied if the intended use is contrary to District policy, conflicts with use of the property for school purposes, or may result in danger to others or District property.
32. Lifeguards must be chosen from the Recreation Department's approved list, paid by the user, and must be on duty anytime that the pool is rented. State law and regulations shall be followed when staffing the pool.