

2024 – 2025 PERMIT FEES & REGULATIONS FOR THE USE OF KUSD FACILITIES



PRICING EFFECTIVE FOR ALL PERMITS TAKING PLACE BETWEEN
SEPTEMBER 1, 2024 – AUGUST 31, 2025

ALL REQUESTS TO USE KUSD FACILITIES MUST BE SUBMITTED THRU THE ONLINE PERMIT REQUEST SYSTEM.
PLEASE GO TO THE FOLLOWING WEBPAGE LINK TO BEGIN THE REQUEST PROCESS: [KUSD.EDU/BUILDING-RENTAL-PERMITS](https://kUSD.EDU/BUILDING-RENTAL-PERMITS)

THE \$25 PERMIT FEE MUST BE PAID FOR EACH PERMIT REQUESTED

School programs and student activities are exempt from paying this \$25 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 requested online at www.kusd.edu/building-rental-permits. To initiate the request process, follow the step-by-step 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 twenty-five -dollars (\$25.00). In order for your request to be finalized, this fee shall be paid at the building being requested to use promptly upon entering 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 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, as per Board Policy & Rule 1330. 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	Permit Fee (\$25)	Rental Fees		Custodial Fees
				Partial Cost	Full Cost	
1	School Activity Student Groups	Cheerleading; School Dances; Intramurals; School Clubs & Events, Student Gov't, School Athletics	No	No	No	Yes
2	Recreation Department Sponsored Groups	Senior Citizen Center Groups; Summer Recreation; Summer Playground; Senior Swim/Exercise	No	No	No	Yes
3	School Activity Parent-Teacher Groups	PTO/PTA Groups; Parent Booster Groups	No	No	No	Yes
4	Non-Curriculum Related Student Groups	Religious Student/Bible Study Groups; Chess Club	Yes	No	No	Yes
5	Kenosha Unified Community Youth Groups	Student Activities: Scouts; Youth Groups & Clubs; Swim Teams; Tutoring Groups; Youth Sports	Yes	Yes See note below	No	Yes
6	Kenosha Unified Community Adult Groups	Adult Activities: Public Info Meetings; Museum; City of Kenosha/Kenosha County Events; Churches	Yes	No	Yes	Yes
7	Private/For-Profit/Other Groups	Private Recreational Activities: Adult Sport Leagues; Travel Sport Teams; Universities/College	Yes	No	Yes	Yes

NOTE: Rental fees may or may not be waived, based on the nature of the organization as described below –

- Groups where organizers, coaches, leaders, or other individuals associated with the group are not compensated for their volunteer work will have fees waived by the District. This includes, but is not limited to, Scouts and recreational sports programs, such as the Boys & Girls Club recreational teams.
- Groups where organizers, coaches, leaders, or other individuals associated with the group are compensated in some financial manner for their services will be charged the partial rental fee rate. This includes, but is not limited to, club sports teams and travel teams.

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 – 67th 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
Bradford	100	\$275	\$56	\$76
Reuther	50	\$138	\$29	\$39
Tremper	75	\$202	\$37	\$51

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 \$22 PER HOUR

SCHOOL	BLEACHER SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Bradford Fieldhouse	2,400	\$158	\$209
Indian Trail Fieldhouse	2,292	\$175	\$234
Indian Trail Upper Gym	None	\$38	\$52
Reuther Gym	377	\$30	\$59
Tremper Gym	1,203	\$77	\$103
Tremper P.E. Center	None	\$69	\$140
Tremper Upper Gym	None	\$30	\$59

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	\$34	\$66
KTEC	172	\$30	\$59
Lance	300	\$34	\$66
Mahone	1,476	\$52	\$103
Washington	216	\$30	\$59
Brass, Frank, KSOL, Nash, Pleasant Prairie, Somers		\$26	\$52
Bose, Forest Park, Grant, Grewenow, Harman, Harvey, Hillcrest, Jeffery, Prairie Lane, Roosevelt, Southport, Strange, Whittier		\$22	\$43

AUDITORIUM REGULATIONS

In addition to the General Regulations

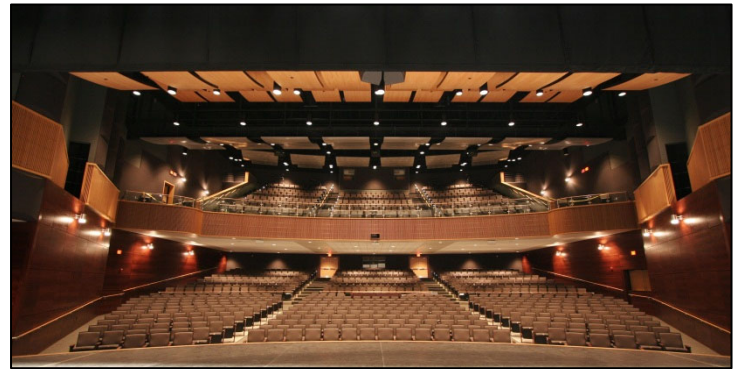
1. The rental fee per hour includes the use of the auditorium, available lighting, sound system, upright piano, adjoining dressing rooms and projection booth.
2. Additional fees are charged for facility managers, stage hands, and custodial staff when such services are required.
3. Ticket printing and 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, stagehands, 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	850	\$124
- Rehearsal		\$87
Indian Trail		
- Performance	1,080	\$179
- Rehearsal		\$126
Reuther		
- Performance	1,410	\$124
- Rehearsal		\$87
Tremper		
- Performance	1,410	\$124
- Rehearsal		\$87
Tremper - Room 120	100	\$47
Bullen	776	\$76
KTEC	943	\$76
Lance	832	\$98
Mahone	574	\$98



Indian Trail Auditorium



MISCELLANEOUS AREAS

AREA	SCHOOL / LOCATION	SEATING CAPACITY	RENTAL FEE PER HOUR PARTIAL COST	RENTAL FEE PER HOUR FULL COST
Cafeterias & Multi-Purpose Rooms:	Bradford	504	\$59	\$80
	Indian Trail	675	\$81	\$108
	Lakeview Tech	120	\$40	\$55
	Reuther	140	\$40	\$55
	Tremper	648	\$59	\$80
	Bullen	338	\$40	\$55
	KTEC	300	\$40	\$55
	Lance	295	\$40	\$55
	Mahone	600	\$59	\$80
	Washington		\$40	\$55
	Brass, KSOL, Nash, Pleasant Prairie, Prairie Lane, Whittier		\$40	\$55
	Bose, Forest Park, Grewenow, Harman, Jeffery, Somers		\$38	\$52
Libraries:	Bradford, Indian Trail, Tremper, Mahone		\$48	\$64
	Reuther, Bullen, KTEC, Lance, Washington, Brass, KSOL, Frank, Nash, Pleasant Prairie, Prairie Lane, Somers		\$44	\$59
	Bose, Forest Park, Grant, Grewenow, Harvey, Jeffery, Roosevelt, Southport, Strange, Harman, Whittier		\$39	\$53
Classrooms:	All Schools		\$38	\$52
Commons Areas:	Bradford, Tremper		\$40	\$54
Computer Labs:	All Schools		\$68	\$92
Kitchens:	Bradford, Indian Trail, Tremper, Washington <small>Kitchen Supervision is required to operate major appliances and equipment. To arrange for a Kitchen Supervisor, contact the Food Service Office at (262) 359-6382.</small>		\$44	\$58
Locker Rooms:	Bradford, Indian Trail, Tremper, Mahone		n/a	\$22
Asphalt & Concrete Spaces:	Parking Lots, Playgrounds, Concrete/Blacktop Areas <small>This fee will only be charged if renting an asphalt/concrete area alone. If renting other spaces in addition to asphalt/concrete areas at the same building, this fee will not be charged.</small>		\$10	\$17
Grass & Practice Fields:	High Schools		\$13	\$24
	Middle Schools, Elementary Schools <small>Note: These fees do <u>not</u> include athletic turf fields and varsity baseball/softball fields. See Pages 6-7 for turf field and varsity baseball/softball field rental fees.</small>		\$10	\$17
Tennis Courts:	Bullen, Indian Trail, Tremper		\$17	\$24

- **Custodial Overtime Fee** **\$49 per hour**
Charged when rental takes place outside of regular custodian and/or building hours (i.e., weekends, holiday breaks, overnights)
- **Kitchen Supervision Fee** **\$38 per hour**
- **Stadium Manager Fee**..... **\$22 per hour**
- **Baseball Field Prep & Manager Fee** **\$35 per game**
- **Permit Processing Fee** **\$25 per permit**

ATHLETIC STADIUM & TURF FIELD REGULATIONS

In addition to the General Regulations

1. Ameche Field, Jaskwhich Field, and Bradford Stadium are available only to established organizations, and are not available to individuals for commercial/monetary 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

ATHLETIC STADIUM & TURF FIELD FEES

Description	W/O Lights	With Lights	Stadium Manager Fee	Custodial Fee
			\$22 per hour	\$49 per hour
Football Practice	\$117	\$174	Yes	Yes
Football Game	\$525	\$584	Yes	Yes
Soccer Practice	\$117	\$174	Yes	Yes
Soccer Game	\$348	\$407	Yes	Yes
Track Practice	\$117	\$174	Yes	Yes
Track Meet	\$525	\$584	Yes	Yes
All Day Event***	\$1,048	\$1,164	Yes	Yes
Half Day Event****	\$348	\$407	Yes	Yes

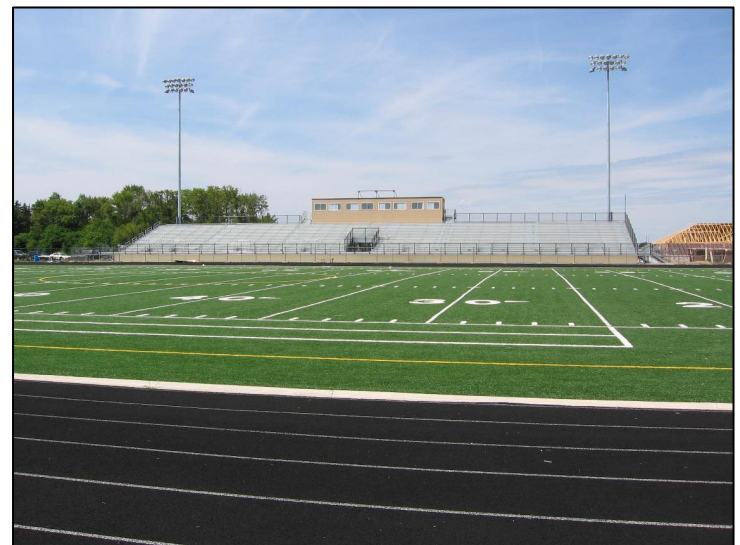
***All Day Events are defined as events lasting longer than five (5) hours, and include music events, soccer tournaments, football or soccer camps, etc.

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

Notes:

An additional permit must be requested in order to use the locker rooms and showers inside Mahone, Indian Trail, Tremper, and Bradford. A \$25 permit fee will also be required along with the locker/shower room rental fee (\$22 per hour).

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



Jaskwhich Field at Indian Trail

BASEBALL/SOFTBALL FIELD REGULATIONS

In addition to the General Regulations

1. Andy Smith (Tremper), Bosman (Indian Trail), and Wavro (Bradford) Baseball and 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 & IN THE DUGOUT 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	Rental Fee	
	Mon-Wed	Thurs-Sun
2-Hour Practice	\$56	\$90
Single Game	\$90	\$141
Double Header	\$151	\$225
All Day Rental	Not Available	\$562

Field Prep & Manager Fee: \$35 per Game

**AN ADDITIONAL \$100 CLEANING FEE WILL BE CHARGED IF THE ORGANIZATION DOES NOT CLEAN UP AFTER USING THE RENTED FACILITIES
(REFER TO REGULATION 16 LISTED ABOVE)**



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.