

The Board of Education subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

The right to authorize the use of school facilities shall be retained by the Board and the District Administrator acting as the Board’s designee. Such use will be determined by this district policy and established procedures and will be permitted only at such times as the facilities required are free from district curricular and extra-curricular activities.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purpose they represent.

Complete authority rests with the Board of Education and its designated representatives as to the following:

1. Who shall receive building use applications for use (free or rental) of school facilities.
2. The amount of rental fees and charges to be made for the use of school property and services rendered.
3. The school personnel needed to support the activity.
4. What school equipment may be used.
5. The hours of opening and closing the school buildings and the specific times that school facilities will be available for use and rental.
6. The general procedures and regulations to be observed while using school district buildings, property, and grounds.
7. Resolution of conflicts in scheduling rests with the Board’s designee per policy #8005.1, “Citizen’s Complaint Policy.”

The Board of Education and/or District Administrator reserve the right to revoke a previously approved request. The reason for the revocation will be given to the organization.

Legal References: Section 120.12(9) Wisconsin Statutes
 Section 120.13(17)(19)(21) Wisconsin Statutes
 Section 120.12(20) Wisconsin Statutes
 Section 125.09 Wisconsin Statutes

Cross References: #4005.1 Administrative Procedures
 #4005.2 Rules & Checklists
 #4005A Facility Use Agreement

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I. School Sponsored Activities

- A. All school-sponsored activities, approved by the District Administrator, shall have precedence over other requests for the use of facilities.
- B. A school employee or designee must be present at all such events, unless authorized by the District Administrator.
- C. School equipment shall not be taken from the school premises without the prior approval of the District Administrator or his/her designee.
- D. School-sponsored activities should be scheduled so outside organizations can be notified in advance of schedule changes.

II. Discussion of Public Questions:

The school buildings may be used free of charge for the discussion of public questions under Wisconsin Statute section 120.12(9) if each of the following conditions are met:

- A. A written application is submitted to the school district, signed by one-half of the electors of the school district;
- B. The discussion will be free to the public; and
- C. The school board determines that such use does not interfere with the prime purpose of the school building or grounds.

III. Use of Facilities Not Qualifying as School-Sponsored or as Discussion of Public Questions under Sections I or II: *(Discretionary Use)*

An organization that does not qualify as described above may be granted permission to use school facilities as described below under sections A and B. Use of school facilities under these sections is subject to the School Board's exclusive discretion, and the Board reserves the right to deny any request to use the facilities, as it deems necessary or appropriate.

A. In-District Organizations

- 1. An in-district organization is one that is based within the boundaries of the North Lake School District and whose group leader is a resident of the school district. (Definition of Resident: A resident is an individual who resides within the boundaries of the North Lake School District. The place the individual resides in is where he/she normally sleeps.)
- 2. The in-district organization may be charged a rental fee that will not exceed the actual costs for the use of the facilities (e.g. janitorial, electrical, etc.) as determined by the School Board. (see Fee Schedule, page 4)
- 3. All procedures and Board regulations covering use of school facilities must be followed.
- 4. Requests of in-district organizations will be given priority over out of district organizations.
- 5. A school employee or designee must be present at all such events, unless authorized by the District Administrator.

6. The user shall be liable for any damage to property and for any unanticipated expense incurred in using the school facilities. This expense will be charged to the user as a maintenance fee. The group that caused the infraction will not be allowed to use the facility again until all maintenance fees are resolved.

B. Out of District Organizations

1. The out of district organization will be charged a rental fee that will not exceed the actual cost for the use of the facilities (e.g. janitorial, electrical, etc.) as determined by the School Board.
2. Priority will be given to the school in-district organizations. The Board of Education and/or the District Administrator reserves the right to change the location or cancel the permit of an out of district organization if a conflicting application from a school or in-district organization is received.
3. A school employee or designee must be present at all such events, unless authorized by the District Administrator.
4. The user shall be liable for any damage to property and for any unanticipated expense incurred in using the school facilities. This expense will be charged to the user as a maintenance fee. The group that caused the infraction will not be allowed to use the facility again until all maintenance fees are resolved.

IV. General Procedures and Board Regulations

A. Building Use Applications

1. Requests for building use applications shall be filed on the form provided by the school district and available at the office. Applications shall give sufficient lead time for the school to analyze the needs and make the necessary arrangements. The application will specify the total facilities and equipment requested, the date(s) needed, and the time. No equipment other than what is signed out for is to be used.
2. The building use application, which will define all parts of the agreement including any fees and support schedules that apply, will be issued by the District Administrator.
3. The group leader shall be held responsible for supervision of the group, for enforcing all rules and regulations under which the application is granted, for payment of any damages to school property, and for payment of the fee which may be incurred as a result of granting the application.
4. The School District and the Board shall assume no liability for personal injury or property damage which may occur incident to the use of school facilities for public function by groups. Groups shall provide liability and property damage insurance on each approved function and shall file with the District Administrator for each function a certificate of insurance coverage before approval for use of facilities may be granted. Minimum insurance coverage shall

be: \$50,000 property damage and \$1,000,000 combined single limit liability insurance.

ADMINISTRATIVE PROCEDURES

**4005.1
Page 3**

5. The District Administrator will evaluate each application and, if necessary, assess fees as outlined above.
- B. Personnel Requirements
1. All activities staged and operated in the building and/or the grounds under Board jurisdiction shall be attended and monitored by at least one school employee or designee, unless authorized by the District Administrator. The Board of Education employee(s) shall be responsible for the security of the building but shall not serve as a supervisor for the organization or activity using the facilities.
 2. If the activity does not affect an employee's work schedule, no fee shall be charged. If an employee must be available to support the activity, or if overtime is required, a charge covering the cost will be made.
 3. When school-owned equipment is requested for use by an approved organization for use on site, the school district shall require an experienced technician to be present to operate said equipment.
- C. Supervision
1. Applicants must provide sufficient supervisors, chaperones, or crowd control personnel to satisfy the administration that the event will be controlled.
 2. The District Administrator or his/her designee will determine whether police services will be required to assist with supervision.
 3. The organization and its supervisors shall be jointly and severally liable for any damages to school property.
 4. The group leader or identified adult supervisor must be present prior to the start of the activity. The supervisor shall remain until all members of the group have left the building at the conclusion of the activity and make sure all responsibilities for clean up and building security are met.
- D. General Conditions
1. The school district and the Board shall assume no liability for personal injury or property damage which may occur incident to the use of school facilities.
 2. No alcoholic beverages shall be consumed, sold, given, or delivered in the school building or on the school premises.
 3. There will be no alcohol, tobacco or controlled substance use in the building or on school premises.
 4. No school property or equipment shall leave the school premises.
 5. Participants must honor the time frame listed on the application.

6. During periods when students are not in attendance, the building will be available for use as long as cleaning and maintenance programs will not be interrupted.
7. No food is allowed without prior approval.
8. No keys for North Lake School will be issued to any group or individual, unless approved by the District Administrator.
9. No person or group shall be discriminated against on the basis of race, color, national origin, sex, religion, disability, or any other basis prohibited by law.
10. The School Board reserves the right to provide contracts for use of the facilities or extended periods of time at alternative rates. The School Board will give priority to applicants whose activities benefit the students of the district. The School Board reserves the right to refuse usage of the facility to individuals or organizations with a history of non-compliance with school rules and School Board policy. The School Board may revoke previously approved building usage requests for violations of school rules and School Board policy by users of the facility.

V. Fee Schedule

The following fee schedule will be used for in-district or out of district organizations not exempt from the fee schedule as described above:

classroom:	\$25.00/hour
conference room:	\$25.00/hour
computer lab(s):	\$25.00/hour
music room(s):	\$25.00/hour
LMC:	\$25.00/hour
mezzanine:	\$25.00/hour
new gym:	\$25.00/hour
new gym/locker room:	\$25.00/hour
multi-purpose/stage:	\$25.00/hour
kitchen:	\$25.00 /hour
PA system:	\$25.00/use
fields:	\$25.00/use

*Usage is for the full hour increment. Any time used over the stated time on the request form will be charged an extra hour. An additional fee of \$25.00 will be assigned if a designated person needs to be available to open and close the facility. Equipment will not leave school premises.

RULES AND CHECKLISTS

4005.2

CLASSROOMS

1. Instructional materials/resources, cupboards, closets are off limits.
2. Clean floor/countertops/desks/tables, etc. before leaving.
3. Make sure trash is in receptacle.
4. Turn off lights.
5. Thermostats are NOT to be adjusted.
6. All windows need to be closed and secured before leaving.
7. All doors are to be closed.
8. All furniture is to be back into the place it was found.
9. PROPER SUPERVISION IS EXPECTED AT ALL TIMES.
10. Recommended student/adult ratio: 1 adult for 10 students.
11. Emergency first aid kit is the responsibility of the group leader.

CONFERENCE ROOM

1. Only use provided markers and eraser on the marker board.
2. Clean floor/countertop/tables before leaving.
3. Make sure trash is in receptacle.
4. Turn off lights.
5. Thermostat is NOT to be adjusted.
6. Close door.
7. All furniture is to be put back in the place it was found.
8. Unplug and clean coffee maker.
9. PROPER SUPERVISION IS EXPECTED AT ALL TIMES.
10. Emergency first aid kit is the responsibility of the group leader.

KITCHEN

1. Sweep floor.
2. Use only equipment/supplies requested; return it to proper place.
3. Wash all dishes, counter tops, equipment.
4. All doors are to be closed.
5. The cooler is to be cleaned and emptied.
6. Turn off lights.
7. All trash is to be tied in bags and carried to dumpster area.
8. Children may not use equipment without experienced adult supervision.
9. Thermostats are NOT to be adjusted.
10. PROPER SUPERVISION IS EXPECTED AT ALL TIMES.
11. Emergency first aid kit is the responsibility of the group leader.

COMPUTER LAB(S)

1. ABSOLUTELY NO FOOD OR BEVERAGE ALLOWED.
2. All equipment is to be respected and used properly per adult supervision/directions given.
3. Use software/equipment specified on request form.
4. All doors are to be closed.
5. Turn off lights.
6. All trash is to be placed in receptacles.
7. Thermostats are NOT to be adjusted.
8. PROPER SUPERVISION IS EXPECTED AT ALL TIMES.

9. Recycle all paper into blue recycle container.
10. Emergency first aid kit is the responsibility of the group leader.

RULES AND CHECKLISTS

4005.2
Page 2

LMC

1. Authorized school personnel must be in attendance.
2. All resources must be returned to the proper place.
3. All materials **MUST** be used on premises.
4. All furniture and equipment is to be put back to the place it was found.
5. All doors are to be closed.
6. Turn off lights.
7. Thermostats are **NOT** to be adjusted.
8. **PROPER SUPERVISION IS EXPECTED AT ALL TIMES.**
9. Recycle all paper into blue recycle container.
10. Emergency first aid kit is the responsibility of the group leader.

MULTI-PURPOSE ROOM/STAGE

1. Stay in designated area only. No one is to go onto the stage unless approved by the facility use agreement.
2. Tables are to be returned to area they are found.
3. All equipment is to be put back where it was found.
4. Turn off lights.
5. Sweep/mop floor.
6. **PROPER SUPERVISION IS EXPECTED AT ALL TIMES.**
7. Take all props/costumes with you.
8. Lighting and sound equipment is to be run by qualified supervisor.
9. Emergency first aid kit is the responsibility of group leader.

BIG GYM/LOCKER ROOMS

1. All equipment must be put away.
2. No climbing on top of bleachers when they are folded into the wall in storage position.
3. Sweep floor and properly dispose of floor dirt into a garbage can.
4. **PROPER SUPERVISION IS EXPECTED AT ALL TIMES.**
5. Must stay in designated area.
6. Lockers must be cleaned out; no locks are to be left on overnight.
7. All showers must be turned off.
8. Adult supervision is **REQUIRED** in locker rooms.
9. Emergency first aid kit is the responsibility of group leader.

MEZZANINE/FITNESS CENTER

1. All equipment must be put away.
2. **NO FOOD OR DRINK ALLOWED.**
3. No shoes on mats.
4. Weight lifting equipment is **OFF LIMITS** unless approved in agreement. A qualified supervisor must be present if used.
5. All trash is to be removed.
6. **PROPER SUPERVISION IS EXPECTED AT ALL TIMES.**
7. The group must stay in designated area.
8. Emergency first aid kit is the responsibility of group leader.

RULES AND CHECKLISTS

4005.2
Page 3

FIELDS

1. Parking is to be in designated areas only, not on grass or playground. South blacktop may be used for parking if school is not in session.
2. All litter must be disposed of at the conclusion of each game/practice.
3. All equipment borrowed must be returned in the same condition.
4. **PROPER SUPERVISION IS EXPECTED AT ALL TIMES.**
5. Emergency first aid kit and 911 access is the responsibility of the group leader.

12. The undersigned applicant agrees:

- * to abide by all rules and regulations adopted by the Board of Education governing the use of building and grounds and to see that same are carried out and obeyed by others;*
- * to assume responsibility for and to make good any damage to the building or equipment during the period of use;*
- * to strictly enforce the school policy forbidding any use of alcohol, tobacco, and/or drugs in the schools or on the school premises;*
- * to be responsible to see that all children (including minor ages) are supervised at all times and that they remain in their designated area;*
- * to be responsible for your own set-up and clean-up;*
- * and to indemnify, agree not to sue, and forever save harmless the Board of Education and its officers, agents, and employees from any and all claims whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said Board, pursuant to the foregoing application or any modification thereof.*

13. Signature of Responsible Party _____

_____ Resident _____ Non-Resident

Day Phone # _____ Evening Phone # _____

Address _____

AUTHORIZATION STATEMENT: You are authorized to use the facilities requested subject to the limitations defined on the reverse side of this agreement and by established Board of Education policy.

Room/Area Assigned _____

Fee Assigned \$ _____ (will be assigned in accordance with Board Policy)

Other comments _____

Denial statement _____

AUTHORIZED BY/DATE