WSD Facility Terms and Expectations of Usage

The following outlines the mandatory terms, conditions, and rules governing the temporary use of school facilities managed by the Wausau School District. By signing your agreement, you are acknowledging, understanding, and agreeing to comply strictly with all guidelines outlined in this document.

1. Permitted Area and Occupancy Limits

User groups must only occupy the specific rooms, fields, or areas explicitly covered and approved under their active rental agreement. Accessing, utilizing, or loitering in unassigned spaces—including adjacent classrooms, hallways, cafeterias, or specialized facilities—is strictly prohibited.

2. Supervision and Communication Responsibilities

The user group assumes full responsibility for the conduct of all participants, spectators, and guests attending their event. The renting party officially agrees to:

- Actively supervise all individuals associated with their scheduled facility use.
- Clearly communicate the strict boundaries of the rented space to all group members.
- Proactively ensure that all attendees stay inside the designated zones throughout the rental period.
- Inform the Buildings & Grounds office in advance if they need to cancel their reservation.

3. Facility Damage and Abuse Liabilities

The user group is legally and financially responsible for any damage caused to the facilities, grounds, or architectural structures during their occupancy. Any excessive abuse of properties, vandalism, or failure to clean up post-event will result in direct repair or maintenance billings charged to the renting party.

4. Building Security and Access Control

To ensure the complete safety of District property and personnel, security measures must be upheld:
• No propping doors: exterior and interior doors must never be wedged, propped, or taped open.
• Unauthorized entry: no unauthorized individuals are permitted into the building under any circumstance.
• Prior authorization: external equipment may not be brought into the facilities without explicit prior permission.

5. Restrictions on District Materials and Equipment

Utilizing, moving, or altering WSD materials, athletic equipment, tech hardware, or educational supplies is strictly forbidden unless authorized in writing inside the approved rental contract.

6. Payment Requirements

Rental invoices will be sent via email after the final date of the reservation. Any applicable payment is to be received by the Wausau School District within 60 days of receiving the invoice. Future reservations for user groups with unpaid invoices will not be approved until existing balances are paid in full. The district reserves the right to require pre-payment for user groups with a history of delinquent payments.

7. Penalties for Non-Compliance and Violations

Compliance with these facility rules is non-negotiable. If any of these policies are violated, the District retains the right to immediately discontinue renting facilities to the infringing user group, cancel future bookings, and revoke building privileges permanently.

Questions/Concerns

Any questions or concerns regarding these terms and expectations can be directed to the Wausau School District Buildings & Grounds office:

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