

Book	Policy Manual
Section	7000 Property
Title	Copy of USE OF DISTRICT FACILITIES
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7510 - **USE OF DISTRICT FACILITIES**

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school-related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the Superintendent.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

District facilities and/or grounds will be made available for community use in the following order of priority:

- A. The requirements of the School District of Mauston student programs shall receive first consideration in the assignment of school facilities.
- B. Approved youth groups shall be given consideration over adult groups.
- C. School-related organizations such as PTC (Parents and Teachers for Children) and adult education programs shall be given priority over non-school-related organizations.
- D. Organizations within the School District community, including Lyndon Station, shall be given priority over organizations outside of the community.

Any group or organizations wishing to use school buildings or property for meetings, recreation, or other purposes must make written applications using the facilities reservation form provided by the District.

Use of school buildings and facilities shall be in accordance with established rule and School Board policies. Fees will be charged in accordance with this policy (see below).

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

The Superintendent may authorize the use of facilities, equipment, and services within the following requirements:

- A. The groups or individuals applying for the use of the school facilities will guarantee orderly behavior and will be responsible for the cost of any damages that may result from such use.
- B. The applicants may be required to file a certificate of insurance and must assume complete responsibility for all liabilities.
- C. The following classifications of groups and schedule of rates shall apply to organizations or individuals reserving and/or renting school facilities:

CLASS I GROUPS: Free Use of School Facilities

- A. Free use of school facilities may be granted to the following organizations:
 - 1. School Organized or Affiliated Groups: parent-teacher groups, teachers' associations, scholarship associations, school committees, non-profit tutoring classes, booster clubs, school groups for performance events, and staff-or teacher-led

social/activity groups. For example: PTC, Golden Eagles Athletic Booster Club, Band Boosters, youth soccer and wrestling signups, District concerts.

2. Youth Services Groups. For example: Boy Scouts, Girl Scouts, 4-H groups, Brownies, Cub Scouts.
3. Civic, recreation and citizen organizations: District citizen groups and civic organizations, recreation programs and municipal trainings or small-group meetings. For example: Mauston Summer Recreation, City fireworks, Mauston Food Pantry, American Red Cross.

B. Free use of school facilities may be granted to the above groups, as approved by the School Principal and Superintendent provided that:

1. The group does not operate for profit;
2. Use of facilities or green space does not interfere with District programs;
3. Use of facilities is after school hours, Monday through Friday, and within the hours that custodians are regularly on duty;
4. Use of facilities will not create additional supervisory or custodial requirements;
5. Organizations and groups provide sufficient supervision to restrict use to the permitted area and to reset the facility for school use;
6. No admission fees are charged; and
7. Events do not have more than 100 participants or attendees (with the exception of District concerts and performances and city fireworks display)

CLASS II Groups: Approved local philanthropic, church, and cultural groups, fine arts associations, theater groups and other organizations not operating for profit, and devoted to community interest and child welfare (Church youth basketball leagues, small group piano recitals).

CLASS III Groups: Organized for-profit groups or individuals within the community and for the community which use profit for the advancement of the group or individual (For example: The Greater Mauston Area Chamber of Commerce, ~~and~~ the Lyndon Station Community Chamber, services or lessons provided by School District Staff).

CLASS IV Groups: Groups based outside the School District the community which operates for profit, or charitable, philanthropic, educational, civic or commercial purposes (For example: for-profit races or tours, state organization events).

Schedule of Charges

SPACE	BASIC RENTAL FEES ¹ (Not Including Actual Custodial or Kitchen Staff Costs) ²			
	<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
Classroom	No Charge	\$15	\$25	\$30
Library	No Charge	\$20	\$30	\$40
Computer Lab	No Charge	\$25	\$40	\$50
Gymnasium	No Charge	\$50	\$75	\$100
Wrestling Room	No Charge	\$30	\$50	\$75
Kitchen ²	No Charge	\$75	\$85	\$100/\$200
OMS/HS Auditorium	No Charge	\$75	\$100	\$150/\$300 ³
Commons/Cafeterias	No Charge	\$50	\$75	\$100/\$200 ³
Swimming Pool	No Charge	\$75	\$100	\$125
Athletic Fields	No Charge	\$25	\$40	\$50/100 ³
Green Space	No Charge	\$50	\$75	\$100/200 ³
Parking Lot(s)	No Charge	\$25	\$40	\$50/100 ³

¹The above fees may be modified at the discretion of the Superintendent.

²The District requires that when kitchen space is used by groups or organizations, a District food service staff member must be on site. Actual hourly wages will be invoiced.

³Fees may be doubled for Class IV Groups with more than 100 attendees, at the discretion of the Superintendent.

All requests for use of District facilities by any outside organization shall be made as follows, and in agreement with the following guidelines:

- A. All applications for the use of District facilities shall be submitted on facilities reservation forms secured from the school offices or the District Office.
- B. An application for use of the gymnasiums or athletic fields must be submitted to the Athletic Director and School Principal for signature verifying that the facility is available on the date and time requested.
- C. An application for the use of any school building or room must be submitted to the school principal for signature verifying that the facility is available on the date and time requested.
- D. Following the school principal's approval, the application is submitted to the Superintendent for review and approval. The District and/or the Superintendent have the right to deny the application.
- E. The School District of Mauston has the right to assess and invoice rental fees in accordance with established charges, including any additional costs incurred by the need for custodial or kitchen staff to be present.
- F. The School District of Mauston reserves the right to suspend or modify designated fees when mitigating circumstances of individual applicants indicate such modification is in order.
- G. All applications for the use of school facilities must comply with the legal requirements as prescribed by the Wisconsin Statutes.
- H. The use or sale of tobacco, alcoholic beverages, or illegal substances is prohibited in or on any school property at any time under any circumstances.
- I. The use of signage or advertising which depicts alcoholic beverages, tobacco or other illegal substances is prohibited in or on any school property.
- J. Property belonging to outside organizations or individuals shall not be stored on school property without prior approval of the Superintendent.
- K. Any organization or individual using any District facility shall be responsible for any damage to or breakage of school property resulting during the period of use by such organization.
- L. The applicant is held responsible for the preservation of order and the supervision of all participants by responsible adults.
- M. The Superintendent will have free access to all rooms at all times.
- N. Temporary school and/or room access keys will be issued only to authorized, designated personnel, as approved by the School Principal as needed. The applicant is responsible for securing the building or area after use, including locking doors, turning off lights, and placing garbage in the receptacles provided.
- O. Applicants may not sublet any District facilities to other individuals, groups, or other organizations; nor allow any other unauthorized individual to have access to or use any keys/fobs issued for the original event and/or user.
- P. Adult supervision is required at all times. Adult supervisors must be in the school or area at all times when students or group members who are minors are present.
- Q. Applicants or their adult designees are responsible to report any school or equipment damage to the custodial staff, the school principal, or to the Director of Buildings and Grounds.
- R. The Board of Education has liability insurance which covers only school employees.
- S. Any applicant who does not comply with the regulations may be denied future use of District facilities.
- T. Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the School District of Mauston, their officers, agents, and employees from all claims demands, loss, liability, cost or expense of any kind or nature whatsoever which the School District of Mauston, their officers, agents, and employees, or any of them may sustain or incur, or deaths of persons or damages to property arising out of, connected with, or attributable to rental, use and occupancy of the public school building as provided herein.

Legal

120.13(17), Wis. Stats.

895.523, Wis. Stats.

[School District Facility Use Request Form.pdf \(109 KB\)](#)

Last Modified by Jennifer Hagemann on January 14, 2019