

NOTICE

**SCHOOL DISTRICT OF NEW GLARUS
BOARD OF EDUCATION
POLICY, COMMUNICATION & ADVOCACY COMMITTEE
MONDAY, OCTOBER 14, 2019
HIGH SCHOOL CONFERENCE ROOM
6:15 PM**

AGENDA

- I. CALL MEETING TO ORDER - DEBRA FAIRBANKS**
- II. FACILITY USE AND FEES**
- III. LEGISLATIVE UPDATE**
- IV. ADJOURNMENT**

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POSTED :

NG HIGH SCHOOL
NG MIDDLE SCHOOL
NG ELEMENTARY SCHOOL
NG POST OFFICE
BANK OF NEW GLARUS
STATE BANK OF CROSS PLAINS-NEW GLARUS
MARINE CREDIT UNION

PUSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT COMMITTEE MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD. UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLE PERSON TO BE ABLE TO ATTEND THIS MEETING. THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of USE OF DISTRICT FACILITIES
Code	po7510
Status	Policy Committee Review

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 School 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 Principal.

General conditions relating to school use are as follows:

- A. Application for the use of a school building or any part of the building or grounds is to be made at least seven days in advance. School program- related applications should be made to the building Principal. Community program related applications should also be made to the building Principal.
- B. A "Facilities Schedule" shall be kept by each school Principal or his/her designee and be available for inspection and review. A District schedule will be kept in the building Principal's office.
- C. Every non-school group using a facility must have an adult (non-K-12 student) designated as in charge of the activity or event.
- D. Non-school events which take place on a Saturday ~~may be generally are not~~ charged custodial time if there is a need for custodial set-up, take-down, or clean up. ~~However, certain events may result in the user being charged for custodial costs.~~
- E. Every non-school individual, group, and/or organization using a school facility, by accepting a use permit, must agree to guarantee orderly behavior and to indemnify the District for any damages to the school and its property caused by any participant and public involved as well as provide a signed liability waiver document.
- F. Individuals, groups and/or organization using renting school facilities are required to file a certificate of insurance with the District insurance naming the District as an additional insured. The certificate of insurance must be in the possession of the Superintendent or his/her designee before school facilities may be used.

~~Liability waiver documentation and a certificate of insurance shall not be required of Village of New Glarus Recreation Department or its participants.~~
- G. The District discourages the use of facilities for youth groups after 9:00 p.m. on nights before a school day. Wednesdays after 6:30 p.m., and Sundays before 2:00 p.m. Exceptions can only be made for one-time events.
- H. School facilities shall exist primarily to serve school District educational, co-curricular, recreational and administrative activities. Upon the satisfaction of the public school District's need and use, District facilities shall then be made available to other groups based on the structure outlined below.
- I. The Village Recreation Program shall enjoy a priority status among non- school facility users in scheduling events that utilize school District facilities for recreational purposes only. No rental fee shall be charged to the Village Recreation Program for these programs. All youth and adult members of the school District participating in village recreation programs which utilize school District facilities shall be treated equally in all aspects of program participation. Such programs shall not be in direct conflict with programs conducted by the school District. The Building Principal shall determine compatibility of programming. The director of the village recreation program and his/her designee(s) shall

be granted access to District buildings and grounds including the appropriate keys to said individuals and approval of them to have security codes where needed. The Village Recreation Program will be subject to all Board of Education policies in the operation of all of its programs that take place on school District property.

J. Exemptions

In the event of multiple requests to use the same facility, ~~earliest~~ requests will honored in the following priority order: New Glarus School District Groups; New Glarus Non-Profit Groups; New Glarus Profit Groups; Non-Resident Non-Profit Groups; and Other Profit Groups. If two entities within a category request to use the same facility, the earliest request will be honored. ~~Facilities can be scheduled up to one year in advance. not be scheduled earlier than the dates established by administrative guidelines. Facilities shall be made available to the widest variety of community members. The building Principal shall determine such use.~~ Appeals may be made to the Superintendent.

K.

L. Any group that believes it should be exempted from a rental fee has the option of filing a written request with the Superintendent. The Board shall consider the circumstances and stated reasons for seeking an exemption and make a decision at the next regularly scheduled Board meeting where the request can be placed on the agenda in time for proper meeting notification. Exemptions shall only be granted for good cause and shall only be for one year. Groups or individuals may re-apply annually for consideration for an exemption.

CUSTODIAL CHARGES:

When a custodian is not scheduled to be on duty and one needs to be assigned there will be a \$30/hour charge to the group. This fee applies to ALL GROUPS.

No Rental Charge:

- A. School District of New Glarus Groups area youth groups (School District Boundaries) ~~A youth group is defined as a group that is open to all District students.~~
- B. New Glarus Non-Profit Groups
- C. New Glarus Profit Groups (Groups comprised of 75% of more New Glarus Students, Staff, or Community) ~~State and County governmental agencies for meetings or educational programs serving District residents.~~
- D.
- E. Non-Resident Non-Profit Groups Village of New Glarus Recreation Programs. ~~School District of New Glarus non-profit, service organizations (e.g., Chamber, Optimist, Lions, etc., at local level) for service projects only, not fundraising events.~~

Regular Rental Fee:

~~Non-For-Profit~~ Groups Not Listed Above

~~2.0 Times the Rental Fee For-Profit Non-Community Groups~~

~~Non-School District of New Glarus resident individuals, businesses, groups, or agencies.~~

Negotiated Rental Rate

~~Technical College(s) or other groups for adult education programs.~~

The Principal has the discretion to determine rental rates for groups or individuals not covered by the above categories. The Principal also makes a determination as to which category the applicants are assigned.

The Principal may refuse to allow or may cancel the use of facilities to any group due to conflicts with school activities, safety, health or liability issues, security concerns, past experience with the proposed user, or other valid reasons. Denial of use may be appealed to the Superintendent.

Equipment, such as tables, chairs and risers, may be ~~made available only with authorized personnel to operate it or supervise its operations. Use of specialized equipment is not encouraged. if they are not needed for other school district related purposes.~~

Given the nature of existing specialized equipment and security issues, use of the kitchen by a public group to obtain or dispose of water needed for coffee, lemonade, etc., is not permitted without the presence of a custodian or caretaker. In no case is the kitchen to be opened or remain open without supervision.

Uses or conditions not covered in these procedures must be approved by the District Administrator.

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

Recreational Activity

Any non-school sponsored group requesting to use District facilities for recreational activity must complete the District form prior to such usage.

"Recreational activity" includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with Green County Emergency Management to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Each user may be required to present evidence of the purchase of organizational liability insurance. Users shall be liable financially for damage to the facilities and for proper chaperonage.

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.

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Legal 120.13(17), Wis. Stats.
 895.523, Wis. Stats.

Proposed Facility Fee Schedule		
Room Rental Fees		
	For-Profit Non-Community Groups	All Non-Profit Groups and NG For-Profit Groups
Elementary Gym	\$75/hr	\$0
MPR	\$75/hr	\$0
High School Gym	\$75/hr	\$0
High School Commons	\$75/hr	\$0
Auditorium	\$75/hr	\$0
Kitchen	\$75/hr	\$0
Classroom	\$40/hr	\$0
Outdoor Facility	Neg./Event	\$0
Additional Fees		
Kitchen - Orientation/Check-In	\$30/hr	\$30/hr
- If group has a licensed/professional chef		
Kitchen - Staffing Fee	\$30/hr	\$30/hr
- If no licensed/professional chef on-site, this fee must be paid for the entire time the kitchen is used		
Equipment Use Fee (Per Event)	\$75	\$0
- Tables, Chairs, Risers		
Lighting/Sound Fee	\$30/hr	\$30/hr
Custodial Fee	\$30/hr	\$30/hr
- Set up, Take down, Cleaning		