



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

The School Board encourages public use of District facilities.

The use of school facilities by organizations and/or responsible persons shall be governed by Wisconsin Statutes 120.13(17) and the general provisions set forth in policy and administered by the Superintendent, or designee. Use will be permitted only at such times as the facilities requested are free from District curricular and extracurricular activities. The online facility request form via the events calendar is the means by which District facilities are scheduled for after school requests.

The Superintendent, or any representative thereof, shall have the right to enter and inspect the facility at any time the building is being used and require compliance with their regulations, and to impose any rule that may be necessary for the safety of such building and audience therein. Applicants shall comply immediately with such request.

Board policy exempts some organizations from paying rental fees; accordingly, the cost of supporting such activities is borne by the District. It is the intent of the Board to discourage the use of school facilities by promoters or others whose main purpose is to make a personal profit from an event. Authorization for use of school facilities shall not be considered an endorsement or approval of the activity of any organization or the purpose they represent.

This policy addresses four groups/organizations of users:

- A. School-sponsored;
- B. Non-profit activities;
- C. For-profit; and
- D. Private or non-profit out-of-district.

School-sponsored activities

- A. All school-sponsored activities, approved by the building principal, shall have precedence over other requests for use of facilities.
- B. The building principal shall keep a calendar of all scheduled activities up to date and posted well in advance using the District's web-based events calendar.

Non-profit activities

- A. Nonprofit community groups
- B. The use of District facilities by nonprofit community groups located within the District may be made available free of rent.
- C. The following are examples of nonprofit community groups. Requests by others will be evaluated on an individual basis. 501 (c) (3) documentation may be requested.
 - 1. Parent/teacher organizations
 - 2. Boy/Girl Scouts
 - 3. 4-H clubs

4. YMCA
5. Athletic events sponsored by churches and parochial schools
6. Athletic and recreational activities by bona fide established nonprofit organizations within the District
7. Athletic and recreational activities by responsible residents of the District
8. Civic organizations
9. Fraternal organizations
10. League of Women Voters
11. Public meetings
12. Certain city park and recreation programs
13. Other municipal recreation programs
14. Political organizations

The District reserves the right to charge non-profit groups rental fees.

For-profit entities

Entities or activities engaged in profit-making ventures must pay rental fees.

Private and Non-Profit out-of-district organizations

- A. Such organizations include sponsors of activities for which an admission/registration fee is charged.
- B. Private and out-of-district organizations may be scheduled in school facilities and administration shall determine an appropriate fee if not found on the fee schedule.
- C. Private and out-of-district organizations may charge admission fees and, materials may be sold. Other means of fund-raising may be pursued, providing such activity is compliant with Board policies, city ordinances, and State statutes.
- D. Permission for the use of school facilities may be granted by the Superintendent or his/her designee through the use of the District's online facility requesting software accessed via the events calendar.
- E. Activities sponsored by District organizations will take precedence over those sponsored by out-of-district groups.
- F. The District reserves the right to waive rental fees.

General provisions and regulations

A. Facility requests for reservations

1. A facility request form is acquired by accessing the District website and clicking on the requester button at the top of the events calendar. Once accepted as the requester, one may complete and submit request forms for both buildings and grounds. Requests must be made with sufficient lead time for school personnel to consider and process the request.
2. The person who represents the user and the using organization shall be held responsible for enforcing all rules and regulations under which the reservation is granted, for payment of any damages to school property, and for payment of all financial obligations which may be incurred as a result of granting the reservation. Payment of rental fees may be required at the time the agreement is signed.
3. If an event is canceled, the school principal should be notified three working days before the day of the event and canceled online by event requester. Refund of fees will be allowed if cancelation is at least three working days prior to the event. No reservation is transferable to another party. Keys to buildings will not be issued to any outside group. There are times of the year when specific District facilities are not available for use due to scheduled maintenance or cleaning activities.

B. Personnel requirements

1. Activities staged and operated in the buildings shall be attended and monitored by at least one (1) custodian. The custodian shall be responsible for the cleanliness and security of the building but shall not serve as a supervisor for the organization or activity using the facilities.
2. If an activity can be covered during a custodian's normal work schedule, no custodial fee shall be charged. If a custodian must be available to support the activity, or if overtime is required, a fee covering the cost will be imposed.
3. Use of certain facilities and equipment may require additional staff, e.g., kitchen facilities and auditoriums. Users will be charged for the hourly rate in effect and for the costs of materials used.
4. Capacity levels for auditoriums, Ben Franklin: (720), SPASH: (640), shall be monitored by the supervisor for the organization or activity using the facility and shall not be exceeded.

5. The senior high school lighting director is responsible for lighting operations in the high school auditorium. The director is expected to delegate some of these responsibilities to the lighting crew and/or to a senior high faculty member knowledgeable about lighting operations.

Clubs or organizations shall submit a lighting plan to the director one (1) week in advance of an event requiring special lighting. If this lighting plan is requested by an out-of-school club or organization, it will be charged for the lighting crew's work setting the lights. If requested by an organization, lighting operators are available to support the event.

For all public performances, a lighting crew member must be hired as a resource person unless no lighting plan is needed. The auditorium fee includes the auditorium facility and its equipment but does not include any other operational personnel, e.g., the lighting crew. Stage and lighting equipment must remain in the auditorium.

C. Supervision and responsibility

1. Facility users must provide sufficient supervision, chaperones, security or crowd control personnel to control the event. When necessary, the District shall require the facility user to provide parking attendants to ensure parking regulations are followed and traffic is controlled.
2. The facility user and its supervisors shall be liable for any damages done to school property. Responsibility for personal injury is assumed by the facility user as well. The Superintendent, or designee, will determine if a certificate of insurance is required, naming the School District as an additional insured.
3. The facility users and their supervisors shall abide by Board policies, rules, and regulations.

D. Rentals, fees and service charges

Rental rates appear online and are subject to change.

For the purpose of describing and designating the various facilities of the District, the following four (4) classifications and definitions are adopted:

1. Major facilities

- a. SPASH Fieldhouse
- b. SPASH South Commons
- c. SPASH North Commons
- d. SPASH auditorium
- e. SPASH pool
- f. Ben Franklin gymnasium
- g. Ben Franklin auditorium
- h. Ben Franklin cafeteria
- i. P.J. Jacobs gymnasium
- j. P.J. Jacobs cafeteria
- k. P.J. Jacobs pool
- l. Bannach gymnasium
- m. Jefferson gymnasium
- n. Kennedy gymnasium
- o. Madison gymnasium
- p. McDill gymnasium
- q. McKinley gymnasium
- r. Plover Whiting gymnasium
- s. Roosevelt gymnasium
- t. Washington gymnasium
- u. Boston School Forest

2. Medium facilities

- a. Bannach cafeteria
- b. Kennedy cafeteria

- c. McKinley cafeteria
- d. Plover Whiting cafeteria
- e. Roosevelt cafeteria
- f. Washington cafeteria
- g. SPASH upper gym
- h. SPASH/Ben Franklin tennis courts
- i. Athletic fields
- j. Kitchens – preparation
- k. Kitchens – satellite
- l. IMC

3. Minor facilities

- a. Double classrooms (all schools)
- b. Single classrooms (all schools)
- c. Rehearsal time (auditoriums)

4. Other

- a. Athletic field preparation
- b. Special lighting personnel
- c. Food service personnel
- d. Custodial personnel
- e. Lifeguard personnel

E. Special facilities fees and requirements

1. Pool facilities

- a. If pool facilities are used by both males and females, at least one male adult and one female adult must be present.
- b. All persons must shower before entering the pool.
- c. A certified lifeguard must be on duty at all times when the pool is in use.
- d. Seventy-five (75) is the maximum number of persons permitted in the pool at one time is P.J. Jacobs or SPASH pool.
- e. No non-school equipment is to be used in the pool without prior approval.
- f. No member of the user organization will be permitted to enter the pool room until an adult supervisor and lifeguard are present.

2. Cafeteria and kitchen facilities

- a. If any school's dishes, machines, or other equipment are to be used, a food service employee must be hired to supervise at the facility user's expense. This applies to any group, for any purpose.
- b. A cleanup charge may be assessed if circumstances dictate.
- c. The kitchen/cafeteria may be used to make coffee or to obtain water without rental charge or food service employee present.

3. Use of the Boston School Forest facility by non-school groups

- a. Individuals or groups requesting the use of the school forest shall make application through the director of elementary education, Bliss Educational Services Center, 1900 Polk Street, Stevens Point, WI 54481.
- b. At least one adult must accompany all youth groups using the school forest and must also remain with the group while using the facility.

4. Use of ROPES course

Fees for the ROPES course shall be in accordance with the fee schedule found in the administrative rule.

5. Exception to fee schedule

For-profit facility users may be charged multiples of usual rental fees as determined by the Superintendent, or designee.

6. Other

Fees charged pursuant to this use of facilities will be reviewed and approved periodically by the Board.