

## USE OF SCHOOL FACILITIES

- I. The schools are owned by the citizens of the School District and the Board of Education encourages the use of school facilities by our public.
- II. The right to authorize the use of pool and school facilities shall be exercised by the Board or designee. The terms and conditions of use will be determined by this District policy. Authorization for use of pool and school facilities shall not be considered as an endorsement of or approval of the activity group or organization or the purpose they represent.
- III. Application for Permit
  - A. Request for permits shall be filed on forms provided by the School District and available at the business office. The application shall specify the total facilities and equipment requested, the dates and times needed, name of organization or group, use, type of group, and name of person to contact within such organization or group.
  - B. Prior to July 31st of each year, representatives of Park and Recreation programs shall jointly submit facility use requests to the business office.
  - C. The application shall be submitted at least 7 working days prior to the first rental date and shall contain the name of the person designated by the organization or group who is responsible for enforcing all terms and conditions of this policy and permit. Applications will not be accepted before August 1st for the upcoming school year.
  - D. Liability insurance coverage may be requested of the organization or group. When required, a CERTIFICATE OF INSURANCE must be attached to the application. Minimum acceptable limit is \$1,000,000.
  - E. The applicant shall indicate if food or other materials will be sold or distributed and whether an admission fee is to be charged.
  - F. The application shall contain other information as the Board or its designee deems appropriate.
  - G. On Saturdays, groups in Categories C-D can only reserve a maximum of ~~three (3)~~ four-hour blocks of time. Once one of the three events has taken place, a new third event can be reserved.

#### IV. Limits

- A. The permit shall be issued by the Board designee subject to the conditions and terms contained in this policy. The Board or its designee reserves the right to deny the use of school facilities, when such use would likely:
  - 1. provide an opportunity for third parties to sub-lease space
  - 2. result in violence or damage to facilities
  - 3. offend community standards of common decency
  - 4. violate the terms or conditions of this policy
  - 5. generate a repeat of prior violations of the terms and conditions of this policy or prior permits
- B. The permit can be rescinded if any provisions of the original permit are altered or omitted.

#### V. General Conditions

- A. Thursday evenings are reserved at Thomas Jefferson Middle School for nonrecurring school-related youth activities, or other youth activities if school-related youth activities are not scheduled.
- B. The user organization or group shall be responsible for payment of damages occurring during use, other financial obligations specified in the permit, and for the payment of all taxes, which may become due as a result of said use.
- C. The user organization shall be liable for personal injury occurring as a result of use.
- D. Alcoholic beverages and drugs or other controlled substances are not allowed in school buildings or on school grounds. Smoking is prohibited on school property by State statute.
- E. Supplies or sporting equipment are not furnished with the facility. Organizations and user groups will furnish their own equipment. Some items, including audio-visual equipment, are available for use but must be pre-arranged before meeting time and specified on the application and a rental fee will be charged.

- F. When participation fees are charged by a municipality, they shall be equal for all School District residents.
  - G. Groups are responsible for general clean-up of the activity to include inspecting bathrooms and notifying custodians of problems.
  - H. Groups who stay beyond their allotted time will be assessed a fee of \$30/hour for rental in categories B-E and category A for non-school district activities.
  - I. If additional equipment is needed on the day of an event, the request may not be honored and/or a fee charged for rental and set-up/take down.
- VI. The Board or designee shall determine the number of employees needed in the school facilities being used. The employees shall be responsible for cleanliness and securing buildings, but shall not serve as supervisors for the organization or activity. The use of certain school facilities and school equipment may require additional staff, at a cost that shall be charged to the renter. This provision will be in agreement with the master contract.
- VII. User Organization or Group Supervision
- A. Organizations or groups shall provide sufficient supervisors, chaperones, or crowd control personnel.
  - B. The Board or its designee may require the presence of law enforcement officials at the renter's expense.
- VIII. The following organizations and groups shall have priority regarding use of District buildings and facilities:
- A. District, school-sponsored activities (athletics, plays, assemblies, extra-curricular activities, etc.).
  - B. Municipal recreation departments' programs that were in existence and at the level of usage as of the 2003 agreement.
  - C. Recognized community based not-for profit groups with over 50% of participants being resident youths of the district
  - D. Recognized community based not-for profit groups with over 50% of participants being residents of the district

- E. Groups not in categories A through D.
- IX. A renter charging a fee in conjunction with the sponsored event will be placed in Group Type E and charged full rental. If 100% of the intended profit is used for a charitable purpose, the renter may be placed in Group Type B-E with rental fees waived.
- X. The following chart indicates, which groups will be charged and what charges will be levied:

<b>Group Type</b>	<b>Rental</b>	<b>Custodial Overtime</b>	<b>Other**</b>
A	None	None	None
B	None	Yes***	Yes
C	None	Yes	Yes
D	Yes (1/2 fee)	Yes	Yes
E	Yes	Yes	Yes

\*Personnel charges @ hourly rate plus retirement and social security.

\*\*Other: Includes equipment rental, set-up/take-down allowance, kitchen, stage lighting, use of pool, or other specialized personnel when required.

\*\*\*Sixteen (16) three (3) hour Saturday sessions of Saukville Park and Recreation Department youth basketball are exempt from this charge.

The School District shall not discriminate in the methods and practices of school facility use on the basis of age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference:  
120.13 (17), Wis. Stats.

Cross reference:  
Administrative Guideline 7510 – Facility Rental Fees

Adopted: 6/18/01  
Revised: 8/9/04; 8/14/06; 5/5/08; 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us