

PUBLIC AND COMMUNITY USE OF DISTRICT PROPERTY

The Port Washington-Saukville School District, under the prescribed conditions and as allowable by law, encourages the public use of school facilities to support the educational, recreational, and social development of the community. To this end, the District promotes the public use of school facilities as defined in this policy and the associated administrative guideline, which include descriptions of user groups and priority; facility rules and regulations; rental rates; and the application for use of District facilities.

I. Application for permit

- A. Requests for permits shall be submitted online using the District Facility Rental and Use application, which is located on the District website. 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.

II. Priority Use

- A. Priority for use of the Port Washington-Saukville School District facilities is determined by the Port Washington-Saukville School District, based upon a group's classification, as follows:

1. Priority Group 1:

- a. School organizations that are affiliated with the Port Washington-Saukville School District. These groups include, but are not be limited to:
 - 1) PTA/PTO (Parent Connection)
 - 2) Port Washington clubs, athletics and activities
 - 3) Port Washington booster clubs
 - 4) Port Washington-Saukville School District curricular, co-curricular, and other District-sponsored activities
 - 5) The YMCA before and after school child care programs

- 6) The Port Washington-Saukville School District educational support groups
2. Priority Group 2:
 - a. Port Washington-Saukville based groups and organizations that are not necessarily affiliated with the school, but have as their mission the betterment of citizens in the community (e.g., civic groups, Scouts and Girl Scouts organizations, Parks and Recreation, private Port Washington-Saukville Schools, etc.).
 - b. Port Washington-Saukville youth associations whose members are eighteen (18) years old or younger (or students over the age of 18, but enrolled in high school), and meet the following criteria:
 - 1) Participants in the group consist of at least seventy-five percent (75%) Port Washington-Saukville residents. Port Washington-Saukville residents are defined as individuals who reside within the Port Washington-Saukville School District boundaries or who attend school in Port Washington-Saukville. (When group activity consists of less than seventy-five percent (75%) Port Washington-Saukville residents, they are considered a Priority 3 user group.) Upon request, the group's participation list with addresses will be given to the Superintendent's designated coordinator.
 - 2) The group is a nonprofit organization and qualifies for section 501(c)(3) status. This certification must be on file with the Superintendent's designated coordinator.
 - 3) Upon request, the organization will file a financial statement with the Superintendent's designated coordinator.
 - 4) Upon request, the group must provide the Superintendent's designated coordinator with updated bylaws, board meeting dates, and board members names.
3. Priority Group 3:
 - a. Organized groups located in Port Washington-Saukville whose membership consists of less than seventy-five percent (75%) Port

Washington-Saukville students. To qualify, at least fifty percent (50%) of the participants of the organized group must be residents of Port Washington-Saukville.

- 1) Upon request, the group's participation list with addresses will be given to the Superintendent's designated coordinator.

4. Priority Group 4:

- a. All other individuals and groups. Priority group 4 members do not fall within any of the other classifications stated in these guidelines.
 - 1) Organized groups located in Port Washington-Saukville whose membership consists of less than fifty percent (50%) Port Washington-Saukville residents.
 - 2) Organized groups and individuals located outside of Port-Washington Saukville.

- B. Priority Groups 2, 3, and 4 must provide the Port Washington-Saukville School District, 100 W Monroe St, Port Washington, WI 53074 with proof of \$1,000,000 of general liability insurance coverage, naming the District as an additional insured.

III. 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.

IV. General Conditions

- A. Facility users are responsible for actual costs incurred while using facilities, regardless of amounts estimated/anticipated. In the event that the facility usage requires extra staffing, additional charges will be extended to the facility user. This may include custodial overtime charges for any additional time and/or custodial needs above and beyond rental expectations, based on the facility request. Payment of the balance due, based upon any additional charges, will be required within thirty (30) days of the dated invoice. If a user group has a balance past due, the Port Washington-Saukville School District reserves the right to deny the user group any new facility use requests until the account is paid in full.
- 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.

- V. The Superintendent 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.

VI. User Organization or Group Supervision

- A. Organizations or groups shall provide sufficient supervisors, chaperones, or crowd control personnel.

Legal reference:

120.13 (17), 120.13(25), 120.125(4), Wis. Stats.

Cross reference:

Administrative Guideline 7510 – Fees for Public and Community use of District Property

Adopted: 6/18/01

Revised: 8/9/04; 8/14/06; 5/5/08; 3/16/15; 4/10/23