

USE OF DISTRICT EQUIPMENT BY THIRD PARTIES (PUBLIC USE)

- I. No person may use District equipment for a non-District purpose without being authorized to do so. It is the responsibility of the person using the equipment to verify, in advance, that they have sufficient authorization. Inquiries regarding the use of District equipment may be directed to the District's community engagement coordinator.
- II. The School Board recognizes that members of the community and other persons may, from time-to-time, have a desire to use District equipment for lawful purposes that are not connected to a District-sponsored program or activity or to any joint venture involving the District and the other parties. To the fullest extent permitted by law, the District retains discretion to (1) approve or deny requests for such third-party, non-school, temporary use of District equipment; (2) revoke prior approval of such a request; and (3) direct any person to cease any unauthorized or inappropriate use of District equipment.
- III. In addition to any other conditions that the administration or Board may establish, any approval of a request to authorize the temporary, non-District use of District equipment under this policy shall be subject to the following:
 - A. The person using the equipment must pay for the actual, additional costs (if any) associated with such use to the extent specified in any use agreement, District-published schedule of fees, or other written communication approving the use of the equipment.
 - B. The person using the equipment shall be responsible for any loss of or damage to the equipment that occurs in connection with such use, including purely accidental damage and any loss or damage caused by any guest or invitee of the person, but excluding normal wear and tear and any loss or damage that is caused by the District or by an agent of the District. This responsibility extends to the reasonable cost of replacement or, if lower and practical, the reasonable cost of repair.
 - C. Pursuant to state law, a person who is authorized to temporarily use District equipment for a non-District purpose at no more than actual cost has primary legal liability for any damage to property and for any expense incurred in consequence of any use of such equipment.
- IV. Use of District Equipment on District Property
 - A. Within the guidelines and parameters defined in this policy and under applicable law, the Board authorizes the administration to receive, review, and approve or deny third-party requests for the temporary, non-District use of District equipment that occurs while the user is on school grounds or on other District property. The District

Administrator shall ensure that the administration establishes procedures for processing such requests.

- B. The primary purpose of considering third-party requests to approve the temporary use of District equipment under this portion of this policy is in connection with a person's related request to temporarily use District facilities for a non-District purpose. It is reasonably common for such a person to have a desire/need to use certain equipment (such as sound systems, special lighting systems, folding chairs, or a scoreboard) in connection with the person's activity or event, and it is important for the District and such a person to clearly define the extent of the person's authority to use a facility and any District equipment. It is not the Board's intent to authorize, or to require District personnel to manage, general public access to all District equipment (such as copying machines, tools, etc.) that is not currently in use.

V. Use of District Equipment Off District Property

- A. The temporary, non-District use of District equipment by a third party while off of District property is disfavored and requires direct Board approval. If the District receives a request for such off-property use of District equipment, the administration may (1) deny the request on behalf of the Board based on the application of the guidelines found in this policy; (2) present the request to the Board for possible Board approval; or (3) take any other action regarding the request that has been previously authorized by the Board.

VI. Other Board-Authorized Use of District Equipment

- A. Nothing in this policy shall be interpreted to:
 - 1. Require the public to obtain further advance permission to use, non-exclusively, outdoor school playground equipment provided that school is not in session, no District program or activity is otherwise using the equipment, and no sign or other District directive has restricted use of the equipment at that time.
 - 2. Require a person who is authorized to use a District facility for a non-school purpose to obtain separate permission to use the basic fixtures (e.g., standard room lights) and standard furniture that is already in place in the approved area of the building/facility.
 - 3. Limit any other lawful authority the District may have to permit or restrict the use of District equipment for non-District purposes.

Legal reference:

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

Cross Reference:

Board Policy 7510 – Public and Community Use of District Property

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

Adopted: 6/18/01

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