

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## SCHOOL-COMMUNITY RELATIONS

### USE OF SCHOOL FACILITIES AND GROUNDS

#### USE OF SCHOOL FACILITY

830.1

The School District of Pittsville recognizes the need for the use of District facilities by community groups or organizations. The Board of Education encourages the use of its facilities by the members of the School District.

The right to authorize the use of school facilities will be retained by the Board and/or District Administrator. Use will be determined by district policy and procedures and will be permitted only at times when the facilities are free from district curricular or extra-curricular activities.

The District Administrator reserves the right to reject, reassign, or cancel usage of school facilities when necessary because of weather, as the result of conflicts with the school, or when it appears to be in the best interest of the School District. The District Administrator also has the authority to approve the use of school facilities by non-school organizations for which admission is charged, including the solicitation of funds. Fees and costs to the District may be waived by the District Administrator when fund-raising profits are used to directly enhance the School District's mission.

Authorized non-school organizations shall be primary liable for expenses related to an injury or damages. Evidence of availability of insurance in the amount of \$500,000 will be required. If they do not already have insurance, organizations may elect to obtain insurance coverage on their own, or may obtain "special events" coverage through the District's policy holder at their own cost.

The School District of Pittsville will not loan equipment to individuals or organizations for use off school grounds. Equipment necessary for staff employed by the District to perform their duties while off school grounds may be loaned with the approval of the appropriate administrator.

A school custodian or other person designated by the District Administrator must be present at a facility during the time of facility use. However, this requirement may be waived by the District Administrator when a sufficient alternative exists to ensure appropriate oversight of the use of school facilities.

Requests to use school facilities must be done through the district website ([www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us)) and completed by the person responsible for the requesting organization fourteen (14) days prior to use. Emergency individual cases will be considered with less than fourteen (14) days notice provided appropriate personnel are available.

The District Office, with the help of the Building Principals, will maintain a schedule of usage and act on behalf of the Board of Education as the approving agent. The use of school facilities is allowed only when authorized by the Board of Education through the District Administrator. However, authorization for the use of school facilities is not an endorsement of an activity, person, or organization or the purpose(s) of such person or organization, by the Board of Education.

In addition to the immunities from liability and negation of specific legal duties as provided under Section 895.523, Wis. Stats., the School District of Pittsville, the Board, and all officers, employees and agents of the District also fully retain all other legal enforceable 1) Immunities from liability; 2) limitations on liability and monetary judgements; and 3) rights to seek or claim indemnifications.

*Updated: August 11, 2014*

*First Reading of Updates: May 8, 2017*

*Second Reading of Updates: June 12, 2017*

**FACILITY USE RULES AND REGULATIONS**

All individuals or organizations using school facilities are required to abide by the provisions of these guidelines, all facility use regulations established by the District Administrator or Building Principal, and any additional conditions placed upon use of facilities specified on the approved facility request.

1. The use of tobacco products is prohibited on school premises.
2. School facilities may generally not be occupied and used by user groups beyond 10 p.m.
3. Intoxicating beverages, illegal drugs and persons under the influence of intoxicating beverages or illegal drugs, are not allowed on school premises.
4. District administrative personnel must be allowed free access to all facilities at all times.
5. Gambling of any kind is not allowed upon school premises.
6. Open flames are not permitted on school premises.
7. Users are responsible for securing any and all permits or licenses necessary to conduct an activity or event.
8. Food and refreshments may not be served on school premises without permission from the District Administrator or the principal of the building at which an event takes place.
9. User property may not be stored on school premises without permission from the District Administrator or the principal of the building at which an event takes place. The District is not responsible for lost, stolen or damaged property.
10. Furniture or fixtures may not be moved without permission from the principal of the building at which an event takes place or his/her designee.
11. Users must obtain permission from the District Administrator or building principal before installing or affixing any decorations which require the use of nails, screws, bolts, etc. tape, wax or glue may not be used on any drywall, block construction, walls, ceilings or wood floors. When installing any decorations, reasonable safety precautions must be observed.
12. Scheduling shall be done in accordance with the following:
  - a) School activities shall be limited to the period between Monday morning and 12 PM Saturday during those weeks when school is in regular session.
  - b) School social events will normally be scheduled on Friday evenings, and except for “major” functions (Homecoming Dance, Junior Prom, etc.) the closing time shall be 12:00 a.m.
  - c) If it becomes necessary to schedule mid-week social events, the closing time shall be 10:30 p.m. or earlier.
  - d) Other student meetings held in the building during the week shall close at 10:00 p.m. or earlier.
  - e) Student groups meeting in the building outside of regular school hours shall be under the continuous supervision of their faculty advisor(s), and shall limit their activities to that part of the building where the meeting has been scheduled.
  - f) Arrangements for chaperones for school social events shall be approved well in advance by the Principal.
  - g) Principals shall secure permission from the District Administrator before permitting the scheduling of any school events, social or otherwise, during vacation periods, or during weekends so provision can be made for custodial service.
13. The Board of Education assumes no liability for injury that may occur to persons or groups requesting the use of the building.
14. The renter, or organization using the facilities, agrees to hold harmless, defend and indemnify the District, its officers, employees, and agents from and against all claims, liability, loss, demands, causes of action, damages, costs and attorney fees, or any kind or nature, arising from or incident to the use of school facilities whether resulting from the acts or omissions of user, its members, employees or agents, or any participant or person present at the activity or event.
15. In the event of scheduling conflicts, the order of priority for use of school facilities shall be as follows: 1) school-sponsored events; 2) events sponsored by adult organizations which are dedicated to the direct support of school operations and programs (PTO, Booster Clubs, Youth Sports, etc.); 3) events sponsored by other educational or governmental institutions; 4) non-school events sponsored by persons or organizations residing within the district; 5) non-school events sponsored by persons or organizations residing outside of the district.

The District Administrator shall deny an application for use of school facilities if he/she determines that:

1. The proposed use of school facilities will interfere with the use of school facilities for school purposes or for school-sponsored functions or activities;
2. The proposed use of school facilities substantially interferes with the educational mission of the schools;
3. The proposed use of school facilities poses an unreasonable risk of physical injury to attendees or participants;
4. The proposed use of school facilities poses a substantial risk to school security;
5. The proposed use of school facilities poses an imminent risk of illegal activities;
6. The proposed activity involves subject matter which is legally obscene, determined by reference to an activity's intended audience or participants;
7. The proposed use of school facilities will result in unusual wear, damage or depreciation of school facilities or property; or
8. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past.

If the Superintendent denies access to school facilities on any of the grounds above or due to lack of insurance, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the District Administrator's office within 10 business days from the date of the District Administrator's denial. Nothing in this policy shall be construed to limit the Board of Education's authority to impose reasonable time, place, and manner restrictions in place of denying access to school facilities.

### **SUPERVISION OF EVENT**

The individual or organization using school facilities is responsible for the management and supervision of the event. Groups using school facilities must be supervised by an adequate number of responsible adults to ensure the proper use and care of school property and to ensure the preservation of order. In the event that the District Administrator or building principal becomes aware that the quality or quantity of supervision for an event is inadequate, the event may be postponed until arrangements are made of additional, appropriate supervision. This will in no way relieve the individual or organization using school facilities from the responsibility of providing appropriate management and supervision of an activity or event.

A school custodian or other person designated by the District Administrator must be present at a facility during the time of facility use. However, this requirement may be waived by the District Administrator when a sufficient alternative exists to ensure appropriate oversight of the use of school facilities.

### **CARE OF SCHOOL PROPERTY**

Individuals and organizations using school facilities shall be responsible for all damage to, breakage, or loss of School District property arising from the use of school facilities and shall be charged for costs arising from any such damage, breakage, or loss. The Board of Education shall be the sole judge of unwarranted destruction of property.

### **SCHOOL KITCHENS**

State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HHS 196-Restaurants). These standards must be complied with at all times, including times at which food service facilities are used for functions other than school lunch preparation.

Food service equipment may only be operated by trained personnel. When food service equipment is needed, an adult food service employee familiar with the equipment and sanitation procedures must be hired to operate, clean, and sanitize the equipment at a charge of \$40.00 per hour. Special arrangements must be made one month in advance with the Food Service Director to approve a qualified school employee to operate stoves or ovens if an adult food service employee is unavailable.

**RENTAL FEE GROUPS**

Varying rental fees and charges are based upon whether an event or activity is held for profit or non-profit purposes and based upon whether the individual or entity reserving school facilities resides within or outside the District. The classification of user groups shall be as follows:

<p><b>Group 1</b></p>	<p><b>SCHOOL SPONSORED GROUPS</b> Any activity or event that is officially sponsored and/or sanctioned by the school district for administrative or athletic purposes; or by student organizations and clubs as defined in board policy. Funds raised must be deposited in a district account following the activity.</p>	<p>No Rental Fees. No insurance required-district self-insurance covers.</p>
<p><b>Group 2</b></p>	<p><b>STUDENT INTEREST GROUPS</b> Pittsville School District recognized parent groups (PTO), booster clubs, or resident groups who are specifically defined to support the district and are non-profit in nature and strictly volunteer-based – the majority of the profits collected must go to the school approved group. If participation fees (individual or team) are charged for the event, then facility fees from Group 3 will be charged.</p>	<p>No rental fees apply unless participation fees are charged, in which case, Group 3 facility fees will be charged. Insurance required. Fees may be charged for extra personnel such as custodial staff, kitchen staff, security, technology, and/or equipment usage.</p>
<p><b>Group 3</b></p>	<p><b>COMMUNITY INTEREST GROUPS</b> Resident groups or individuals who are devoted to service of others or are general community interest, athletic and/or educationally centered, non-profit in nature and volunteer based.</p>	<p>Rental Fees Apply. Insurance required. Fees may be charged for extra personnel, such as custodial staff, kitchen staff, security, technology, and/or equipment usage.</p>
<p><b>Group 4</b></p>	<p><b>COMMUNITY FOR-PROFIT</b> Resident organization and individual users offering activities/events that charge for admission/participation, collect an offering, or sell merchandise.</p>	<p>Rental Fees Apply. Insurance required. Fees may be charged for extra personnel such as custodial staff, kitchen staff, security, technology, and/or equipment usage.</p>
<p><b>Group 5</b></p>	<p><b>NON-RESIDENT, NON-PROFIT GROUPS</b> Any non-district organization or individual whose interests are devoted to adult or student education, athletic or activity interests, the general welfare and/or service of others and are non-profit in nature.</p>	<p>Rental Fees Apply. Insurance required. Fees may be charged for extra personnel such as custodial staff, kitchen staff, security, technology, and/or equipment usage.</p>
<p><b>Group 6</b></p>	<p><b>NON-RESIDENT FOR-PROFIT GROUPS</b> Any non-district resident organization or individual and companies that have a profit motive. Any activity in conflict with the mission of the Pittsville School District is prohibited.</p>	<p>Rental Fees Apply. Insurance required. Fees may be charged for extra personnel such as custodial staff, kitchen staff, security, technology, and/or equipment usage.</p>

**FACILITY AND EQUIPMENT FEES**

Individuals and organizations are subject to the rental fees and charges based on the Rental Fee Group (Page 4). Facilities and equipment not listed will be approved on a case-by-case basis.

	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4-5</b>	<b>Group 6</b>	
Auditorium <sup>1</sup>	NC	NC	\$50.00	\$100.00	\$150.00	per day
Additional Stage Lighting	NC	NC	NC	\$35.00	\$35.00	per day
Microphone Amplification System	NC	NC	NC	\$35.00	\$35.00	per day
Spot Light	NC	NC	NC	\$25.00	\$25.00	per day
Trained Staff Tech at Event <sup>2</sup>	NC	NC	NC	\$40.00	<sup>4</sup> \$40.00	per hour
Video Projection System	NC	NC	NC	\$60.00	\$60.00	per day
Concession Stand/Lobby Area	NC	NC	\$35.00	\$50.00	\$50.00	per day
Student Services Conference Room	NC	NC	\$35.00	\$40.00	\$50.00	per day
Classrooms (ES or HS)	NC	NC	\$25.00	\$35.00	\$50.00	per day
Multi-Purpose Room	NC	NC	\$50.00	\$75.00	\$100.00	per day
Kitchen Counter Only	NC	NC	\$35.00	\$40.00	\$50.00	per day
Kitchen <sup>1</sup>	NC	NC	\$50.00	\$75.00	\$100.00	per day
Food Service Staff at Event	NC	NC	\$40.00	\$40.00	\$40.00	per hour
Elementary Cafeteria/Gymnasium	NC	NC	\$35.00	\$50.00	\$75.00	per day
High School Gym	NC	NC	\$50.00	\$75.00	\$100.00	per day
Varsity Gym	NC	NC	\$75.00	\$100.00	\$150.00	per day
High School Cafeteria	NC	NC	\$35.00	\$50.00	\$75.00	per day
Restrooms/Concessions Stand (Green Space Area)	NC	NC	\$35.00	\$40.00	\$50.00	per day
Green Space – JH Football Field <sup>3</sup>	NC	NC	\$100.00	\$150.00	\$175.00	per day
Green Space – Softball Field <sup>3</sup>	NC	NC	\$100.00	\$150.00	\$175.00	per day
Custodial Fees	NC	40.00	40.00	\$40.00	\$40.00	per hour

<sup>1</sup> Food Service and Auditorium equipment may only be operated by trained personnel. Fees may be charged.

<sup>2</sup> User is responsible for arranging training with the Computer Technologist and the *Auditorium Technology Equipment Training Certification and Use Responsibility Agreement* form (Policy 830.1 Exhibit) must be completed and on file in the District Office prior to the event. A \$25.00 fee will be charged for training.

<sup>3</sup> Rental of green space areas include use of restrooms and concession stand.

<sup>4</sup> Non-Resident for Profit Groups (Group 6) will be charged for a Trained Staff Tech for the event.

In most instances, facility and green space use for district student practices that are non-school sponsored will not be charged a fee.

Additional costs may be charged if the activity(s) cause significant/abnormal wear to district facilities or equipment. Repair or replacement of equipment that is damaged, destroyed, or lost will be the responsibility of the renting organization.

Fees (including custodial) will be charged for tournaments, competitions, etc. Fees may be waived if proof that there are no team fees, admission fees, or any funds raised for profit involved in the event.

**Payment must be made before the first date of event to:**      **School District of Pittsville  
ATTN: Administration Office  
5459 Elementary Avenue, Suite 2  
Pittsville, WI 54466**

Policy 830.1 - Exhibit

**AUDITORIUM TECHNOLOGY EQUIPMENT  
TRAINING CERTIFICATION AND USE RESPONSIBILITY AGREEMENT**

\_\_\_\_\_ was certified on \_\_\_\_\_ for  
*(Representative - Please Print)* *(Date)*

following technology equipment for \_\_\_\_\_  
*(Event)* *(Date of Event)*

- Microphone Amplification System
- Video Projection System
- Additional Stage Lighting
- Other: \_\_\_\_\_

The Certified Representative and Organization agrees to take responsibility for maintaining the technology equipment at current working condition and agrees that if the technology equipment or other related items are damaged, lost, or stolen, the Person/Organization renting the facilities) assumes responsibility and will reimburse the District the amount required to replace or repair the equipment or other related items.

The Certified Representative and Organization also agrees to enforce the following School District of Pittsville Auditorium guidelines for the Control Booth:

1. NO FOOD OR DRINK IS ALLOWED IN THE CONTROL BOOTH AND AUDITORIUM BY ANYONE.
2. ONLY PERSONS PROPERLY TRAINED AND CERTIFIED ARE ALLOWED TO USE THE EQUIPMENT IN THE CONTROL BOOTH.
3. ONLY PERSONS PROPERLY TRAINED AND CERTIFIED SHOULD BE IN THE CONTROL BOOTH.

By signing below, the Certified Representative and Organization acknowledges that he/she has reviewed the responsibility agreement and accepts the conditions set forth and described above.

Signature of Certified Representative: \_\_\_\_\_  
*Date*

Computer Technologies Signature: \_\_\_\_\_  
*Date*

Comments: \_\_\_\_\_