

## **USE of SCHOOL FACILITIES PROCEDURES**

It is not the intent of these procedures to place undue expectations/hardships on community members wishing to use the facilities but rather to ensure the safety and well being of those participating as well as to protect and maintain the District's investment in these facilities.

### **A. SCHEDULING FACILITY USE**

1. The scheduling of all District facilities shall be the responsibility of the building principal and/or athletic director.
2. The administration is authorized to permit school, community, public and civic groups to use District facilities when such use meets established facility use criteria and does not conflict with the regularly scheduled programs of the school.
3. In the events of scheduling conflicts, the order of priority for use of school facilities shall be as follows: 1) school-sponsored events; 2) events sponsored by other educational institutions; 3) non-school events sponsored by persons or organizations residing within the District; 4) governmental institutions; 5) non-school events sponsored by persons or organizations residing outside the District.
4. Application for the use of school facilities shall be made by filing a Facility Usage Authorization form filed with the school office. Applications are encouraged to be filed a minimum of ten (10) working days prior to anticipated use.
5. Requests to use school facilities may not be filed more than 1 year in advance.
6. The District reserves the right to restrict use of its facilities in accordance with Policy ECAA
  - a. Indoor facilities are generally made available for public use only when District personnel or district-approved supervision is present.
  - b. The District facilities available for public use are: athletic fields, school gymnasiums, commons areas, and designated classrooms. By special arrangement, the school food service kitchen or other facilities may be made available for public use (see E. School Kitchen)
7. Use of District facilities shall be restricted to activities that will not create unusual wear or depreciation on the facilities or equipment.
8. In addition to other restrictions, the District reserves the right to reject any application for facility use or terminate any agreement without advance notice upon evidence of violation of Board policy or procedure or irresponsible use of any District facility or equipment, or if it is determined that use will produce undue burden upon any aspect of the school's regular operation.
9. Any person who has had a facility use request denied may appeal to the Board of Education.

### **B. RETAINING PRIVILEGE OF FACILITY USE**

1. Those using the facilities are expected to follow procedures outlined in sections A through G of the document (Procedure ECAA-R).
2. Any violation of rules established under this Procedure or Policy ECAA may serve as a basis for denying current or future use of District facilities.

### **C. SUPERVISION OF FACILITIES AND ACTIVITIES**

1. A District custodian shall be on-duty or on-call during non-school time use of District facilities. This requirement may be waived upon request to the District Administrator or designee when sufficient alternatives are used to secure the facility. However, in no event shall on-duty District staff members be responsible for supervision of a user group or a user group's activities.

2. The person who has signed the Facility Use Authorization Form shall be responsible to enforce the General Facility Use Regulations below.
3. Organizations and groups using District facilities must be supervised by an adequate number of responsible adults to insure proper use and care of District property.
4. The group supervisor must be the first person in the building and the last one out. The supervisor should arrive at least fifteen minutes prior to the arrival of the other members of the group. Note: this is especially necessary for youth groups.
5. No door to the building may be propped open at any time. Group members should be admitted by those in charge or a designee.
6. Proper supervision **MUST** be maintained at all times, before the activity, during the activity, and after the activity. *Proper supervision of individuals and activities is the sole responsibility of the organization, group and/or individual scheduling facility use.* The recommended ratio is one adult to 20 students.
7. All members of the group must stay in the facility stated on the permit; i.e., if a group is using the gym, members should not be running in the halls or found in other parts of the building.

#### **D. GENERAL FACILITY USE REGULATIONS**

1. District facilities are to be used only as designated on the Facilities Usage Authorization Form.
2. Use of tobacco products is prohibited in District facilities or on District premises.
3. The possession or use of alcoholic beverages or controlled substances is not allowed on District property. Persons under the influence of intoxicants or controlled substances are not permitted in District facilities or on District grounds.
4. Gambling of any kind is not allowed.
5. District authorized personnel shall have the right to inspect any facility at any and all times and require compliance with rules that may be necessary for the safety of such facilities and the occupants.
6. Property of non-school groups or organizations may not be stored in District facilities or premises without the prior written approval of the building principal. The District is not responsible for lost, stolen or damaged property stored in District facilities or on District premises.
7. The user/lessor, in addition to the rental fee, shall assume full responsibility for any damages to the facilities and for replacement cost of equipment in the event of damage(s) or loss. The District has liability insurance, which will cover only the School District. The Board of Education reserves the right, through the District Administrator, to require a certificate of insurance to verify coverage due to the nature of a proposed use.  
In determining whether to allow or deny facility use in the absence of required insurance, the District Administrator shall take into account the nature of the activities at the proposed event and the size or scope of the proposed event (i.e. sports camps or groups, tournaments, Tae Kwan Do, etc.) If an individual or organization is denied access to school facilities 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 ten business days from the date of the District Administrator's denial.
8. Individuals or groups reserving District facilities or premises agree by making a reservation to indemnify, save and hold free and harmless, the Dodgeville School District, its officers, agents and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with, or attributable to rental, use and occupancy of Dodgeville School District facilities.

9. Individuals requesting a key for use of the facilities outside of regular hours will be required to sign out the key upon receipt of a \$25.00 security deposit per key.
10. Fire and safety regulations must be observed.
11. Refreshments may be served only in designated areas and are to be kept out of gymnasiums.
12. Leave buildings and grounds in clean and respectable condition.
13. Make sure building is locked and secure before leaving.

#### **E. SCHOOL KITCHEN USE**

1. 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.
2. Food service equipment may only be operated by trained personnel.
3. School kitchen facilities must be left in an orderly manner and ready for regular use by the food service staff.
4. Kitchens used for school lunch preparation or serving may only be used for non-school functions contingent upon approval of the District Administrator or Building Principal and the Food Service Director. The following procedures apply to all kitchen use:
  - a. The building principal shall notify the Food Service Director at least one week in advance of a scheduled kitchen use by providing the Food Service Director with a copy of the approved facility application and contract.
  - b. If any mechanized 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.
  - c. Food service personnel may supply dish cloths, aprons, towels, and cleaning supplies, if requested.
  - d. The charge for food service personnel is based on time and a half (\$10-\$25/hr.)
  - e. Users are responsible for ensuring that the kitchen(s) are left as found, and all equipment is returned to the storage areas.
  - f. Garbage must be placed in the dumpster by the user (or building custodian if on-duty) the day of the event.
  - g. The preparation and serving of coffee, drinks, and food prepared outside of the building is permissible in a school kitchen without a charge for food service personnel.

#### **F. FEES FOR USE OF FACILITIES**

1. Fees shall be charged as authorized in the fee schedule at the end of these procedures. Consideration should be given to the scheduling of events, activities or practices during times when the school is staffed by custodial personnel. Custodial overtime will be charged to clubs/activities using facilities for activities scheduled beyond normal working hours.
2. **Classification of Groups:**
  - Group I: Dodgeville School/Community Groups**  
Organizations not directly connected to the School District but whose primary purpose is to provide programs or support to District students, or is school-related (i.e. Booster Clubs, PTCO/Parent Groups, City Rec. Programs, WIAA, DPI, Girls Scouts, Boy Scouts, 4-H, etc.)
  - Group II: Dodgeville District Non-Profit Groups**  
Any governmental, civic, educational, fraternal or cultural groups primarily comprised of District residents providing an activity for which

there is no admission charged (i.e. Kiwanis, Lions, Jaycees, Church Groups, Selective Youth Sports Programs, etc.)

**Group III: Dodgeville District For-Profit Groups**

Any governmental, civic, educational, fraternal, cultural or other group primarily comprised of District residents that sponsors an event at which an admission is charged (i.e. piano lessons, Tae Kwan Do, etc.)

**Group IV: Non-Resident, Non-Profit Groups**

Any governmental, civic, educational, fraternal or cultural groups primarily comprised of non-District residents providing an activity that does not charge an admission.

**Group V: Non-Resident For-Profit Groups**

Any non-District resident group, organization or agency whose interests are limited primarily for profit (i.e. private businesses, piano lessons, vendors, entrepreneurs, commercial institutions, private agencies, etc.)

- All fees, except when agreed upon otherwise with the District Administrator or designee, are payable prior to the day of the facility use. Checks shall be made payable to the Dodgeville School District and sent directly to the District Office, 307 N. Iowa St., Dodgeville, WI 53533. Organizations will be billed separately for any additions, costs or damages incurred following the event.

**G. FINAL AUTHORITY**

Final authority with respect to facility usage rests with the Board of Education.

**H. FACILITY FEE SCHEDULE**

	<input type="checkbox"/> GROUP I Dodgeville School/ Community Group	<input type="checkbox"/> *GROUP II Dodgeville District Non-Profit Group	<input type="checkbox"/> *GROUP III Dodgeville District For-Profit Group	<input type="checkbox"/> *GROUP IV Non-Resident Non-Profit Group	<input type="checkbox"/> *GROUP V Non-Resident For-Profit Group
<input type="checkbox"/> Classroom	\$0.00	\$15.00	\$15.00	\$30.00	\$60.00
<input type="checkbox"/> Gymnasium <input type="checkbox"/> Bleachers Needed	***\$0.00	\$25 \$75 \$275 **Daily/Weekly/Monthly	\$25 \$75 \$275 **Daily/Weekly/Monthly	\$50 \$150 \$550 **Daily/Weekly/Monthly	\$100 \$300 \$800 **Daily/Weekly/Monthly
<input type="checkbox"/> Athletic Field	\$0.00	1-day event \$0.00; Seasonal Use Lights - \$7/hr.	\$0.00 Lights - \$7/hr.	\$25.00/day \$200/season Lights - \$14/hr.	\$100 per day Lights - \$14/hr.
<input type="checkbox"/> Commons Area	\$0.00	\$25.00	\$25.00	\$50.00	\$100 per day
<input type="checkbox"/> Kitchen	All use subject to Board Policy ECAA-R (E) School Kitchen Use (\$10-\$25/hr.)				
<input type="checkbox"/> Custodial	***Required for weekend use \$25/hr. All use subject to Board Policy ECAA-R (F) Fees for Use of Facilities				
Additional Needs:	<input type="checkbox"/> Folding Chairs _____ # Needed <input type="checkbox"/> Folding Tables _____ # Needed <input type="checkbox"/> Cafeteria Tables _____ #Needed		<input type="checkbox"/> PA System <input type="checkbox"/> Projector/Screen <input type="checkbox"/> TV/VCR		<input type="checkbox"/> 3-Tier Choral Risers <input type="checkbox"/> Portable Stage
Fees for use of items outside district buildings:	<input type="checkbox"/> Folding Chairs (\$0.75 per chair or \$30.00 per rack) <input type="checkbox"/> Folding Tables (3-day maximum, \$6.00 - 6' tables, \$8.00 - 8' tables) <input type="checkbox"/> 3-Tier Choral Risers (\$30.00 each) <input type="checkbox"/> Portable Stage (\$30.00 each)				\$ _____ \$ _____ \$ _____ \$ _____

\*These groups must present a certificate of insurance in the amount of \$1,000,000.

\*\*Weekly = 3+ Days, Monthly = 15+ Days

Groups will be charged fees on a per night/per day basis rather than hourly (unless noted otherwise). Full costs incurred will be determined by calculating access fees, special setups required, cleaning and an amount for general upkeep.

Revised: 02/28/11

Adopted: 02/09/04