

USE OF SCHOOL FACILITIES

Effective July 1, 2002 (revised)

The Board of Education subscribes to the notion that the Public Schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use by district residents of school facilities.

It is the intent of the Board to make facilities available for use under the conditions prescribed or permitted by Sections 120.13(17)(19)(21), of the Wisconsin Statutes and in accordance with the policies of the Board.

It is the intent of the Board to deny the use of school facilities by promoters or others whose main purpose is to make a personal profit from the event being sponsored, excluding organizations covered by Section 120.125 of the Wisconsin Statutes and other approved child care programs.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity group or organization nor the purpose they represent.

The right to authorize the use of school facilities shall be retained by the Board and/or District Administrator through their designated coordinators. Such use will be determined by this district policy and will be permitted only at such times as the facilities required are free from district curricular and extra-curricular activities.

All school sponsored activities approved by the District Administrator shall have precedence over other requests for the use of the facilities. A school staff member must be present at all such events. No fee will be charged for the facility use, except when the school organization using specialized school facilities requires the employment of non-custodial and/or custodial staff members at times when they are not regularly employed. School equipment shall not be taken from the school premises without the prior approval of the District Administrator.

Non profit resident groups or organizations may request use of the facility for non-school sponsored activities. No facility use fee will be assessed unless the resident group or organization requests use of the facility during hours when the custodial staff is not regularly scheduled and/or when use of certain school owned equipment or kitchen facilities are requested. All general provisions and board regulations covering use of school facilities must be followed.

GENERAL PROVISIONS AND BOARD REGULATIONS

- A. Application for facility use will be made by filing a facility use permit form provided by the school district and available at the district office. Applications shall give sufficient lead-time for the school to analyze the needs and make all necessary arrangements. Applications will not be considered until after the school year calendar has been adopted. The application shall specify the total facilities and equipment use requested, the date(s) and times(s) needed.
- B. Permit
1. The permit, which will define all parts of the agreement including use fees and support schedules that apply, will be issued by the District Administrator.
 2. School district personnel shall not be held responsible for inaccurate or incomplete information provided by the applicant.
 3. The applicant (or organization), through their duly authorized agent, shall be held responsible for enforcing all rules and regulations under which the permit is granted, for payment of any damages to school property, for payment of all financial obligations which may incur as a result of granting the permit, and for payment of any and all taxes which may become due as the result of granting the permit.
 4. The school district and the board shall assume no liability for personal injury or property damage that may occur incident to the use of school facilities for a public function by groups other than school organizations. Participants must sign the district's waiver of liability form prior to participating. Such other groups shall provide liability and property damage insurance on each approved function and shall file with the District Administrator for each function a Certificate of Insurance before approval for use of facilities may be granted. Minimum insurance coverage shall be: \$1,000,000 liability and an additional \$1,000,000 under an Umbrella policy.
- C. Personnel Requirements
1. All activities staged and operated in the building and/or the grounds under board jurisdiction shall be attended and monitored by at least one employee of the Board of Education. The Superintendent of Schools has the authority to waive this requirement on a trial basis. The Board of Education employee(s) shall be responsible for the security of the buildings, but shall not serve as a supervisor for the organization or activity using the facility.

2. If the activity does not affect an employee's normal work schedule, no fee for this service shall be charged. If an employee must be available to support the activity, or if overtime is required, a charge covering the cost will be made where allowed by the statute.
3. When school owned equipment is requested for use by an approved organization for use on site, the school district shall require an experienced technician to be present to operate said equipment. Cost of the technician shall be borne by the using organization.

D. Supervision

1. Applicants must provide sufficient supervisors, chaperones or crowd control personnel to satisfy the administration that the event will be controlled.
2. Police services may be required. The need will be determined by the District Administrator or his/her designee.
3. The organization and its supervisors shall be liable for any damages done to school property.

E. General Conditions

1. No alcoholic beverages shall be consumed, sold, given, or delivered in the school building or on the school premises.
2. There is to be no tobacco use in the building or anywhere on the grounds.
3. No school property or equipment shall leave the school premises without the prior approval of the District Administrator.
4. Exterior doors must remain locked until the adult supervisor of the activity in charge arrives.
5. Activities shall be scheduled to end by 9:30 p.m., except when permission may have been granted for an extension.
6. During recess periods when students are not in attendance, the buildings may be unavailable for use so that cleaning and maintenance programs will be uninterrupted.
7. The school shall not be used for any public dances unless under the direct sponsorship of the school or an approved school related group.
8. No food or drink is allowed in the gyms or Little Theatre.

9. Definition of **resident**: A resident per Wisconsin Statutes is an individual who resides within the boundaries of the Merton Community School District. The place the individual resides in is where he/she normally sleeps.

Definition of **Resident Group or Organization**: Any group or organization able to fit the definition of resident with one or more participating members and able to obtain and provide a certificate of insurance in compliance with board policy.

F. Final Authority: Complete authority rests with the Board of Education through its designated representatives as to the following:

1. Who shall receive permits for use (with or without charge) of school facilities.
2. The amount of fees and charges to be made for the use of school property and services rendered.
3. The school personnel needed to support each activity.
4. What school equipment may be used.
5. The hours of opening and closing the school building and the specific times that school facilities will be available for use and rental.
6. The general rules and regulations to be observed while using school district buildings, property and grounds.
7. Resolution of conflicts in scheduling rests with the board's designees.
8. In the interest of public health the servicing of food items shall be restricted to specified areas.

Legal Ref.: Wisconsin Statutes, Sections: 120.125
120.12(9)
120.13(17)(19)(21)
125.09

Adopted: January 10, 1983

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Reviewed: March, 2002