

## 830.0 Use of School Facilities

### PURPOSE:

To authorize the use of School District facilities, equipment, and services by the public.

### POLICY:

The School District of Elcho Board of Education encourages public use of facilities within legal limitations. The right to authorize the use of school facilities shall be retained by the Board through their designee (Principal and School Financial Assistant). Such use will be determined by this district policy and incorporated rules and regulations and will be permitted only such hours which do not conflict with school activities.

It is the intent of the Board to encourage employees, governmental and fraternal/service groups, civic organizations, youth and athletic groups within the School District to use the facilities when they are available. Many organizations are exempt from paying rental fees; accordingly, the cost of supporting such activities is borne by the School District. The Board, therefore, encourages user organizations to permit all School District residents to participate in activities using school facilities and does not support any policy which discriminates against any District resident. Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity or organization nor the purpose they **represent**.

The Board of Education shall establish fees for the rental of school buildings and other facilities. A schedule of fees shall be established based on the costs of operation including lights, heat, special equipment usage, and incidentals. Support personnel costs, i.e. custodial, food service, will be charged in addition to the facility fee schedule. Administrative rules must be followed which outline procedures for the use of school facilities. Administrative rules shall be used to interpret and define standing policy.

Certificates of insurance, as specified by administrative rule, must be secured and presented to the District at the hours of signing the "Facility Use Application." The Board shall assume no liability for personal injury or property damage which may occur incident to the use of school facilities for a public function by groups other than school organizations.

## 830.1 — Use of School Facilities

The Administration shall make the school facilities available for appropriate school and

non-school activities as outlined by state statutes and Board policy.

The School District shall not discriminate in facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental statuses, sexual orientation of physical, mental or emotional disability.

Referenced Acts, Statutes, Instructions: Sections 118.13, 120.13(1) Wisconsin Statutes, P.1. 9.03 (1) of the Wisconsin Administrative Code

Adopted Oct. 26, 1987

## 830.2 — Regulations Pertaining to the Use of Facilities Within the Elcho School District

1. Organizations/individuals granted the use of school facilities must recognize that access is granted for specific dates and times. Any alteration in scheduling must be approved by the Superintendent. School facilities may be used only for the purposes indicated on the application.
2. Organizations using school facilities will be responsible for the conduct of their members as well as for the persons attending events.
3. Organizations using school facilities will assume full responsibility for any damage to school property.
4. Representatives of organizations using school property must sign a waiver releasing the school district from financial obligation for any injuries sustained by the use of the property.
5. Rules of conduct pertaining to the student population will apply to individuals using the school facilities. Smoking and the use of alcoholic beverages will not be permitted in school buildings or on school property.
6. Fees, when charged, must accompany the application.
7. Representatives of organizations granted access to school facilities must be provided a copy of school district policy and must assume the responsibility of making their members aware of all rules and regulations.

8. The application form when signed by the Superintendent of Schools will constitute a permit to use the designated facility.

Adopted Oct 22, 1979

## 830.21 — School Property — Use of Gym

No non-school activity will be permitted to use the facilities unless a qualified person, who has been approved by the Board, is present.

### Rules for Use of Gym:

1. Use only the back door near the pop machine.
2. Stay in the gym at all times, no roaming around school building.
3. Use downstairs showers and toilets only.
4. No high school or grade school students shall be allow to participate.
5. I, \_\_\_\_\_ and \_\_\_\_\_, will see to it that those rules are followed and obeyed.
6. We shall use only the gym and not the stage or the halls.
7. We would use these facilities on weekends or holidays, and then only is not in use.
8. I will take full responsibility for the use of this facility and equipment.
9. In the event of any damage or destruction, it is agreed to reimburse the school district for the replacement.
10. All participants will sign a release for all injuries to free the school and myself for liabilities.
11. We will be responsible for leaving the gym and shower rooms just as we found them, clean and neat.

I understand the above rules and agree to follow them. In addition, in the event of an injury, I will not hold the School District or supervisors responsible.

Signed:

Adopt. January 24, 1977

## 830.3 — Community Use of School Facilities

### Enclosure (1): Application for Community Use of School Facilities

Objective: The objective of this policy is to establish guidelines regulating the use of facilities owned by the Elcho School District.

The Board of Education, which controls and supervises facilities within the district, recognizes its obligation to the community to make school facilities available to the public insofar as such usage does not interfere with regularly scheduled evolutions.

In developing regulations pertaining to the use of school facilities the Board recognizes a distinction between groups or individuals desiring to use school grounds or buildings for non-profit purposes and groups or individuals operating on a private profit basis.

#### Use of School Facilities by Non-Profit Groups/Individuals:

The Superintendent of Schools may make school facilities available to non-profit groups on a cost free basis. Representatives of such organizations which generally fall in the category of groups that a nonprofit, nonsectarian and nonexclusive may make application to use school facilities by executing an Application for Community Use of School Facilities (enclosure). Representatives of "school related organizations" may also make application and such groups, which frequently charge fees, but return such profits to the district, will also be granted the use of school facilities on a cost free basis.

#### Use of School Facilities by Groups or Individuals for Private Profit Purposes:

The Superintendent of Schools may make school facilities available to private individuals and groups operating for profit on a fee basis. Representatives of such groups may make application by completing Enclosure (1).

The following minimum fee schedule for profit making groups or individuals will apply starting with the 1979-1980 school year:

Usage:

One time basis:

Scheduled basis: Individual \$15.00 Group

\$35.00 Additional charges by be assessed by the school administrator if added services or equipment is required.

Adopted: October 22, 1979

## 830.6 — Use of School Property

Purpose:

The Elcho School Board, recognizing its responsibility of insuring the safety of the students and preservation of the integrity of the School District, deems it necessary to restrict the use of school property for the purposes of parking or storing private vehicles or other equipment except as provided herein:

### A. Private vehicle parking

1) Employees and students of the District or visitors to the school may park their vehicles in areas designated by the District for the purpose of employment, attending school functions, or conducting school related business.

Such vehicles will be removed at the end of each work day or at the conclusion of events or other school related business.

3) The District Administrator may, at his discretion, permit overnight parking, on a temporary basis only, in cases of emergency or for good and valid reason.

### B. Heavy trucks and other equipment

1) Heavy trucks and other machinery not associated with the School District or its business will not be permitted use of school property for parking or any other purpose.

Such equipment when used in association with school business such as construction, vendors of school supplies or the delivery of goods may use school property at the control of the District Administrator.

When such use is permitted, proper precautions must be utilized to insure the safety of

the children and employees. Under certain circumstances possible damage to playground pavement must be considered and avoided if possible.

Note: This policy is waived for any individual using school property contrary to the rules of this policy at the date of adoption. However, this waiver is subject to periodic review and may be withdrawn at any time that negative circumstances may require its withdrawal.

Adopted: May 29, 1984