

Use of School Facilities and Equipment Regulations

General Rules:

1. Requests for use of school facilities or equipment shall be made through the building principal with the Facilities and Equipment Use Permit form filled out and submitted at least one week prior to the use. The building principal shall refer all non-resident requests to the Board of Education for consideration.
2. There will be no sub-leasing or concessions allowed, except as specified on the Facilities and Equipment Use Permit.
3. In accordance with state law, no intoxicants or illegal drugs are to be brought in the school buildings or on school premises.
4. In accordance with state law, smoking/tobacco use or possession shall not be allowed in the school building or on school premises.
5. Use of buildings shall be granted only to responsible adults.
6. Building use applicants will be responsible for providing police officers and firefighters when their attendance is needed.
7. Non-school related banquets and meetings will be limited to use the facilities and equipment as available. If additional tables and chairs are needed, the requesting organization will be responsible for securing the equipment and for its immediate return.
8. Facilities and/or equipment used must be cleaned in a satisfactory manner and ready for school the following morning.
9. School pianos and other school property shall not be moved to the place of the meeting without consent of proper school officials. Arrangements for rehearsals and for the use of spotlights, special stage equipment, pianos, and amplifying systems must be made with the school principal at least **two weeks** prior to their use.
10. The district administrator, and/or his/her designee, shall have the right to inspect any building at any time and require compliance with the rules, or impose any additional rules that are deemed necessary.
11. Entertainment, programs and meetings held on school premises must be of high moral character.
12. The custodian or custodians assigned during public use of school facilities will give all reasonable cooperation and assistance. In general, their duties are the same as if the school itself were using the facilities.
13. People utilizing district kitchens fall under the state health and sanitation codes and may require the employment of a district employee. All organizations must contact the Student Nutrition Coordinator prior to any event, in order to be briefed of these codes and to make any other necessary arrangements.
14. The organization may be required to show proof of insurance for itself and those participating in the planned event.
15. All rules, regulations and rates for use of school buildings may be subject to change at the discretion of the board.
16. A charge shall be assessed for any misuse or damage of school property or failure to secure facilities.
 - A. The charge for damage or misuse will be equal to the cost of repairing or replacing the equipment.
 - B. The cost for failure to secure the facility will be as follows:
 1. First offense – Warning
 2. Second offense – Access to facilities denied until a \$50 security deposit is provided
 3. Third offense – Probationary Status
 - a. Forfeiture of \$50.00 security deposit
 - b. Future access will be granted only after paying cost (two hours of salary) for custodian to check building security at the conclusion of the event
 - i. Custodial cost would be charged for each future building use that occurs outside of school hours for a period of 12 months.
 - ii. After 12 months, the situation would be reviewed and the group's probationary status would be lifted if no instances of building security were observed during this period.

Groups that can use school facilities and equipment:

1. **School Sponsored Groups:** such as those participating in exhibits, contests, inter-school games, and other activities promoted by and for the benefit of the public schools.
2. **Youth Groups:** such as Boy Scouts, Girl Scouts, 4-H, Viking Youth, and other educational organizations, but only when supervised by competent mature adults who will maintain good discipline and prevent property damage. Youth groups must consist of the majority of people being of school age and enrolled in the Parkview School District.
3. **Service Groups:** such as the EMS, local Police Officers, and Firefighters, that provide volunteer services to the district. The majority of the group present must be members of these organizations.
4. **Other Local Groups:** such as those holding meetings which are non-partisan, non-political, and non-sectarian, and which are free and public and for educational purposes which promote community, state or national welfare or whose proceeds from activities will be used for scholarships or will be otherwise returned to the school for educational purposes.
5. **Community groups: Adult volleyball, football, basketball leagues, etc. Open gym activities, non-profit clubs, etc.**

In instances where special heating, food service, or custodial service is required, the cost of the district personnel or utilities may be charged to the above individuals, groups, or organizations.

Charges for the use of school facilities and equipment:

1. Groups other than those listed above shall be assessed the fees below.
2. The fee schedule shall be based on the average cost of heating, lighting, cleaning, maintenance, and any other services needed to the building.

<u>Fee Schedule</u>	
Cafeteria	\$6.00 per hour
Gymnasium	\$10.00 per hour
Kitchen	\$10.00 per hour
Open/Close Building	2 hrs overtime salary for custodian

In addition to the rental fee, individuals, groups, or organizations will be responsible for the cost of hiring school employed custodians or cooks. The cost will be based on the average hourly wage and benefit rate.

3. Fees shall be paid to the main office of the school involved.
4. No rooms other than those mentioned on the Facilities and Equipment Use Permit are to be used. An extra charge will be made for the use of each additional room.
5. A \$50.00 security deposit is required of any non-district groups.

LEGAL REF: Sections 120.12, 120.13(1), (19), and (21) Wisconsin Statutes

CROSS REF: 411 - Equal Educational Opportunities

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