

## USE OF DISTRICT FACILITIES

### Policy #7510

*Adopted: October 9, 2017*

#### **7510 - USE OF DISTRICT FACILITIES**

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible individual, organization or a group of citizens and has been approved by the District Administrator.

Any non-school sponsored group requesting to use District facilities must complete the District's Facility Use Request Form prior to such usage.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the Vilas County Law Enforcement to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

Legal

120.13(17), Wis. Stats.

895.523, Wis. Stats.

## Fee Schedule

Facility Area	School-Related Youth or Adult	Non-Profit Groups, Individuals, or Organizations	For-Profit Groups, Individuals, or Organizations
<b>Gym</b>	No Charge	No Charge	\$50.00 per hour
<b>Showers/Locker Rm.</b>	No Charge	No Charge	\$25.00 per hour
<b>EL Center/Commons</b>	No Charge	No charge	\$50.00 per hour
<b>Kitchen</b>	No Charge	Safe-Server Staff hourly rate	\$50.00 + Safe Server Staff hourly rate
<b>Classroom</b>	No Charge	No Charge	\$20.00 per hour
<b>Outdoor Fields</b>	No Charge	No Charge	\$50.00
<b>Custodian</b>	No Charge	No Charge unless on weekends. Weekends: 1.5 x current hourly rate – Saturday; 2 X current hourly rate - Sunday	Current rate x 1.5 for after school or Weekends: 1.5 x current hourly rate – Saturday; 2 X current hourly rate - Sunday
*Employees of the School District, utilizing the facility on a continual basis to provide students with a school-related service (ie. Music lessons, etc.) and charging students a fee for their service, will be charged \$25 a quarter for use of a room.			

**REQUEST FOR USE OF SCHOOL FACILITIES AND EQUIPMENT**

Today's Date: \_\_\_\_\_

Organization or Activity: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Date(s) Facility is Requested: \_\_\_\_\_

Time Facility is Requested (Begin/End): \_\_\_\_\_

Are you chartered by the State of Wisconsin as a non-profit organization? \_\_\_\_\_

Will an admission be charged? \_\_\_\_\_ If so, how much? \_\_\_\_\_

**Space Requested (There may be a charge – see policy and fee table)**

- |                           |                         |
|---------------------------|-------------------------|
| _____ Classroom # _____   | _____ Commons           |
| _____ EL Center           | _____ Commons w/Kitchen |
| _____ Gymnasium           | _____ Computer Lab      |
| _____ Locker Room/Showers | _____ Other _____       |

**Personnel** \_\_\_\_\_ Safe Server (required for use of kitchen) \_\_\_\_\_ Custodian (required for setup)

**Equipment** \_\_\_\_\_ Chairs # \_\_\_\_\_ \_\_\_\_\_ Tables # \_\_\_\_\_ \_\_\_\_\_ Scoreboard

\_\_\_\_\_ Sound Equipment Specify \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

**Total charges \$** \_\_\_\_\_

I have received and read the Arbor Vitae-Woodruff Board of Education Policy No. 7510 and accept responsibility for the requirements stated herein.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ I received a key for the building and will return it on \_\_\_\_\_

\_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ Reason for Disapproval \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_