

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
Gym	No Charge	No Charge	\$50.00 per hour
Showers/Locker Rm.	No Charge	No Charge	\$25.00 per hour
EL Center/Commons	No Charge	No charge	\$50.00 per hour
Kitchen	No Charge	Safe-Server Staff hourly rate	\$50.00 + Safe Server Staff hourly rate
Classroom	No Charge	No Charge	\$20.00 per hour
Outdoor Fields	No Charge	No Charge	\$50.00
Custodian	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: _____