

## **830 USE OF SCHOOL FACILITIES**

### **Community Relations**

The Board of Education recognizes that the school facilities belong to the residents of the Wisconsin Rapids School District. Therefore, the Board encourages the use of school facilities by local (school district) non-profit and patriotic organizations for intellectual, social, and civic purposes within legal limitations. The Board of Education encourages user organizations to permit all school district residents to participate in activities using school facilities.

All requests for use of facilities shall originate with a local non-profit or civic organization, school district resident, or business located within the school district. Political, partisan, or religious meetings and activities may be permitted only upon specific approval of the Board of Education.

School facilities shall not be used for non-school organizations at any time that will interfere with the curricular or extra-curricular program of the school. The right to authorize the use of school facilities shall be retained by the Board and/or Superintendent through their designated coordinator.

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.

All applications for use of school buildings and facilities by organizations and individuals outside of school must be made in writing or on-line ([www.wrps.org](http://www.wrps.org)) to the Superintendent of Schools or designee. The application must state the time, give the purpose of the use and describe the activity.

The applicant shall assume responsibility for, and compensate for, any damages done to the building, equipment, or property during the period of usage; Lessee shall indemnify and save harmless the School District of Wisconsin Rapids (lessor) from and against any and all loss, cost (including attorney's fees), damages, expenses and liability (including statutory and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by lessee, its employees, and all other persons, which arise from or in any manner grow out of an act of neglect on or resulting from the use of lessor's facilities and equipment by lessee, lessee's agents, employees, and invitees, or any other person during the rental agreement. The Board of Education reserves the right to compel a showing of financial responsibility or a policy of liability insurance for any given amount as it deems is advisable as a condition precedent to the leasing of the facility. A Certificate of Insurance in the amount of \$1,000,000 general liability coverage, and \$100,000 property damage coverage, naming the School District of Wisconsin Rapids as additional insured may be required from the lessee. The cost of the insurance is to be paid by the lessee.

The State of Wisconsin and consequently the Board of Regents of the University of Wisconsin Systems as an agency of the State is self-funded for liability (both public and property) under State Statutes §16.865, §20.865, §895.46(1), §893.82, and §895.46. Such protection as is afforded is applicable to officers, employees, and agents while acting within the scope of their employment. Since this is a statutory indemnification, there is no liability policy as such that can extend protection to any others.

A minimum charge shall be made for all non-school use of school facilities and equipment to cover actual cost of operation. Operating expenses shall include heat, light, loss or damage of school property and

equipment, custodial personnel, maintenance personnel, food service personnel, technology personnel, lifeguards, and/or other services as required.

The lessee may be required to deposit a check to cover the estimated operating expenses. Operating expenses in excess of said deposit will be determined and shall be paid by the group or persons using the facility.

Applicant must provide sufficient supervisors, chaperons, or crowd control personnel to satisfy the administration that the event will be controlled. A law enforcement official may be required to be present at all dances sponsored by user organizations and the cost of such services shall be paid by the applicant.

The Board of Education, Superintendent, or any representative thereof, shall have the right to enter and inspect the facility at any time in which the building is being used and require compliance with the regulations and to impose any rule that may be necessary for the safety of such building and audience therein. Applicant shall comply immediately with such request.

Pianos or other school furniture and/or equipment shall not be moved from other rooms and buildings to the place of the event without the consent of the Superintendent or designee.

The Board of Education reserves the right to utilize a space in fieldhouse areas to store chairs, chair trucks, band/choral risers, gym equipment, gym mats, and wrestling mats or other equipment.

During school days, the stage and/or gym areas shall be free from apparatus and materials used by persons renting the same and regular school apparatus left in its proper place during school hours.

Pre-approval for sale and/or consumption of food and beverages on the premises is necessary, and will only be allowed in designated areas. District clubs and/or organizations shall have first opportunity or right of refusal in providing concessions. The District reserves the right to determine the need for food service personnel for any event.

Parking for vehicles in loading/unloading areas is limited and must be coordinated prior to the event. No vehicle may stay in the loading/unloading area unattended. ALL vehicles must use designated parking areas.

If the user wishes to charge for use of WRPS parking lots, permission must be obtained in advance. Fifty percent of the parking revenue will be paid to the WRPS.

State law prohibits the use of tobacco products and alcoholic beverages in school facilities or on school grounds. Special officers may be provided by the Board and shall be paid for by the organization or person using the facility to see that this rule is strictly enforced.

Any events scheduled during a period in which the building is unoccupied, will require the presence of a custodian whose wages and benefits will be paid by the applicant. Exception to this requirement may be granted at the discretion of the Superintendent or his designee.

**Fees**

<b>GROUP A</b>	<b>NON-PROFIT SERVICE/CIVIC/NON-RELIGIOUS ORGANIZATIONS</b>
<p>The use of school district facilities by non-profit and non-religious organizations located within the school district may be made available free of rent. Operational costs to the district for such use must be borne by the using organization. When an activity is a profit making venture (excluding school district booster club activities other than camps, clinics or tournaments), or an admission charge (a collection/goodwill offering will be considered an admission fee) is made, the exception from rental fee does not apply.</p>	
<p>The following are examples of non-profit, non-religious organizations. Requests by others will be evaluated on an individual basis.</p> <ul style="list-style-type: none"> <li>- Civic Organizations</li> <li>- Youth Clubs</li> <li>- Adult Recreational Clubs</li> <li>- Wood County Governmental Organizations</li> <li>- Area City/Town Non-Profit Organizations</li> </ul> <p>Rental fee, if any, for general facility usage will be as per the attached GROUP A listed on FEE SCHEDULE #1. Rental fee, if any, for use of the Performing Arts Center will be as per the attached FEE SCHEDULE #2.</p> <p>Educational programs put on by local schools (public &amp; private) shall have consideration for the rental fee to be waived. Local schools are considered to be those within the boundaries of the Wisconsin Rapids Public Schools system. Operational costs will be borne by user (i.e., bleacher inspection fees, orchestra pit cover/acoustic shell removal or installation, custodial expense, etc.)</p>	
<p><b>COLLEGE COURSES</b></p> <p>Rental fees will be waived for universities/colleges conducting classes if 50% or more of the enrollment is staff members or residents of the School District of Wisconsin Rapids.</p>	
<p><b>WIAA EVENTS</b></p> <p>When teams participate in regional, sectional, or state WIAA meets at WRPS facilities, rental fees will be waived; however, operational costs will be borne by the organization using the facility.</p> <p>Other districts using WRPS facilities for WIAA regular season games or meets will be charged the “GROUP A” rate on Fee Schedule #1 as well as all operational costs associated with the event. Assumption High School will be charged operational expense only.</p>	

<b>GROUP B</b>	<b>PRIVATE GROUP/INDIVIDUALS</b>
<p>The following are examples of business/private groups/individuals:</p> <p>- Athletic Camps            - Athletic Alumni Clubs            - Central Wisconsin Home Builders Assn.</p> <p>Rental fees plus operational costs will be charged to these groups as per the attached "GROUP B" as listed on FEE SCHEDULE #1. The rental fees, plus operational expense, for use of the Performing Arts Center will be as per the attached FEE SCHEDULE #2.</p>	

**RELIGIOUS ORGANIZATIONS**

The use of school facilities by religious organizations shall be governed by SS.120.13 (17) and the general provisions of the policy. School facilities may be made available on a rental basis with the non-profit rental fees assessed as per the attached schedules. Other non-budgeted costs to the district must be borne by the using organization. Use may be granted for programs of general interest during non-school hours for the single date or specified period of time. Extended dates/use must have the approval of the Board of Education.

The Board of Education, Superintendent or his/her Designee shall have the right to use their discretion to determine rates in small group incidental usage or in unique situations.

**FEE SCHEDULE # 1 Effective July 1, 2009**

FACILITY	GROUP A	GROUP B	OTHER
	<i>All Day</i>	<i>All Day</i>	
EAST			
Fieldhouse	\$250.00	\$500.00	
Cafeteria/Kitchen	\$ 75.00 each	\$100.00 each	
Other Rooms	\$ 75.00 each	\$100.00 each	
<u>Student Camps/Clinics/Tournaments</u>	10% of Registration Fees	10% of Registration Fees	
<u>Non-District Camps/Clinics/Tournaments</u>	\$225.00	\$500.00	
LINCOLN			
Fieldhouse	\$350.00	\$700.00	(In addition to the pool rental expense, operational expense, including the hiring of lifeguards, will be borne by the user organization.)
Cafeteria	\$150.00	\$200.00	
Kitchen	\$ 75.00	\$100.00	
Other Rooms	\$ 75.00 each	\$100.00 each	
Bleacher Inspection Fee	\$120.00 per day	\$120.00 per day	
Football Stadium/Track	\$350.00 per day	\$700.00 per day	
Pool	\$100.00 per day	\$200.00 per day	
<u>Student Camps/Clinics/Tournaments</u>	10% of Registration Fees	10% of Registration Fees	
<u>Non-District Camps/Clinics/Tournaments</u>	\$225.00	\$500.00	
WEST			
Auditorium	\$250.00	\$450.00	
Rehearsal	\$ 75.00	\$100.00	
Gym	\$125.00	\$225.00	
Cafeteria/Kitchen	\$ 75.00 each	\$100.00 each	
Other Rooms	\$ 75.00 each	\$100.00 each	
<u>Student Camps/Clinics/Tournaments</u>	10% of Registration Fees	10% of Registration Fees	
<u>Non-District Camps/Clinics/Tournaments</u>	\$225.00	\$450.00	
GRADE SCHOOLS			
Gym	\$ 50.00	\$ 75.00	
Cafeteria	\$ 50.00	\$ 75.00	
Other Rooms	\$ 50.00 each	\$ 75.00 each	
OTHER EQUIPMENT			
AV Equipment	\$ 30.00 per piece	\$ 30.00 per piece	
Gym Equipment	\$ 30.00 per piece	\$ 30.00 per piece	
Risers	\$ 15.00 per piece	\$ 15.00 per piece	
Spotlight	\$ 35.00 per day	\$ 35.00 per day	
Delivery Cost	\$ 50.00 round trip	\$ 50.00 round trip	

**Fees will be reviewed annually by the administration and appropriate recommendations for adjustment forwarded to the Board of Education.**

**FEE SCHEDULE # 2 Effective July 1, 2009**

<b>FEES FOR PERFORMING ARTS CENTER – LHS</b>			
<b>UTILIZATION:</b>	<b>In-District/Non-Profit</b>	<b>Out of District/Non-Profit and/or In-District/For-Profit</b>	<b>Out of District/For Profit</b>
Auditorium	\$350.00	\$700.00	\$900.00
Rehearsal	\$100.00	\$125.00	\$150.00
Removal/Installation of Orchestra Pit Cover*	\$225.00	\$300.00	\$350.00
Removal/Installation of Band Shell*	\$125.00	\$125.00	\$125.00
<b>OTHER EQUIPMENT:</b>			
Steinway Grand Piano	\$125.00	\$175.00	\$350.00
Piano from Music Dept.	\$ 75.00	\$100.00	\$125.00
Power Podium	\$110.00	\$ 110.00	\$125.00
AV Equipment	\$ 30.00 per piece	\$ 30.00 per piece	\$ 30.00 per piece
Risers	\$ 15.00 per piece	\$ 15.00 per piece	\$ 15.00 per piece
Fog Machine	\$ 25.00	\$ 25.00	\$ 25.00
<b>LABOR CHARGES</b>			
Regular Technician Charge	\$ 30.00 per hour	\$ 30.00 per hour	\$ 30.00 per hour
Expert Technician Charge**	\$ 40.00 per hour	\$ 40.00 per hour	\$ 40.00 per hour
Custodial Charge	Estimate will be provided	Estimate will be provided	Estimate will be provided

\* If the event is more than one day, the rate for removal/installation of the orchestra pit cover and/or band shell would be negotiable.

\*\*In cases of shows with extremely complex sound or lighting requirements which exceed the skills of regular house technicians, “expert” level technicians will be hired at the rate of \$40.00 per hour per technician. The need for “expert” level technicians will be determined in consultation with the PAC Manager.

Fees will be reviewed annually by the administration and appropriate recommendations for adjustment forwarded to the Board of Education.

## **Rules Governing Use of School Facilities**

1. All applications for use of school buildings and facilities by organizations and individuals outside the school must be made in writing or on-line to the Superintendent of Schools or designee. The application must state the time, give the purpose of the use and describe the activity.
2. The name of a supervisor must be provided to the principal of the school.
3. Facility usage is encouraged. Activity is to be confined to the area reserved. If participants in a group are found to be in areas of the building not reserved, they will be asked to leave. If a group continues to have participants wandering into areas not reserved, use of facility privileges may be revoked. Use of restrooms is permissible. All groups must vacate by 11:00 p.m.
4. The group supervisor must be with the group on entry to the facility. The supervisor must be on duty with his/her group at all times.
5. All groups must furnish their own equipment. If District equipment is requested and available, there may be an applicable charge (see fee schedule).
6. All equipment and clothing must be picked up following the building usage. Schools are not responsible for lost items.
7. The group or organization using the facility is responsible for supervision of participants and spectators at all times.
8. In the event a group needs to cancel a meeting, notice is to be given to the school office 24 hours in advance.
9. Facilities will not be open on holidays. Facilities will not be available if school is cancelled due to inclement weather, or for other cases of emergency or unusual circumstances. Certain facilities may not be available during periods of time when school is not in session for reasons such as planned facility maintenance. These periods of time will be determined by the Superintendent or his/her designee.

## **Rules For Use of Food Service Areas**

The District will determine whether a qualified employee of the food service department must be present in the kitchen, cafeteria, or area where food is being served of the school being used at the time of the function. Any labor or other costs associated with the use of this area will be paid by the lessee.

The organization will be billed for all operational expenses incurred, and payment will be made to the District. No direct payment to individuals shall be made.

## **Rules For Use of Shop Facilities**

A qualified instructor of the School District must be present in shops being used at the time of the function. Any labor or other costs associated with the use of this area will be paid by the lessee.

The organization will be billed for all operational expenses incurred, and payment will be made to the District. No direct payment to individuals shall be made.

## **Rules For Use of School Equipment**

School equipment may be loaned out on a limited basis to outside parties within the school district for education purposes at the discretion of the building principal. It shall not cause interruption to the school program. Certain equipment may require a fee as listed in the fee schedules.

The responsible party shall thoroughly understand the operation of the equipment and shall be liable for any damage, which may occur during the loan of the equipment.

Policy Adopted:  
November, 1974

Policy Revised:  
February, 1981  
September, 1985  
March, 1991  
December, 1995  
November, 1997  
February, 2000  
May, 2001  
January, 2002  
June 17, 2002  
July 14, 2003  
October 12, 2009