



# WAUPUN AREA SCHOOL DISTRICT

950 Wilcox Street, Waupun, WI 53963 • (920) 324-9341

*A catalyst for innovation resulting in student success*

*Approved 8/24/2020*

## WASD Facility Use - Terms and Conditions

All requests for facility use in the Waupun Area School District are subject to the following terms and conditions:

1. Only the areas of the building specified in the building use application are to be used.
2. Proof of insurability will be required for any group outside of the WASD (Group 2, 3, and 4)
3. Sufficient supervision must be provided by groups or individuals to ensure that activity participants remain only in their approved designated areas
  - a. includes non-participating family members or others who may be attending
4. No equipment, supplies, or other items of school property should be used except for those items specifically requested for use on the Facilities Request Form. Any items approved for usage should be returned to their proper storage area at the conclusion of the scheduled activity.
5. Any equipment lost or damaged during approved use shall be repaired or replaced at the discretion of the School District with the costs assessed to the individual or group using the equipment.
6. Food and beverages are only to be served as specified on the application and as approved by school personnel.
  - a. No food sales or concessions until further notice is allowed on WASD property - this will be reassessed based upon updated information from local health officials regarding COVID-19.
7. All School District Policies are to be adhered to, including the wearing of masks, prohibition of the use of alcohol or tobacco products on school property.
8. A custodian must be present at each building in use. No keys will be distributed. The custodial cost included in the attached Fee Structure as applicable.
9. Labs: Groups wishing to use labs may be required to pay for lab technician service, in addition to the facility use fee.
10. All lights are to be turned off and all doors locked and secured prior to leaving the building.
11. Groups shall be responsible for general clean-up of areas used following use.
12. Items of personal transport such as bicycles, motorbikes, skateboards, etc. must not be brought into the building.

\* *School authorities reserve the right to cancel facilities use at any time, with or without notice. All contracts for facility usage are granted with this understanding.*

[Directions](#) to become an approved WASD Facilities Requester

[Link](#) to WASD Facilities Request System

# WASD Facility Use - Fee Structure

Facility	Group 1	Group 2	Group 3	Group 4
<b>MVP</b>				
<b>Classroom</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Library/Computer Labs</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>MVP Gym</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>MVP Cafeteria</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>RRIS</b>				
<b>Classroom</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Library/Computer Labs</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>RRIS Gym</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>RRIS Lower Gym</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>RRIS Cafeteria</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>RRIS Multi-Purpose Rm</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>RRIS Lecture Hall</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>JSHS</b>				
<b>Classroom</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Library/Computer Labs</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>JSHS Gym</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>JSHS Mezzanine</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>JSHS Cafeteria</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>JSHS LGI</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>JSHS PD Room</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>SAGES</b>				
<b>Classroom</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Library/Computer Labs</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>SAGES Gym</b>	No Charge	No Charge	\$30.00 / hour	\$60.00 / hour
<b>SAGES Library</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>WASD OUTDOOR FACILITIES</b>				
<b>Football Field/Locker room</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Stadium Complex</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Stadium Concessions</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Tennis Courts @ JSHS</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Practice Fields (Football/Soccer)</b>	No Charge	No Charge	\$15.00 / hour	\$30.00 / hour
<b>Snow Removal/Salt Refundable Deposit</b>	No Charge		\$100/hr	

### **Potential “Extra Charges” for Groups 2, 3, 4:**

- When additional personnel is required
  - Examples are, but not limited to - non-custodial times, etc.
  - Approval of the facility will require a 3-hour minimum during non-custodial times
  - Non-custodial times differ in each building
- When set up, takedown, or additional cleaning is required
  - Examples are, but not limited to - setting up timers, clocks, standards, netting, etc.
- When equipment and/or special services are required
  - This may be assessed at the cost of providing such equipment and/or services.
  - Examples are, but not limited to - computer lab, digital and/or sound equipment, etc.

### **“Extra Charges” will be at the following rates:**

- Custodial
  - Additional personnel during non-custodial times (per person) - Hourly Rate = \$30.00
    - Non-Custodial Hours include costs to cover custodian, paper products, heat/air, etc.
  - Setup/Takedown - Hourly Rate = \$20.00
  - Cleaning - Flat Rate = \$20.00
- Technology Fee
  - Fee determined based on specific technology needs. A cost estimate will be provided prior to the event

**\*\* If a group is using more than one building the district reserves the right to determine how much additional personnel is required.**

### **GROUP DEFINITIONS** - Examples are including but not limited to:

**Group 1** - WASD School Sponsored Activities/Classroom Events (Academic or Athletic Function of the Group), WASD Students Sponsored by District, exist due to the district will have priority scheduling within their building and within the district. Includes events that are planned and led by the School District and its staff for the purpose of extending classroom learning. No fees are charged for these activities.

**Waupun Examples:** WASD Athletic teams, WASD Clubs, Music concerts, learning fairs/presentations, student programs, REACh, PTO, Booster Club, etc.

**Group 2** - Non-Profit Organization that is not directly supervised by the WASD, but the participants are generally Waupun Area School District students or part of a local government entity activity. Individual citizens or groups within the school district boundaries who organize and supervise co-curricular activities for the betterment of students who reside in or attend the school district, such as youth athletic organizations, community youth music, and fine art groups, etc.

**Waupun Examples:** Hoopsters, Youth Wrestling Club, Gridiron Association, Little League, Waupun Youth Softball, 4-H, Scouting Groups, Waupun Gymnastics Club, Post 210 Legion Baseball, etc.

**Group 3** – Non-Profit Organization that is not engaged in a for-profit enterprise or is incorporated as a non-profit entity but may have paid employees or may charge admission and/or material fees. Recognized local civic clubs, recognized local churches, private and parochial schools and their youth groups, adult programs of Waupun district residents or the Waupun recreation department, and other recognized groups that fulfill a purpose for facility use that is devoted to school district boundary community betterment or school district community youth welfare.

**Waupun Examples:** Church Volleyball, Club Breakout, AAU, (501c), Steam Tractor Group, Traveling Sports Teams, etc.

**Group 4** - For-Profit Organization and All Other Groups will have facility use fees, equipment fees, and labor fees set by the Superintendent in conjunction with the Director of Business Services. Fair market value will be taken into consideration when setting these fees. To assist in fair market value determination, the Superintendent or designee will either act in accordance with annual rates set by the Facilities Supervisor and/or require Group 4 applicants to secure quotes from comparable facilities. The district may set application and approval timelines for Group 4. The district may enter an agreement that is acceptable to both parties for the use of district facilities and deviates from the recommended tiered rates for a local business sponsoring a youth or community activity or for-profit educational or athletic training event designed for district youth or district residents.

**Waupun Examples:** Ries Driving School, etc.