**WALWORTH POLICY: 830**

**ADMINISTRATIVE REGULATIONS**

**USE OF DISTRICT FACILITIES AND EQUIPMENT**

A. School Sponsored Activities

1. All school sponsored activities, including those sponsored by the Parent’s Club, that have been approved by the District Administrator shall have precedence over other requests for the use of facilities.

2. A school employee must be present at all such events to cover liability issues.

3. The District Administrator, or their designee, shall keep a calendar of all scheduled school activities and shall record all approved users on the calendar.

4. District building shall be vacated and left in the same condition as it was prior to the event. Care shall be taken not to mar, deface, or in any way, damage the premises (walls, floors, fixtures, furniture or equipment).

B. Non-School Sponsored Activities

1. Public Non-Profit or Non-Religious Organizations

The use of District facilities by specified non-profit and non-religious organizations located within the District may be made available free of rent.

The use of District equipment is covered below and may require fees.

All general provisions and Board regulations covering the use of school facilities

must be followed at all times.

The following are examples of non-profit/non-religious organizations.

a. Village Parks and Recreation Department

b. Boy Scouts/Girl Scouts/Cub Scouts/Brownies

c. Area 4-H Clubs

d. Walworth Rescue Squad

e. Walworth Fire Department

f. Walworth Police Department

2. Private Non-Profit Groups and/or Religious Organizations

The use of school facilities by private non-profit groups and/or religious organizations shall be governed by SS.120.12 (19) and the general provisions of this policy. School facilities may be made available on a rental only basis.

Other non-budgeted costs to the District must be borne by the using organizations. The use of District equipment is covered below and may require fees.

C. Private for Profit Organizations or Businesses

Payment of rental fees will apply.

The use of District equipment is covered below and may require fees.

D. General Provisions and Board Regulations

1. Building Use Request Applications

Application to request building or equipment use should be in the District Office no later than the 15th of each month in order to be approved by the Board of Education at their regular monthly meeting held on the 4th Monday of each month. Signing the application acknowledges that the party(ies) that are requesting the use of the facilities have read and agrees to abide by all rules and regulations of the District for such use.

No applications will be processed without a valid signature.

No applicant should assume approval until the District notifies the applicant in writing of the status of their request.

All payments must be submitted prior to any use of building or equipment.

The District Administrator may pre-approve facilities use for school sponsored events or in the case of extenuating circumstances but will bring the request to the Board for approval at the next available meeting.

2. Insurance Requirements and Indemnification Agreement & Insurance

Requirements. Certificate of Liability Insurance must demonstrate coverage of no less than $1,000,000 for each occurrence and list the District as additional insured. The applicant must sign the Indemnification Agreement at the time the application is completed. The Agreement provides that the organization using the District facilities is responsible for personal injury and property damage occurring during the facilities use. A proof of indemnification must be provided to the District prior to the use of the facilities. Certificate of Liability Insurance must demonstrate coverage of no less than $1,000,000 for each occurrence and list the District as additional insured.

Should any injury or property damage occur, the District Administrator must be notified within 24 hours by email, phone call, or other written notification.

3. Admission fees may be charged by the organization, materials may be sold, or other means of fundraising pursued, providing it is legal and permissible on school premises as outlined in Board Policies, City and/or Village Ordinances, and State Statutes.

E. Fee Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facilities Category** | **School Groups** | **Community Groups** | **Private Non- Profit Groups** | **Private For Profit Groups** |
| Classrooms | No Charge | Not Available | Not Available | Not Available |
| Gymnasium | No Charge | No Charge | $25 per event | $50 per event |
| Multi-Purpose Room | No Charge | No Charge | $25 per event | $50 per event |
| Kitchen | No Charge | No Charge | $25 per event | $50 per event |
| Library | No Charge | No Charge | $25 per event | $50 per event |
| Other | No Charge | No Charge | TBD based on use | TBD based on use |

G. Use of District Equipment

The user(s) may need to access District equipment. In those cases the equipment they anticipate to use must be requested at the time the Facilities Request Form is submitted to the District.

The users agree to place all equipment where and how it was found and in its original condition (or better).

All damages need to be reported to the District. If it is found that the user organization is responsible for the damage, they will assume responsibility for repair or replacement.

The user organization will follow safety guidelines for use of equipment. Operators of equipment must be of legal age and have the physical ability and demonstrate skill set pertinent to the operation of the equipment.

All equipment must stay on the premises, unless prior approval by the Board of

Education is given.

Charges for use of equipment will apply to private non-profit or for profit groups.

Athletic Equipment $25 each event

Kitchen Utensils $25 each event

Kitchen Appliances $25 each event

Overhead Projectors $25 each event

SmartBoard $25 each event

Sound System $50 each event

Other To Be Determined

H. Supervision

Applicants must provide sufficient adult supervisors, chaperones, or crowd control personnel to satisfy the administration that the event will be properly controlled.

I. Any need for School District personnel as a result of the facilities or grounds use by

private non-profit and profit groups will be charged as determined by the District Administrator. This would include additional maintenance or custodial services beyond daily duties; kitchen personnel to assist in food preparation or in supervision or training of equipment; technology staff assistance; staff members who supervise or open/close facilities beyond regular operating hours.

If the activity does not affect an employee’s normal work schedule then no fee will be assessed for the service. If an employee must be available to support the activity, or if the activity requires overtime work, then a charge covering the cost will be made where allowed by district policy. It should also be recognized that the use of certain school facilities and specialized equipment mandates district staff to be utilized to ensure adequate supervision and adherence to safety standards. In these cases, the users will be charged the hourly rate in effect for service rendered.

J. Other

Only District staff are allowed to possess building keys and authorized to open and close the building.

The storage facilities of the District are to be used for District use only.

Organizations are to furnish their own supplies for their event.

Intoxicating liquors, fermented malt beverages, smoking, tobacco possession, open flames, or the use of controlled substances are absolutely not allowed in school buildings or on school premises.

K. Final Authority

Complete authority rests with the Board of Education and the District Administrator as to who shall receive approval to use District facilities and the conditions upon which the approval is granted.

Walworth Joint School District #1 does not discriminate in admissions to any school class, program, or activity on the basis of sex, gender identification, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REFERENCE:**  Sec. 120.12 (9), 129.12 (10), 120.12 (17)(18)(19)(20)(21)

Wisconsin Statutes

**POLICY ADOPTED:** April 27, 1992

**POLICY REVISED:** January 27, 1997

February 27, 2017

August 28, 2017