

Use of District Facilities – Board Policy 830

Approved October 12, 2022

The Board of Education recognizes that the members of the community support the public schools. The public schools will therefore be operated for the benefit of District students and the citizens of the Barneveld School District.

Recognizing that District facilities are established, operated, and maintained by public funds, the Board of Education is committed to making District facilities available to achieve the following objectives:

- Use of District facilities for the betterment of the community in general.
- Use of District facilities in such a way as not to interfere with school programs and to satisfy applicable statutes.
- Use of District facilities in a manner such that public property and citizen safety is assured.

The right to authorize the use of District facilities shall be retained by the Board of Education through the Superintendent or designee. Such use will be permitted only at such times as the requested facilities are free from school sponsored activities. Authorization for use of District facilities shall not be considered an endorsement of an activity, person or entity, or the purpose(s) of such person or entity.

The Barneveld School District's "Use of District Facilities" policy governs the use of all property including, but not limited to, classrooms, gymnasiums, cafeterias and recreational facilities. This administrative guideline is designed to comply with local, state and federal law.

A schedule of fees will be approved by the Superintendent. The schedule will take into consideration the purpose of the event and include fees sufficient to cover operational expenses, including any required custodial services and any additional facility personnel use. The Activities Director will determine fee charges on the basis of information obtained in the original Use of Facility application. Fees will be determined based on the purpose and duration of the activity and whether or not admission fees are charged or donations are requested. Fee schedule adjustments will be related to operational costs and building valuations. Personnel costs will be determined by the need to have employees work beyond regular hours or perform unusual services. Customary fees may be waived in unusual circumstances. The Board reserves the right to review and adjust fees on an annual basis.

Priority of Use

District facilities were established to meet public school program needs. School sponsored activities shall receive first consideration in facility use planning. School sponsored activities shall be approved by the building Principal in consultation with the Activities Director or designee and shall have precedence over all other requests for the use of facilities. The Activities Director shall keep a calendar of all scheduled school activities and maintain a current list of approved users. The Activities Director shall administer the use of all school facilities by non-school organizations in consultation with the Buildings and Grounds Supervisor. The Activities Director shall be designated as the primary administrator of the facility use process and administer the process in consultation with the Director of Business Services.

Priority for the use of school facilities shall be as follows:

Category 1 – District Sponsored and/or Sanctioned Activities: Sponsored activities are defined as activities involving organizations and groups in which the District is a sponsor of school program and activities involving students from within their building, (i.e. school clubs and other civic or service group activities in which the District has specifically agreed to sponsor). Sanctioned activities are defined as activities involving organizations and groups in which the District is not a sponsor but has officially sanctioned those that have a direct relationship to District programs and activities (i.e. athletic, music and other clubs) in order for the organizations and groups to raise funds, donate equipment and provide other support to students and District programs. The Activities Director shall make the determination on whether a category is to be officially sanctioned based on Board approved criteria. Proof of insurance may be required.

Category 2 - Non-Profit Activities: Activities involving non-sanctioned, local organizations and groups with all Barneveld School District residents/students which provide programs or activities primarily for the benefit of their own members or organization, (i.e. civic, religious, service groups and 501(c) non-profit organizations including private schools). These organizations and groups may charge fees, admissions or free will offerings for the purpose of raising funds primarily for their own members or organization. Proof of insurance may be required.

Category 3 – Profit Activities: Activities involving non-sanctioned, non-resident or private organizations and groups which provide programs or activities primarily for the benefit of their own members or organization, (i.e. individuals, business firms, political parties, and other organizations). These organizations and groups may charge fees or admissions for the purpose of private gain or profit. Proof of insurance may be required.

Facility/Area	Category 1	Category 2	Category 3
Indoor	Per hour/Per day		
Main Gym (upper locker rooms)	No Charge	\$20/\$80	\$25/\$100
Lower Gym (lower locker rooms)	No Charge	\$15/\$60	\$20/\$80
Commons	No Charge	\$10/\$40	\$15/\$60
Concessions	No Charge	\$10/\$40	\$15/\$60
Classroom/Library	No Charge	\$5/\$20	\$10/\$40
Complex (Both gyms and locker rooms, commons, and concessions)	No Charge	\$45/\$180	\$65/\$260
Outdoor	Per hour/Per day		
Baseball or Softball Field - Lights	No Charge	\$25/\$100	\$30/\$120
Baseball or Softball Fields - No Lights	No Charge	\$20/\$80	\$25/\$100

Limitations on Use

Notwithstanding any other provision in this policy, use of school facilities shall be restricted as follows:

A. The Board of Education reserves the right to deny or cancel use of school facilities even though the proposed use is in accordance with Board policies, if granting or continuing such permission would result in community dissatisfaction and criticism, be harmful to District youth, or be incompatible with the mission of the District.

In determining whether a request for use of facilities should be referred to the Board of Education on the basis that a proposed activity may be harmful to District youth or incompatible with the mission of the District schools, the Superintendent or designee shall consider:

1. Whether the proposed activity is directed in whole or in part at a school age audience or involves school age participants. If the proposed activity is directed in whole or in part at a school age audience or involves school age participants, the Superintendent or designee shall further consider:
 - a. Whether the proposed activity is inconsistent with the educational mission of the public schools as identified by reference to Chapter 118 of the Wisconsin Statutes.
 - b. Whether the proposed activity involves or encourages behavior that is deemed inappropriate under school policies governing student conduct during school hours.
 - c. Whether the proposed activity poses an unreasonable risk of physical injury to school age attendees or participants.
2. Whether the proposed activity poses a substantial risk to school security.
3. Whether the proposed activity poses a substantial risk of damage to school property.
4. Whether the proposed activity poses an imminent risk of illegal activities.
5. Whether the proposed activity involves subject matter that is obscene, determined by reference to an activity's intended audience or participants.

In determining whether to deny use of facilities on the basis that a proposed activity is harmful to District youth or incompatible with the mission of the District schools, the Superintendent or designee shall, in addition to considering the above-referenced factors, consider whether the imposition of reasonable time, place or manner restrictions would provide a meaningful assurance that a proposed activity will not be harmful to District youth or incompatible with the mission of the District.

Weekend Use of District Facilities

Weekend use of District facilities shall be as follows:

1. District Sponsored Activities and District Sanctioned Activities shall be acceptable on weekends if custodial or other required facility personnel are available. Fees will be charged according to the approved schedule and for related facility personnel use.
2. Non-Profit and Profit Activities shall be acceptable on weekends if custodial or other required facility personnel are available. Fees will be charged according to the approved schedule in addition to District personnel services.

Insurance Requirements

As a precondition for use of District facilities, organizations or persons requesting use of District facilities may be required to provide a certificate of insurance covering bodily injury liability, property damage liability and products liability (when food, beverages, etc., are dispensed), pursuant to administrative guidelines established by the Superintendent in conjunction with the Activities Director. Such administrative guidelines shall include, but not limited to, a schedule of required liability limits and procedures to be followed in carrying out this policy. All certificates of insurance must identify the Barneveld School District as an additional insured.

Legal Reference: Sections 120.12 (9) & (10) Wisconsin Statutes 120.125 120.13 (17), (19) & (21) 120.44

Cross-Reference: 830 – Rule, Use of District Facilities Regulations

Approved: **October 12, 2022**

Agreement for Use of Barneveld School District Facilities:

All rental fees will be paid to the school at the time of the reservation. All charges are per diem.

In addition to the fees mentioned above, the non-local groups will pay the labor costs of required custodial-supervisory personnel.

All cases of building use by local groups are subject to the following restrictions:

1. There will be no gambling of any sort nor any alcohol/tobacco/nicotine use allowed anywhere in the school buildings or on school grounds at any time.
2. Only the specific area(s) of the building indicated above will be used. At no time will individuals enter or use other parts of the building.
3. The sponsor or representative of the requesting group shall be in attendance the full time the facility is used. The sponsor or representative of the requesting group is fully responsible for the care of the equipment and the facility and will bear the cost of repair or replacement of damaged or lost items.
4. The hours of reserved use as stated will be strictly adhered to. No school activities will be scheduled after 6:30 pm on Wednesdays for school sponsored activities. Special circumstances will be determined by and require approval from the Activities Director.
5. Only members of the requesting group or attending the approved activity shall be permitted in the building.
6. At the conclusion of the activity, all equipment/materials will be properly returned to their original places and the facilities will be cleaned and left in the same conditions of order and cleanliness as they were found at the start of the activity. Also, all lights will be turned off and doors properly locked.
7. Building keys/fobs will be picked up and promptly returned in accord with directive from the district administrator.
8. The group using the facility, its sponsor or representative, assumes full financial responsibility for any damage to the building, furniture, equipment, or grounds incurred during use of the facility.
9. The group and sponsor or representative assume full liability for any and all injuries to individuals involved in and/or present at the activity.
10. The school district reserves the right to terminate this agreement and to rescind the right of the group to use school facilities in the future when, in the judgment of the district administrator, the group has failed to adhere to these rules and regulations or otherwise and Policy 731.1 Surveillance Cameras. All facility use requests by non-school groups will be submitted at least one week in advance. The sponsor or adult leader of each group will sign this Agreement at the time the reservation is made and is responsible for all information in Policy 830 and the Rule for Board Policy 830.

Group Requesting Use of Barneveld School District Facilities: _____

Group Leader or Person(s) Responsible for Proper Use: _____

Requested Facility/Facilities: _____ **Purpose:** _____

Requested Date(s): _____ **Requested Time(s):** _____

Signature of Group Leader or Responsible Party: _____

Please provide proof of insurance and payment with request.