

<b>Series</b>	<b>800</b>	<b>District-Community Relations</b>
<b>Section</b>	<b>830</b>	<b>Use of District Facilities</b>
<b>Policy</b>	<b>834</b>	<b>Temporary Use of District Facilities/Equipment</b>

Applications for temporary use of District facilities/equipment by community groups shall be considered in accordance with the provisions of Sections 120.12(9) Wis. Stats. Community groups are those within the boundaries of the District or those educational or other non-profit organizations which serve or provide a benefit to the Erin Community.

#### Approval

The Administration or his/her designee(s) is authorized to approve or disapprove and schedule the use of District facilities/equipment by community groups. The Board reserves the right to approve or disapprove the use of District facilities/equipment by community groups.

#### For Private Gain

The use of District buildings and other facilities/equipment by a community group operated for private gain, or any purpose involving private gain, shall be permitted only if:

1. Such use is sponsored by some other community group which is not operated for private gain;
2. Such use will not benefit principally the group which is operated for private gain;
3. A worthy educational, civic, or charitable purpose will be served;
4. A substantial group in the community will be benefitted;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

#### Use of Alcohol and Tobacco in District Facilities

The use of alcohol and tobacco products in/on any District property is prohibited. Any group which violates the prohibition on alcohol and tobacco usage will be denied the use of District facilities.

**Legal Reference: Wisconsin Statutes 120.12(9); 120.13(17)**

**Cross Reference: 834(R) Temporary Use of Facilities Rule; 834(F) Building Use Form, 522.2 Tobacco Use on School Premises , 522.2(R) Tobacco Use on School Premises Rule**

**Approved: December 2008**

**Reviewed: January 2013, May 2013, April 2014, June 2015**

<b>Series</b>	<b>800</b>	<b>School-Community Relations</b>
<b>Section</b>	<b>830</b>	<b>Use of School Facilities</b>
<b>Procedure</b>	<b>834(R)</b>	<b>Temporary Use of School Facilities/Equipment Rule</b>

Equipment Outside the Buildings: School equipment may be used by responsible community groups for a worthy educational, civic, or charitable purpose if:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
2. The equipment is not unusually expensive and not subject to easy damage;
3. The equipment is in good condition;
4. The group will provide a competent operator for any machines loaned.

Fees: Non-profit community groups performing a public service and charging no fee or working with young people of high school age or below - No rental fee. However, a deposit may be required.

All others: Fees set by the Administration in an amount consistent with the requirements of Section 120.13(17), Wis. Stats., but not to exceed actual costs of supervision, custodial, and utility expenses. (Schedule A). However, a deposit may be required.

Responsibility: Any group using a building or portion thereof is responsible for any damage done to the property or thefts occurring while the rental is in effect or as a direct result of the rental. Cost of damage or theft will be billed to the group or deducted from the deposit. Groups using the building are required to leave the building in the same condition it was found.

A person responsible for the rental shall sign a Building Use Application prior to use of the building. (834F).

#### SCHEDULE A

	<b>Non-Profit Groups</b>	<b>For-Profit Groups</b>
Shower Room(s)	\$17 per use	\$17 per use
Kitchen	\$30 per use	\$30 per use
Janitor	\$23 per overtime hour	\$23 per overtime hour
Gym	\$7 per hour (4 hour max fee)	\$10 per hour (4 hour max fee)
Classroom	\$5 per hour (4 hour max fee)	\$5 per hour (4 hour max fee)
Computer Labs	\$15 per hour	\$15 per hour
Cafeteria	\$7.50 per hour	\$9 per hour
Library	\$7.50 per hour	\$9 per hour

1. The Administration will have the discretion to set a maximum fee to be charged any non-profit group based on sufficient justification.
2. Custodial personnel must be utilized at all times when the school building is not normally in use. The cost will be as shown on Schedule A.
3. Any other items not covered by this policy will be decided at the discretion of the Administration.

**Legal Reference:** Wisc SS 120.13(17)

**Cross Reference:** 834 Temporary Use of Facilities/Equipment; 834(F) Building Use Form, 522.2 Tobacco Use on School Premises, 522.2(R) Tobacco Use on School Premises Rule

**Approved:** December 2008

**Reviewed:** January 2013, May 2013, April 2014, June 2015

ERIN SCHOOL DISTRICT, 6901 Hwy O Hartford, WI 53027

**BUILDING/EQUIPMENT USE APPLICATION**

Name of Organization \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Date or Dates Requested \_\_\_\_\_ Time Facility/Equipment Needed \_\_\_\_\_ Time of Event \_\_\_\_\_

Purpose for which request is being made \_\_\_\_\_

Estimated number of people in attendance \_\_\_\_\_ Will admission be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of insurance on file with the District? Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance lists Erin School District for "additional insured"? Yes \_\_\_\_\_ No \_\_\_\_\_

Chaperones or Supervisors \_\_\_\_\_

Room/Special equipment requested \_\_\_\_\_

It is hereby understood:

- \* that school activities have priority for the use of any building;
- \* that tobacco/alcohol usage is prohibited as per Board Policy;
- \* that the applicant and/or organization named above will be responsible for the proper use of the facilities/equipment being used, and if there are damages from this use, the applicant and/or organization will be responsible for payment of such damages.

**INDEMNIFICATION AGREEMENT**

The applicant agrees to indemnify and hold the School District harmless from any and all claims by, or on behalf of, any persons, firms pursuant to the application, or arising out of any accident or injury which occurs on school property during, or arising out of the applicant's use of school property relating to this application. Applicant further agrees to indemnify the School District for any attorney fees or other expenses incurred by the School District in defending any claims arising out of or during the course of applicant's use of school property pursuant to this application.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Reason, if not approved: \_\_\_\_\_

\_\_\_\_\_  
Signature Dir. of Buildings & Grounds/Athletic Director

\_\_\_\_\_  
Signature of Administrator

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Deposit: \$ \_\_\_\_\_

Waived

Rental - Flat Charge: \_\_\_\_\_ days @ \_\_\_\_\_ = \$ \_\_\_\_\_

Waived

Staff time: \_\_\_\_\_ hours X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
\_\_\_\_\_ hours X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Waived

TOTAL CHARGE \$ \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ADMINISTRATOR

Copies to: \_\_\_\_\_ Organization \_\_\_\_\_ Bldgs & Grnds \_\_\_\_\_ Bldg. Sec. \_\_\_\_\_ Ath Dir \_\_\_\_\_ Food Svcs \_\_\_\_\_ File

**Approved: December 2008**

**Reviewed: January 2013, May 2013, April 2014, June 2015**

**Revised:**