

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

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 and 120.13(17). 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.

Requests for use of school building and grounds for an activity during times the building or grounds are not required for school purposes, may be granted to any community individual or community organization that has named an individual to be both responsible and present for the activity. Some restrictions are necessary to protect the school and school equipment against damage and from increased operating cost due to extended and after-school use of such facilities. The Board recognizes that these facilities are, to a large degree, financed and supported by the citizens of the community. Therefore, some rules and regulations pertaining to their use must be adopted and fees must be charged to cover the additional operating expenses incurred.

Approval

The School Board authorizes the District Administrator and his/her designee to permit the use of school facilities; however, authorization for the use of facilities is not an endorsement of an activity, person or organization or the purpose of such person or organization, by the School Board.

The Administration or his/her designee(s) is authorized to approve or disapprove, as well as schedule the use of District facilities/equipment by community groups. The Administration or his/her designee(s) is also authorized to cancel any approved applications. The Board reserves the right to approve or disapprove the use of District facilities/equipment.

The Administration is authorized to permit school, community, public and civic groups to use District facilities when such use meets established facility use criteria and does not conflict with the regularly scheduled programs of the school. In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school activity will have precedence. The District Administrator or designee shall contact the designated representative of the non-school user as soon as possible to notify the non-school user of the conflict. The school district has no obligation to find a substitute facility for the non-school user.

Any activity, which could cause damage to building, property or individuals, is prohibited in District owned building or on District owned land. Individuals who use district building and/or equipment shall be liable for any damage done to any property and for any expense incurred in consequence of such use of school grounds, facilities and equipment.

The Board recognizes and follows Wisconsin State Statute 120.13, which describes the kinds of groups, which may utilize school building, facilities, and the kinds of activities, which may be conducted.

Full responsibility rests with the group using the school facilities to maintain adequate security and to leave the facilities in the same condition as they were before usage. If district policies are not appropriately followed, consequences outlined in this policy and 834(F) Bldg-Equipment Use Form will be enforced.

For Private Gain

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

- A. Such use is sponsored by some other community group which is not operated for private gain;
- B. Such use will not benefit principally the group which is operated for private gain;

- C. A worthy educational, civic, or charitable purpose will be served;
- D. A substantial group in the community will be benefitted;
- E. 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 per District Policy 443.3 and 443.4. Any group, which violates the prohibition on alcohol and tobacco usage, will be denied the use of District facilities.

Definition for the purpose of this policy

- A. **“School Year”** is July 1 to June 30 of the same academic year.
- B. **“Temporary”** is a request between the months of September to May of the same academic year and/or up to five (5) single uses between June to August.

Requests, which ask to use the facilities outside of the above parameters, may enter into a lease agreement with the Board.

Legal Reference: Wisc SS 120.12(1)(9), 120.13(17)(19)(21), 121.02(1)I, 895.52, 895.523, 895.525 Equal Access Act of 1984, Boy Scouts of America Equal Access Act of 2001

Cross Reference: 834(R) Temporary Use of Facilities Rule; 834(F) Building Use Form, 443.3 Tobacco Use 443.3(R) Tobacco Use-Rule, 443.4Alcohol and Other Drugs Tobacco Use 443.4(R) Alcohol and Other Drugs Rule

Approved: December 2008

Revised: December 2017

Last Reviewed: December 2017

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Section	830	Use of School Facilities
Procedure	834(R)	Temporary Use of School Facilities/Equipment Rule

A. Facilities

Responsibility: Any group using the facilities 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 security 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 Facility/Equipment Use Application (834 (F)) prior to use of the building.

FACILITIES FEE SCHEDULE A

	Non-Profit Groups	For-Profit Groups
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)
Cafeteria	\$7.50 per hour	\$9 per hour
Library	\$7.50 per hour	\$9 per hour

1. The Administration will have the discretion under Wisconsin State Statute Section 120.13(17), to set a maximum fee to be charged any non-profit group based on sufficient justification.
2. The Janitor 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.

B. Equipment

Equipment Outside the Building: School equipment may be loaned to responsible community groups ideally 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: At the discretion of the Administration, a security deposit may be required.

1. No rental fee will be charged to Non-profit community groups performing a public service and charging no fee, or working with young people of high school age or below.
2. For all other groups, fees will be set by the Administration.

Legal Reference: Wisc SS 120.13(17)

Cross Reference: 834 Temporary Use of Facilities/Equipment; 834(F) Facilities/Equipment Use Form, 443.3 Tobacco Use 443.3(R) Tobacco Use-Rule, 443.4 Alcohol and Other Drugs Tobacco Use 443.4(R) Alcohol and Other Drugs Rule

Approved: December 2008

Last Reviewed: December 2017

ERIN SCHOOL DISTRICT, 6901 Hwy O Hartford, WI 53027

FACILITY/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 the 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

Security Deposit: \$ _____ Waived

Rental - Flat Charge: _____ days @ _____ = \$ _____ Waived

Staff time: _____ hours X \$ _____ = \$ _____ Waived

_____ hours X \$ _____ = \$ _____

TOTAL CHARGE \$ _____

DATE SIGNATURE OF ADMINISTRATOR

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

Approved: December 2008
Last Reviewed: May 2016
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