

Community Use of School Facilities

The Independence Area School District subscribes to the philosophy that school facilities belong to the community and should be made available to the public for uses that benefit the community. The School Board recognizes that school facilities are a valuable asset to the community and encourages their use for worthwhile purposes when such use is in accordance with the provisions of this policy and its implementing procedures.

The Board also believes that the use of school facilities should not place a significant burden on the taxpayers of the District. Therefore, fees shall be established to address costs incurred by the District for labor utilities and use of school facilities by user groups.

The Board authorizes the use of school facilities by user groups except when the proposed facility uses may:

- (a) interfere with the District’s educational mission or co-curricular programs/activities,
- (b) pose an unreasonable risk of physical injury to students, staff or participants,
- (c) pose substantial risk to school security or of imminent illegal activities, or
- (d) result in unusual wear, damage, or depreciation of school facilities or property.

Use of school facilities may also be denied when the requesting user has not been a responsible caretaker when using school facilities or property in the past.

In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school use will have precedence. The District has no obligation to find a substitute facility, but will make a reasonable attempt to assist.

If access to school facilities is denied based on any of the above stated grounds, the individual or organization may appeal the decision to the Board of Education in accordance with established procedures.

Authorized use of school facilities under this policy and its implementing procedures shall not be construed as an endorsement of any non-school group, organization or event by the District, or District sponsorship of the group, organization or event.

LEGAL REF. :Sections 120.12(1) and (9)
120.13(17), (19) & (21)
121.02(1)(i)
895.523
895.525

CROSS REF.: 830 – rule, Procedures for Use of School Facilities
832 – Weapons on School Premises

Approved: November 6, 2013
Revised: January 3, 2018

School District of Independence

School Board Policy 830 Rule-~~(1)~~

Guidelines for the Use of District Facilities

1. Conditions of use

- a) The person or organization using facilities or other property accepts the responsibility of supervising the conduct of the people in attendance and that alcoholic beverages and controlled substances shall not be brought into or onto district facilities and other property. The use of tobacco products is prohibited in buildings and on school grounds.
- b) The person or organization requesting the use of district facilities or other property shall be financially responsible for any and all damage to facilities or other property incurred during usage.
- c) The district is not responsible for personal injuries incurred by persons working or attending the function taking place in the district facilities or other property incurred during usage.
- d) All dates granted for the use of district facilities or other property are subject to change if the dates are found to interfere with the normal educational purposes of the facilities or other property.
- e) The person or organization using district facilities or other property is responsible for setting up and returning the facility or other property to the same condition as received or will be billed for custodial time.
- f) The person or organization shall pay \$16/hour for one (1) of the regularly employed kitchen employees to supervise the use of the equipment if kitchen equipment is used and/or for scheduled custodial staff.
- g) If a rental fee is charged, the fee shall be paid to the building principal at the time of application for use.

2. **Formal Contract:**

- a) The Facility Use Application form, when approved, becomes the formal contract between the district and organization
- b) The person or organization submits the Facility Use Application Form to the building principal for approval along with payment of the rental fee if applicable.
- c) The principal or the designee returns one (1) copy of the approved Facility Use Application Form to the person or organization.
- d) The principal or the designee sends the original approved Facility Use Application Form and rental fee to the business office.

3. FREE Use of District Facilities

- a) School related activities of non-profit organizations within the District. This will include groups like Northwest Basketball league, Power Lifter club, and other Booster club sponsored tournaments.
- b) The City Recreation Department use of gymnasiums and athletic fields for scheduled park-recreation programs that do not require payment of participation fees to a for-profit provider.
- c) The free use of district facilities and other property does not waive custodial or kitchen charges.
- d) Boy Scouts, Girl Scouts, 4-H, and church youth groups. This, also, includes holiday parties for district children, which are sponsored by district service organizations.
- e) No fee, other than janitorial charges, will be charged for the following: (Note: Board reserves the rights to waive the cost of any group or individual.)
 - a. Independence Days
 - b. Rainbow Community club

4. Rental Fees for District Facilities and Other Property

- a) Schedule: Appendix A
- b) In addition to the Schedule Fees, Custodial and/or Kitchen charges will be billed to the person or organization for actual time used:
- c) The established fees shall be charged for using district facilities or other property for a period of six (6) hours or less. An additional \$5 per hour for resident and \$10 per hour for non-resident organizations rental fee will be charged for use over six (6) hours.
- d) All persons using the Cafetorium or gymnasium during the summer months, or when a janitor is not ordinarily on duty, shall additionally, be required to pay the *cost of a janitor who shall be on duty.
- e) A \$25.00 fee for opening and closing the building, including the first hour, and \$10.00 an hour for any additional time.
- e) A certificate or proof of insurance may be requested from groups representing non-school activities.
- f) No permits will be granted to sponsor public or private dances other than those sponsored by the school.

5. Regularly scheduled use guidelines

- a) Fees for regularly scheduled, long-term or sustained uses will be determined by the parties, based, in part, on the direct and indirect costs incurred by the District, including, but not limited to, permits for extraordinary activities involving prolonged set-ups, use, and clean-up, and/or special services (security shall require an additional negotiated fee.) Schedule: Appendix A
- b) Non-profit organizations from outside of the District will be charged according to Appendix A. However, long-term arrangement or sustained use may allow for alternative fee charges which may

include a reduced rate. In addition to the Schedule Fees, Custodial and/or Kitchen charges will be billed to the person or organization for actual time used:

6. Limited Access to Some Facility Areas

- a) Areas which have significant investment in technology
- b) Areas which would cause significant problem with confidentiality, displays and personal property
- c) Areas which contain dangerous equipment
- d) Areas of high cost maintenance
- e) Areas, such as classrooms, LMCs, computer labs, athletic fields, and technology labs fall with the criteria above

7. Open Gym Policies

- a) Use is limited to district students in grades 6-12 and their parents.
- b) A board approved supervisor or District employee must be present at all times.
- c) Adult only use must be approved by the board and will adhere to fees outlined in Appendix A.
- d) All parties involved must fill out a facility use form in the office.

School District of Independence Facility Rental Fee Schedule

Category I: An Organization which qualifies for 501-C(3) non-profit status

Category II: An individual, group, business, or commercial organization which does not qualify
For 501-C(3) non-profit status

Facility or Other Property Use (six hours of less)		
	I	II
Gymnasium/Cafetorium Activities that accommodate adults and charge an admission fee	\$25	\$50
Gymnasium/Cafetorium Activities that accommodate students and charge an Admission fee	\$25	\$50
Gymnasium/Cafetorium Recreational activity that accommodates adults and does not charge an admission fee	\$25	\$50
Gymnasium/Cafetorium Recreational activity that accommodates students and does not charge an admission fee	\$25	\$50
Unique Situation Use Only		
Instructional Classroom	\$15 per classroom	
Learning Media Center	\$25 per LMC	
Computer & Technology Labs	\$100 per lab (District supervisory personnel required)	
Distance Learning Lab	\$100 per lab (District supervisory personnel required)	
Playgrounds & Open Grounds	\$50 per playground or open field Certificate of liability insurance required	
Baseball Field		

*Those groups using the gym at Independence will be charged \$50.00 for one-half (1/2) of the gymnasium and charged as listed above per tournament. **Payment shall be made prior to first usage.** Check shall be made payable to the Independence School District.*

Custodial Staffing Guidelines

1. Custodians will be present when facilities are being used for activities, with the exception of approved tournaments and practices held by identified school groups, and only if those groups abide by specific conditions herein. A custodian will be scheduled a minimum of 2 hours. The custodian will arrive 2 hours prior to the end of the scheduled activity.
 - a. Custodian to respond to emergencies that arise
 - b. Open and close facilities
 - c. Maintain restrooms and commons areas
 - d. Coordinate set-up and returning facilities to same condition
 - e. Secure facilities

2. Additional Custodial Costs
 - a. Custodian is not regularly scheduled
 - b. Additional duties required
 - c. Additional custodial clean-up time required

3. Exemptions to Custodial Staffing
 - a. Activity has limited participation (less than 25 people) and a district staff member is an active member of the organization (opening and closing may be required)
 - b. Limited or confined space with District Staff member an active member of the Organization (not more than 50 participants)
 - c. Custodian regularly scheduled
 - d. The Tournament Director will be held responsible and accountable for returning the facility to its original condition and will sign for the appropriate keys with which to open and secure the facility. Additionally, the Athletic Director will assign a HIS staff member to serve as a liaison for the duration of the tournament. The organization using the facility will be charged for the minimum 2 hours of scheduled custodial services. This hourly cost will be based on the current bargaining agreement between the School District and the IHS staff member.

APPROVED: November 6, 2013

REVISED:

School District of Independence

23786 Indee Boulevard

Independence, WI 54747

Phone: (715)985-3172 Fax: (715)985-2303

Please return or Fax completed form to the High School Office

In accordance with the Board of Education policy; a fee of \$16.00 per hour for custodial services shall be charged for the use of the school buildings for activities not directly involving children in learning situations. The above fee must be paid directly to the administration office. Use of the building for community activities must not conflict with the proper school program.

The _____ requests the use of the _____.
Name of Organization

Event Date _____ Building Use Time: _____ to _____.

For the purpose of: _____.

Actual time of event: _____ to _____ Number of people expected: _____.

Will admission be charged? YES NO If so how much? \$ _____

What school facilities are needed? _____

What equipment will be required? _____

_____ P.A. System	_____ Audio Visual
_____ Lighting	_____ Specify Type
_____ Speakers – Stands	_____ Chairs – How Many _____
_____ Tables	_____ Other – Please Specify _____

Will special janitorial services be required? YES NO (Check fee schedule if janitor is required)

Kitchen facilities required? YES NO

Date of Application _____

The following person will be present and in charge of this activity: _____

Please Print Name

Address and Phone Number _____

“The applicant hereby agrees to indemnify and hold harmless the School District of Independence from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.”

The organization hereby agrees to accept, if granted the privilege to use the school facilities requested and the regulations submitted with this application.

Applicant: _____ Date: _____

Signature

Approved: _____ Not Approved: _____ Date: _____ Office _____

Approved: _____ Not Approved: _____ Date: _____ District Administrator _____