

COMMUNITY USE OF SCHOOL FACILITIES

GENERAL

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when schedules will not interfere with the school program. While student activities normally take priority over Community Education and community use of schools, there may be times when an exception to this practice will occur. If the advisor/coach of a school-sponsored student activity wishes to use a school facility when it is already scheduled by the building principal or his/her designee for use, the advisor/coach must notify the building principal or his/her designee of their intention at least three full days (weekdays) in advance. If the advance notice requirement is not met, the Community Education activity will take priority. All arrangements shall be subject to the provisions, which follow.

GRANTING APPROVAL

The building principal or his/her designee is authorized to approve and schedule the use of school facilities by non-school organizations for whose activity no admission charge is made, or by whom any receipts from admission are used for charitable or community service purposes, in accordance with the regulations on community use of school facilities.

Due to limited availability of facilities and growing demands for use, there may be two or more groups/organizations who wish to use any given facility at any given time. When these conflicts arise, the building principal or his/her designee will try to resolve the issue. When two or more adult groups are requesting the same facility for approximately the same time period, the facility will be shared on an alternate year basis.

GROUP IDENTITY

1. **Community Service**: Any federal, state, county or local government department or agency meeting or hearing shall be considered a community service. Any school initiated educational program for the local public shall be considered a community service.

The following shall govern the use of school facilities for community service organizations:

- a. Although a facility use permit is required, the organization requesting the use may simply call the building principal or his/her designee and request permission to use the facility. The building principal or his/her designee shall see that the date is proper and open, and a permit issued.
- b. There shall be no facility use fee; however, there may be a charge to cover custodial costs when the use of school facilities would require additional custodial time or an adjustment of custodial hours.
- c. The use of the facility may be granted any time of the day or night so long as it does not conflict with the normal operation of the regularly scheduled educational program.

- d. Primary liability shall rest with the group or person requesting the use of facilities. The District will assign an employee to open the building, be present during the activity, and secure the building.
2. **Public:** Any individual or groups that does not qualify under community service, but is non-secular, nonprofit, open to the public, and exists for the benefit of the overall public good will be deemed a public organization. (Note: University extension classes and vocational technical and adult classes not initiated by the local district personnel shall be deemed public.)

The following shall govern the use of school facilities for public organizations:

- a. One person given authority to assume full responsibility for the group or organization shall be responsible for signing the Facility Use Permit and maintain such permit so that it is readily available on request during the activity.
- b. The organization shall hold the School Board and/or its agents harmless during the use any school facility.
- c. If the activity is not included as part of Community Education, the organization shall provide documented evidence of adequate liability insurance coverage (\$1,000,000.00).
- d. An assigned school district employee shall open, be present during, and secure the facility after each activity.
- e. The following fee schedule shall be used:

• *Performing Arts Center (Auditorium) (4 hours or less).....	\$150.00
• H.S. make-up Room (4 hours or less).....	\$ 40.00
• West gymnasium, high school (4 hours or less).....	\$150.00
• Classrooms, all buildings (4 hours or less).....	\$ 30.00
• Cafeterias and/or kitchens (4 hours or less) (see 1330.05).....	\$ 40.00
• South gymnasium, high school (4 hours or less).....	\$120.00
• North gymnasium, high school (4 hours or less).....	\$ 60.00
• H.S. commons Area (4 hours or less).....	\$ 50.00
• North gymnasium, Viking (4 hours or less).....	\$ 70.00
• South gymnasium, Viking (4 hours or less).....	\$ 70.00
• Gymnasium, Greenfield (4 hours or less).....	\$ 70.00
• **Swimming pool (per hour).....	\$ 40.00

*(Groups using the Performing Arts Center must have a Light and Sound Technician, appointed by the district, present while facility is in use. Light and Sound Technician is an additional fee not included with rental cost of the facility.

** (Available for civic groups who desire to use it after regular swimming hours, with prior approval of the Superintendent. At least one, depending on size of group, school appointed lifeguard must be on duty at all times.) Cost of lifeguard(s) not included in \$40.00 per hour fee.)

NOTE: Custodial fees will be charged in addition to the above fee schedule for use of facilities on weekends or at times when custodians would not normally be present.

Additional time past 4 hours for any of the above facilities with the exception of the swimming pool will be charged at a pro-rated amount of the base fee for the facility being used.

Fees may be waived or adjusted for facility use by the building principal or his/her designee if one or more of the following provisions are met:

1) the activity is primarily for school-age children; 2) it is deemed an unusual hardship for the group to pay such fees; or 3) the activity is of significant community interest.

3. **Religious:** Because of the special relationship between church and state, and the role of public schools in this relationship, a special determination and clarification must be made.

In accordance with the Constitution of the State of Wisconsin and the Wisconsin Statutes 120.13(19), in order to ensure separation of church and state, the following conditions must be met by any religious organization in order to be granted use of public school facilities.

- a. The use of school property for religious purposes may be granted only during non-school hours and, in addition, so long as such function is determined by the building principal not to interfere with the primary use of school property. The primary use of school property shall be interpreted as all regular public school functions and services as they relate to the public school's primary role, public education.
- b. No religious function shall be conducted on public school property that interferes with the democratic principles of freedom of religion by, in any way, imposing specific religious beliefs upon the public at large in such a way as to deprive or deny freedom of choice.
- c. Because the Board of Education can accept no obligation at public expense for providing permanent or long-term housing for any specific religious organizations, it shall be set that a maximum for public school facility usage shall be no more than four calendar months.
- d. The organization shall provide documented evidence of adequate liability insurance coverage (\$1,000,000.00).
- e. If school facilities are to be used during times when custodians are not normally present, the organization must pay a fee to provide for a custodian to open, be present, and secure the building when the activities are completed.
- f. One person from the organization shall have the authority to assume full responsibility for the organization, and such person shall sign the facility use permit knowing full well the liability he/she has assumed.
- g. An assigned school district employee shall open and secure the school facility before and after each use. (NOTE: The building principal or his/her designee may waive this rule.)

4. **Private:** Any organization or individual or activity not deemed Community Service, Public or Religious, will be considered private.
- a. The use of school buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, shall be approved by the School Board only when a worthy educational, civic, or charitable purpose will be served; a substantial group in the community will be benefited; or alternate facilities are available only at undue cost or inconvenience.
 - b. Private organizations must use the school facilities only during non-school hours.
 - c. If a profit beyond time and materials is anticipated, the request must go before the Board of Education for approval.
 - d. No cost, expense, or liability can be passed on to the public; therefore, the following must be adhered to:
 - 1) The organization shall hold the Board of Education and its agents harmless of any costs or liabilities.
 - 2) The organization shall provide documented evidence of adequate liability insurance coverage (\$1,000,000.00).
 - 3) The district fee schedule will be used, plus charges for custodial or other staff as needed.
 - e. One person from the organization shall be given full authority to assume full responsibility for the group, and such person shall sign the facility use permit knowing full well the liability he/she has assumed.
 - f. No master key shall be issued to any member of the organization. An assigned school district employee shall open, be present during the activity, and secure the facility after each use.

RULES AND REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES

All requests for the use of facilities by any outside organization wishing to use the buildings after school hours are to be made through the application form available from the building principal or his/her designee.

1. Smoking is prohibited in any district building and/or any school premises.
2. There shall be no alcoholic liquors or beverages brought to or consumed in the building or on the grounds.
3. The applicant is held responsible for the preservation of order.
4. All electrical equipment and arrangements for such equipment shall be under the control of a school employee.

5. When school cafeterias are used for dinners, a school cook must be present, and the cost will be charged to the organization using the school.
6. The area used by the applicant will be examined carefully after use, and the applicant will be required to make good any loss or damage occurring during applicant use.
7. Premises are made available with the understanding that tipping of custodians or other school personnel is discouraged.
8. Only the School Board may pay employees for services involving the use of school facilities.
9. Scheduled charges shall always prevail unless waived because it is an educational activity involving Baldwin-Woodville students, which is deemed a worthy activity, or a district-based, nonprofit and/or charitable organization, in which case only actual labor costs may be charged at the discretion of the Superintendent.
10. If authorized by the building principal or his/her designee, a member of the school staff who is also a member of an organization using school facilities, may assume the responsibility assigned to a cook or a custodian.
11. When the Baldwin-Woodville Area School District buildings are closed due to no school all day or any early closings because of weather, closed for vacation days, or closed for any other reason, the school buildings will not be open. The activity you have planned for that day is cancelled.
12. There may or may not be further guidelines that must be adhered to for specific school district facilities. These will be noted on the facility request form.
13. The concession at the high school will be unavailable for use by outside groups. If outside groups wish to use the concession stand, they must contact the Athletic Director and go through the B-W Club.

Legal Reference: Section 120.13(17)(19)(21) Wisconsin Statutes

Policy Adopted	11-11-65
Policy Amended	7-20-70
“ “	9-21-72
“ “	12-18-73
“ “	1-16-75
“ “	3-11-82
“ “	9-22-83
“ “	4-18-85
“ “	12-21-89
“ “	9-10-92
“ “	2-11-97
“ “	8-16-04