



Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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Adopted	July 18, 2019

7510 - **USE OF DISTRICT FACILITIES**

Within legal limitations, the Board encourages the use of school buildings for activities of the community whenever these facilities are not required for school functions. Authorizing such use does not indicate sponsorship or endorsement by the School District.

Any activity which could cause damage to buildings, property or individuals is prohibited in District-owned buildings or on District-owned land.

Use of school facilities and charges for their use shall be in accordance with Board-approved administrative regulations. Administrative regulations are available in the Office of the District Administrator, Director of Business Services or any school office.

- A. Emergency Use of District Facilities - All-District facilities suitable for use in emergency situations will be made available in the event of a major disaster.
- B. Use of District-Owned Land - All unauthorized vehicles or pets are prohibited from traveling on or across any property owned by the District.
- C. Use of District Swimming Pools - The use of District-owned swimming pools requires that a certified lifeguard is on duty at all times and is governed by administrative regulations.

The School District of Fort Atkinson does not discriminate in the use of facilities on any basis protected by federal, state or local laws.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

Information containing the district facility use guidelines, fees, and "Application for Use of School Facilities" are attached to this policy.

Administrative Guideline 7510

Use of District Facilities

The Board accepts the responsibility for making the public school facilities available to the community for appropriate activities which do not infringe upon or interfere with the conduct and best interest of the school system.

Any activity which could cause damage to buildings, property or individuals is prohibited in District owned buildings or on District owned land. The following Board approved administrative regulations shall be followed concerning the use of school facilities.

Since use of school facilities does result in additional operational costs to the District, a fee schedule has been established to recover appropriate expenses and all parties requesting the use of District facilities will uniformly be assessed these fees. It is the Board's intention to encourage the use of District facilities by the District's students, parents and employees for functions directly related to educational processes and activities.

Procedure for Requesting Use of School Facilities:

1. Complete an "Application for Use of School Facilities" form. Applications are available in each school office.
2. Make a check payable to the "School District of Fort Atkinson" in an amount of \$50.00 for security deposit. In the event that keys are distributed, and additional \$50.00 per key deposit will be required. All deposits are refundable after the scheduled event provided the facilities are found in proper condition and, if applicable, keys are returned. These deposits are above and beyond any usage fees assessed.
3. Return the completed application to the main office of the facility to be used. A minimum of ten days notice is required.
4. A copy of the form will be returned stating terms of approval or denial.
5. Upon receipt of an approved facility use request, payment of the required security deposit(s), and appropriate fees (see schedule attached) are due prior to use or issuance of keys.
6. Any changes to the rental application must be communicated in writing to the principal or designee prior to the event.

Fees:

Fees for use of school facilities are designed to recover direct expenses incurred by the District and to encourage use of facilities according to the listing below. The fees listed are guidelines for each daily event, however the site administrator may adjust these as they deem necessary.

Group 1: School District of Fort Atkinson and District sponsored activities, organizations devoted to community interest or child welfare based in the geographic area of the School District of Fort Atkinson, incidental use by District citizens or employees, and others as deemed appropriate by the building administration.

Group 2: Fraternal organizations, non-civic groups operating for the benefit of a restricted group, local groups making a significant profit from the event(s), and groups based outside the School District of Fort Atkinson.

Facility to be used:	Group 1	Group 2
Single Classroom	\$0	\$50
Double/Triple/Quad Classroom	0	60/70/80
Elem. Multipurpose Room	0	100
Elem. IMC	0	100
Elem. Gym	0	110
M.S. Large Group Room	0	100
M.S. Commons	0	120
M.S. Small Gym	0	110
M.S. Performance Gym	0	140
M.S. Locker Rooms	0	110
M.S. Pool*	20	110
M.S. Kitchen*	20	110
M.S. IMC	0	110
M.S. Stadium	0	120
H.S. Commons	0	140
H.S. IMC	0	120
H.S. Auditorium*	0	120
H.S. Small Gym	0	140
H.S. Performance Gym	0	160
H.S. Pool*	20	120
H.S. Locker Rooms	0	120
H.S. Stadium	0	220
H.S. Baseball/Softball Fields**	0	50 per game per field
H.S. Baseball/Softball Concession Stand	0	125
H.S. Tennis Court	0	110
H.S. Kitchen*	20	120

*Special conditions. Please refer to section on fees and staffing needs (E2).

**or \$80 per game per field – includes the use of dragging machine (\$200 deposit), chalk, scoreboard, and diamond dry to be used on District fields.

General Rules and Regulations for Use of School District Facilities:

A. Use of Facilities:

1. The School District of Fort Atkinson reserves the right to deny use of facility with or without a fee to any individual, group, or organization that would compete with school or District programs.
2. In the event a school-sponsored activity is scheduled after the approval of an application, the Board of Education reserves its right of priority. Attempts to establish an alternate meeting place or date will be made.

3. No subleasing of school facilities shall be permitted.
4. There is absolutely no use of alcohol, tobacco products or illicit drugs allowed in District buildings or on District grounds.
5. In the event a prior scheduled District event is longer than anticipated due to unforeseen circumstances, and extends into the time agreed upon for the second party's use, the second party yields use until the school event concludes.
6. All groups making application for use of facilities will be furnished a copy of Administrative Rule 830. Violation of any of these provisions shall constitute grounds for the revocation of the user's contract and/or refusal of permission to use school facilities at any future time.
7. The School District of Fort Atkinson shall not discriminate on any basis protected by federal, state or local laws.

B. Areas of Use:

1. Certain areas of a school may not be suitable for non-school use. The building principal or designee shall make the final decision regarding such areas.
2. The user will confine their activities to the area(s) specified in the rental application.

C. Responsibilities:

1. The user shall be responsible for the conduct and control of both patrons and participants and shall ensure that all federal, state, municipal and School District regulations governing safety are followed.
2. The facility must be left in the same condition as when entered. Users will be held liable for damages and missing contents, and may forfeit future use. Appropriate footwear must be used for gym rentals.
3. When keys are issued to a renting party, securing the building after use is the renting party's responsibility. Further, at no time should doors be blocked ajar during the term of the renting party's use.
4. The renting party is responsible for notifying the building administrator or District employee of unsafe, broken, damaged, or out of order equipment.
5. The School District of Fort Atkinson assumes no responsibility or liability for injury to persons or damage to or loss of property from any cause whatsoever during such times as the school premises are used by the applicant. The applicant agrees to indemnify and hold harmless the District from any and all claims and actions arising from its use of the school property described in the application, including the payment of attorneys' fees and costs which may be incurred by the School District of Fort Atkinson in defending any such claims or actions.
6. The applicant shall indemnify the School District of Fort Atkinson for any cost which the District may become liable for due to scheduling conflicts even though the conflict was caused by negligence of the School Board or its agents or employees.

D. Use of Equipment:

1. The user is not to use or operate any School District equipment other than that stipulated in the rental application.
2. Heating and air conditioning systems are preprogrammed according to District specifications. Users are to refrain from tampering with climate control mechanisms.

E. Fees and Staffing Needs:

1. An additional charge for utilities may be imposed at the discretion of the building administrator or designee.
2. The District reserves the right to determine when, who, and how many people (technician, supervisor, or lifeguard) are needed to be present at a rental.
 - a. If a technician is required in the auditorium, the auditorium technical director shall arrange and hire a technician.
 - b. If the kitchen needs a supervisor, the head cook will arrange and hire this person(s).
 - c. When the pools are rented, the renter shall contact the District's pool coordinator. The coordinator will arrange the rental and hire the lifeguard(s).
3. The District reserves the right to schedule the appropriate amount of custodial services. In addition to the scheduled rental fees, users may be asked to pay for custodial time during the course of their event; users will be billed for 15 minutes before and after the event (total 30 minutes) per rental application for set-up/lock-up if custodial assistance is deemed necessary.

F. Cancellation:

Notice of cancellation by a renting group must be submitted to the appropriate building principal or designee at least 24 hours before scheduled use or all fees and deposit may be retained.

Application for Use of District Facilities – School District of Fort Atkinson

Complete all appropriate sections and return to the school building

✓ choice	Building	Phone number
<input type="checkbox"/>	High School – 925 Lexington Blvd. (all facilities, including the auditorium)	920-563-7811, Ext. 1100
<input type="checkbox"/>	Administration – 201 Park St.	920-563-7807
<input type="checkbox"/>	Barrie Elementary – 1000 Harriette St.	920-563-7817
<input type="checkbox"/>	Luther Elementary – 205 Park St.	920-563-7828
<input type="checkbox"/>	Middle School – 310 S. 4 th St.	920-563-7833
<input type="checkbox"/>	Purdy Elementary – 719 Main St.	920-563-7822
<input type="checkbox"/>	Rockwell Elementary – 821 Monroe St.	920-563-7818

Event Name/Organization:

Date(s) of event:

Starting time:

Ending time:

Date(s) of event:

Starting time:

Ending time:

Applicant's name:

Applicant's phone #

Applicant's e-mail:

Signature of applicant:

Today's date:

ROOM REQUEST

(check all that apply)

- ☐ HS Gym (large)
- ☐ HS Gym (small)
- ☐ MS Gym (large)
- ☐ MS Gym (small)

- ☐ HS Commons
- ☐ MS Commons
- ☐ MS Track
- ☐ HS Concessions
- ☐ HS Library (IMC)
- ☐ HS Kitchen
- ☐ HS Orchestra Room
- ☐ HS Band Room
- ☐ Luther Stage
- ☐ HS Choir Room
- ☐ HS Green Room
- ☐ Classroom #
- ☐ Other

☐ HS Auditorium - **See next page for High School auditorium needs**

EQUIPMENT NEEDED

Custodial

- ☐ Podium
- ☐ Chairs: How many?
- ☐ Tables: How many?
- ☐ Bleachers
- ☐ Scoreboard

I.M.C.

- ☐ Movie Screen
- ☐ LCD Projector
- ☐ Overhead Projector
- ☐ VCR or DVD Player

H.S. AUDITORIUM/THEATER

- ☐ Stage Shell UP full
- ☐ Stage Shell half/DOWN
- ☐ Microphone: How many?
- ☐ Music stand racks (22/rack): How many racks?

- ☐ Platforms: How many?
- ☐ Risers: How many?
- ☐ Other

- ☐ General Seating
- ☐ Reserve Seating
- ☐ Tickets: Number needed?
- ☐ Ticket Price:
- ☐ Sound Technician
- ☐ Lighting Technician
- ☐ Ushers: How many?
- ☐ Pit Cover Stage Level
- ☐ Pit Cover Out
- ☐ Pit Cover Floor Level

Those requesting facility usage must read and agree to the following items:

1. I have received a copy, read, and understand all provisions of the School District of Fort Atkinson Administrative Rule 830(AR830)
2. On behalf of the organization using the facilities, I am agreeing to abide by these regulations and will be responsible for the preservation of order, care, and protection of the building and equipment. I further acknowledge that charges for any damages are my responsibility as well as the responsibility of the organization using the facilities.
3. I understand that charges for the use of the building and equipment will be assessed by the building principal, or their designee, according to policy, and I agree to pay these charges stipulated in AR830.
4. I stipulate that insurance provisions (circle one) are or are not needed.
5. If building/room keys are needed, you must request at least one week prior to your event.

To be completed by Building Principal (or designee)

Application is (circle one): Accepted Rejected

Fee Group (circle one); Group 1 Group 2

Fee amount: _____

(Refer to AR830 for Facility use fee structure and related rules, plus applicable deposits)

Signature of Building Principal/Designee

Date
