

**SCHOOL DISTRICT OF HOLMEN**  
**School Board Policy**  
**Holmen, WI 54636**

**FILE: 830**  
**SCHOOL COMMUNITY-RELATIONS**

### **COMMUNITY USE OF FACILITIES**

School District of Holmen (District) facilities exist for the education of students. Community groups shall be permitted and encouraged to use District facilities on a temporary basis for worthwhile purposes when such use will not interfere with the District programs. District buildings and equipment may be made available for use by community groups when such use is in the interest of District residents.

The use of facilities by community members, faculty and staff for private gain will be strictly regulated. All community members, faculty and staff must submit a plan for use of facilities for private gain.

Facility use, equipment, rental and labor fees will be charged as outlined in the established District guidelines. The purpose of these fees is to maintain equipment and facilities. The charges that are assessed are not meant to discourage the use of District facilities, but to act as a means of sharing a portion of the expense involved. Rental Rates shall be established by the Board. Damage to District property and the related repair costs for material and labor will be the responsibility of the person/group using the facility.

Requests for use of District facilities shall be made through the Facilities Coordinator in accordance with established procedures. Safety is a primary concern for our facility users. Additionally, this policy strives to insure the protection of the investment made by the community in the facilities. Any individual or group using school facilities shall be required to abide by all facility use and safety regulations. The District reserves the right to revoke a facilities use permit at any time.

The District does not discriminate on the basis of: sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability or learning disability. (WI Stat 118.13)

Continued on next page

**USE OF SCHOOL FACILITIES GUIDELINES**

I. Application for Use.

- A. Prioritizing Requests - All requests for the use of the building should be directed to the Facility Coordinator.

The Facility Coordinator reserves the right to deny the use of the building to any organization or activity, which in his/her opinion would not be in the best interest of the District. Priority use would be:

- 1) school or District programs.
- 2) students.
- 3) non-profit youth groups.
- 4) community groups.
- 5) non-profit organizations.
- 6) profit groups.

Non-School Year Facility Requests

- Non-School year requests (after the last school year student attendance date, but prior to the first school year student attendance date) will be prioritized as described above.

School Year Facility Requests

- Requests received prior to July 1 for the upcoming school year (first school year student attendance date to last school year student attendance date) will be processed, as described above.
- Requests received after July 1 for the upcoming/current school year will be given priority consideration as described above, when no conflicts exist. When a conflict does occur, requester may be assigned alternative facilities, dates and/or times for their event, regardless of the priority order described above.
- No request for the upcoming school year will be processed until after July 1.

- B. Request Process/Timelines - Community members, faculty, and staff must complete a facilities use application. The application shall include: name of the person conducting the activity, a description of the activity which is to occur (dates and times), and the expected number of participants. The application must be submitted to the Facility Coordinator at least 30 days prior to the start of the activity, and no sooner than one-year prior. The facility to be used is not approved unless the form is signed by the Facility Coordinator.
- C. Population Served - District residents shall comprise at least 75% of the personnel participating in any activity scheduled to take place in District facilities. Locally-sponsored tournaments or profit activities that do not meet this 75% requirement may be permitted to use building facilities based on the fee schedule if, in the judgment of the district administrator, the activity is in the best interest of the community at large. Regular/Ongoing users of the facilities, even if they meet the 75% guideline, may be charged a facility use fee to offset wear and tear, consumable and other expenses associated with the ongoing use.
- D. Expenses - All expenses incurred for the use of the facilities shall be borne by the user in accordance with the fee schedule and notations on the application document.
- E. Rate Adjustments - The Facility Coordinator reserves the right to adjust or suspend the rate schedule when mitigating circumstances of individual applicants indicate such modification is in order. Appeals may be heard by the district administrator and school board.

- F. Revoked Use - The Board, Facility Coordinator or designee reserves the right to revoke a facilities use permit at any time.
  - G. Pre-empting Previously Approve Use - If a non-school or non-profit group is scheduled to use the building and a school group needs it, a non-school or non-profit group may be pre-empted with as much notice as possible.
  - H. Insurance -The Board or designee reserves the right to request proof of insurance by the users.
  - I. Hold Harmless - The user shall hold the District, its agents and employees, harmless from any and all liability, which may arise out of such use.
- II. Supervision.
- A. Designated adult supervision must be provided at all times when minor age groups are using District buildings or facilities.
  - B. It is the responsibility of the adult in charge to become informed of emergency procedures prior to using the facility by contacting the building office for information on emergency procedures and location of accessible phones. If no phones are accessible due to after hours or weekend use, the requester must carry a cell phone for emergency purposes.
  - C. In the event of emergency situations (such as fire, civil defense, tornado, or other) the adult in charge shall follow all posted emergency procedures.
  - D. A school custodian or school employee will be required at the requester's expense when a facility is used at any time a custodian would not be on duty or a school employee is not present. This requirement may be waived for community non-profit organizations where reciprocal facility use arrangements are in place and participants are more than 75% Holmen School District residents.
  - E. Depending on the activity, security personnel will be required at the renter's expense.
- III. Facilities and Equipment Use Rules.
- A. Activities should cease at the scheduled time as noted on the request.
  - B. Groups must confine their activities to the areas scheduled.
  - C. The custodians will not open any rooms except those specifically approved on the facility use form or by permission of the Facilities Coordinator or principal. Exceptions may be made at the discretion of custodial personnel based on extenuating circumstances, and when not in violation of facility use policies.
  - D. Exterior doors must remain locked until the adult leader of the activity or committee in charge arrives. Exit doors may not be propped open for late coming participants.
  - E. No decorations or scenery shall be put up, or pianos or other furniture moved, unless special permission has been granted.
  - F. The use of any equipment or materials that may damage the floor or building is prohibited.
  - G. Wax, tape or any special floor dressing shall not be used by any group using the gymnasium or auditorium.
  - H. Permission to use candles or any open flame must be obtained from the Facility Coordinator or principal.

I. Conduct by facility users:

1. Use of or the sale of intoxicants or controlled substances will not be permitted on school grounds at any time or under any circumstances. Users who violate this rule will have current and future applications for facilities usage denied and face possible legal intervention.
2. Smoking or use of smokeless tobacco will not be allowed on school property.
3. Food and non-alcoholic beverages may be consumed only in specific areas as approved by the Facility Coordinator or principal.
4. Running in the halls will be prohibited unless permission is obtained in advance.
5. Nothing shall be sold, given, exhibited or displayed in school facilities without permission.
6. When district gymnasiums are to be used for physical activities, only persons with approved rubber-soled shoes are allowed on the gym floors. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.

J. Building keys will be issued only when custodial staff is not present. There will be a \$100 deposit required for a metal key, refundable upon return of the key to the building. There will be a \$20 deposit required for an electronic access credential, refundable upon return of the credential to the building.

IV. Kitchen Regulation and Supervision.

- A. A qualified food service worker shall be on duty to the extent necessary to preserve the health, safety, and well-being of the facility user and school children. The qualified food service worker shall act as supervisor of the space or stand and its equipment and shall lend all possible assistance to the facility user.
- B. It is the responsibility of the group to clean the facilities and equipment used as instructed by the food service worker.
- C. Compensation paid to cooks or custodians will be at the rate their current contract dictates and as outlined in the approved use of school facility rental application. This compensation will be paid by the District and not directly to the employee by the facility user.

V. Signage

Temporary signage promoting the activity taking place on District property will only be allowed for the actual duration time of the event and must be approved in advance by the Facility Coordinator. Signage will not contain any secular symbols.

VI. Fee Schedule.

There will be a charge if a custodian is brought in other than regular times. Food Service Workers, Custodians, and Technicians will be billed at the rates established for non-community and/or for-profit type of organizations. Unusual services will require charges. Food Service Worker, Custodial or other technician costs will have been communicated to the requesting party no later than such time that the Facility Coordinator approval is given.

Fees for use of District property for non-school purposes are established as follows:

- A. No fee shall be charged to school related organizations unless their program requires special set-up and services
- B. Community non-profit organizations may be assessed fees:
  1. Community non-profit organizations may be assessed fees:
    - a. if their participants are less than 75% District residents,
    - b. if their program requires special setup and services.
    - c. if there is excess wear and tear, whereby, the Facility Coordinator along with the building administrator and building and grounds supervisor will determine the fee.

2. The District may reduce the facility use fee for Community non-profit organizations by 50% when the following conditions exist:
  - a. The facility use organization is directly supporting School District of Holmen programs and students.
  - b. The event is a fund raiser for the community group.
  - c. The event has the approval of the district's administrator responsible for facility use approval.
- C. For profit types of organizations will be assessed fees per the following fee schedule.

The District may reduce the facility use fee for profit types of organizations by 50% when the following conditions exist:

1. The requesting group is a Holmen community organization.
2. The facility use event participants will be 75% District residence.
3. The facility use organization is directly supporting School District of Holmen programs and students.
4. The facility use organization's financial plan has the approval of the district's administrator responsible for facility use approval.

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**Fee Schedule**  
Effective July 1, 2015

<u>Item</u>	<u>Hourly Rate</u>			
Labor	Per District hourly compensation rate			
AV Tech				
Computer Tech				
Custodian				
Food Service				
Maintenance				
	Hours of Use			
<u>Item</u>	<u>4 or less</u>	<u>5-6</u>	<u>7-8</u>	<u>Over 8</u>
Equipment	\$10	\$20	\$30	\$40
Stage Lighting & Sound	\$40	\$50	\$60	\$70
Piano (*Piano tuning commercial rate)	\$20	\$30	\$40	\$60
Gymnasium Single Floor	\$50	\$70	\$100	\$150
Kitchen	\$50	\$70	\$100	\$150
Classroom	\$20	\$30	\$40	\$50
LMC	\$50	\$70	\$90	\$110
Computer Lab	\$50/hour	\$50/hour	\$250/all day	\$250/all day
Commons/Cafeteria	\$50	\$70	\$100	\$150
LGI	\$30	\$50	\$70	\$150
FAC/D.J. Auditorium	\$50	\$60/hour	\$70/hour	\$80/hour
Parking Lot	\$30	\$50	\$70	\$90
Outdoor Athletic Facility	\$200 minimum charge			
Empire Stadium (Labor, paint & set up extra)	\$800 minimum charge			

Note:

FAC/D.J. Auditorium

Non-profit multiple performance - \$500

Non-profit single performance - \$200

Annual/Temporary User

Non-profit community groups that are annual or temporary users (i.e. church) and not normally assessed a fee will be asked to consider a donation to help offset a portion of the related costs associated with their facility use.

Fees will be reviewed annually.

VII. Payment

The Facilities Use Coordinator will determine the appropriate fees to be charged and forward this information to the facility user and business office. The business office will be responsible for billing and collection of fees. The business office will inform the facilities coordinator if fees were not collected for the purpose of revoking future facility privileges. All payments under this policy will be made directly to the School District of Holmen Business Office for abatement to Facility and Equipment Maintenance and Improvement. School District employees working under this policy will be compensated by the District as part of the payroll operations.

VIII. Cancellation

The District may cancel the previously approved facility use, when in its sole judgment, weather or other impending safety threats warrant.

- A. On days when school is in session community facility use will be cancelled when part or the entire school day is called off. Facility users will need to self-monitor the District's standard cancellation locations for notification.
- B. On non-school days facility users are required to access the activities webpage, on the District website, to determine if community usage of facilities is cancelled.

Legal Ref. Wisconsin State Statute

- 118.12 Sale of goods and services at schools.
- 120.12 (1) School board duties – Management of School District
- 120.12 (20) School board duties – Prohibition of Tobacco
- 120.12 (27) School board duties – School Closing and Reopening
- 120.13 (3) School board powers – Agreements with Governmental Units
- 120.13(17), School board powers – Temporary Use of School Property
- 120.13(19), School board powers – Community Programs and Services
- 120.13 (35), School board powers – Presence in School Buildings  
[Dept. of Health and Social Services-HSS 196]

Cross Ref.

- Emergency School Closing, 723.3
- Facility and Transportation Security/Surveillance, 731
- Tobacco Use on School Premises, 831
- Weapons in Schools, 832
- Drug and Alcohol Free Schools, 833.2
- Distribution of Materials on School Premises, 850

- Approved: April 21, 1997
- Revised: August, 1999
- Approved: September 20, 1999 Effective January 17, 2000
- Revised: February 2004
- Approved: May 24, 2004
- Approved: July 26, 2010
- Approved: December 8, 2014
- Revised: February 8, 2016
- Approved: March 14, 2016
- Revised: June 27, 2017
- Approved: August 14, 2017