

Sun Prairie Area School District
Section K – School Community Relations

**PROCEDURE KG-R
PUBLIC USE OF SCHOOL FACILITIES**

Adopted by the School Board: October 22, 1985

Delegated to Administration: December 14, 2015

Revised by the School Board: April 12, 1993; October 9, 1995; April 28, 2014; March 9, 2015

Revised by Administration: June 18, 2018; December 1, 2020

Cross Ref.: BDDI, Public Concerns and Complaints; BDDI-R(1), Procedures for Responding to Public Concerns, Complaints, or Suggestions for Improvement; EB, Safety Program; ECAD, Locker Room Privacy; IGDA, Student Activities; IND, Accommodating a Student's Beliefs; JFCH, Alcohol & Other Drug Use by Students; JFCJ, Weapons in Schools; JHK, Wellness; KG, Use of School Facilities; KG-E, Facilities Use Fee Schedule; KGB, Tobacco Use on School Premises; KGE, School Site and Playground Regulations; KK, Visitors to the School During the School Day

A. Definitions

For purposes of this procedure, the following definitions will apply:

District Sponsored: Any activity or event that is officially sponsored by the school district for administrative or athletic purposes; in addition, any student organization or club as defined in Board Policy IGDA (Student Activities), regardless of whether they are District sponsored or non-district sponsored.

Community Interest Group: Groups who are devoted to child education and welfare or general community interests and are generally volunteer-based.

Resident Group: In order to be considered a resident group, the sponsoring organization is required to be based in the Sun Prairie Area School District and be made up of a minimum of 85% district residents.

School Day: A day school is scheduled; excluding summer school days. For example, staff is scheduled and a regular school day is occurring.

B. Decision-making Authority

Authority rests with the Assistant Superintendent of Operations, or as delegated by him/her, subject to review per Board Policy BDDI and Procedure BDDI-R, as to any concern related to facility use including, but not limited to:

1. Who shall receive permits for use (free or rental) of school facilities;
2. The amount of fees and charges to be made for the use of school property and services rendered;
3. The school personnel needed to support each activity;
4. What school equipment may be used;

5. The hours of opening and closing the school buildings and the specific times that school facilities will be available for use and rental;
6. The general rules and regulations to be observed while using school district buildings, property and grounds;
7. Resolution of conflicts in facilities scheduling;
8. The level of preparation or amount of time dedicated to readying a field or facility to provide accommodation as requested by the renter;
9. The right to cancel an event based on field conditions;
10. The right to conduct reference checks prior to approving a facility use request.

C. Facilities

The following facilities or spaces are available for use within the Sun Prairie Area School District:

1. Outdoor playgrounds – elementary schools: All outdoor playground areas are open to the public for use without reservation or cost at any time outside of 30 minutes prior to the school day starting to 30 minutes after the school day ends. Playgrounds will be closed from 10:00 p.m. to 6:00 a.m.
2. Except as otherwise noted, the following athletic facilities are open to the public for use without reservation or cost at any time outside of 30 minutes prior to the school day starting to 30 minutes after the school day ends. These facilities may be reserved and charged a fee in accordance with Exhibit KG-E. If a reservation is made, the location will be closed to public use during the reservation period. Facilities will also be closed daily from 10:00 p.m. to 6:00 a.m.

All elementary school athletic fields
Patrick Marsh and Prairie View athletic fields
Cardinal Heights Upper Middle School track
Cardinal Heights Upper Middle School tennis courts
High school tennis courts

3. The following facilities will be available for use by reservation only:

Class A Facilities:

| High School | Cardinal Heights | Elementary/Middle Schools |
|---|--|--|
| <p>Indoor Commons Kitchen Library Wrestling Room</p> <p>Outdoor Athletic Track & Fields: Varsity Soccer & Track Varsity Softball Courtyards</p> | <p>Indoor Gymnasium Kitchen</p> <p>Outdoor Athletic Fields: Field A (football & track)</p> | <p>Indoor Gymnasiums: Patrick Marsh (large gym) Prairie View (large gym) Meadow View Token Springs Kitchens</p> |

Class B Facilities:

| High School | Cardinal Heights | Elementary/Middle Schools |
|--|--|--|
| <p>Indoor Locker Rooms Music Rooms</p> <p>Outdoor Athletic Fields: Football Practice JV Baseball JV Soccer JV Softball</p> | <p>Indoor Cafeteria Library Locker Rooms Music Rooms</p> <p>Outdoor Athletic Fields: Field B Field C</p> | <p>Indoor Cafetorium: Patrick Marsh Prairie View Cafeteria/Stage Area: CH Bird Creekside Horizon Meadow View Token Springs Gymnasiums: CH Bird Creekside Horizon Patrick Marsh (small gym) Prairie View (small gym) Royal Oaks Locker Rooms: Patrick Marsh Prairie View</p> <p>Outdoor Athletic Fields: Patrick Marsh Prairie View</p> |

Class C Facilities:

| High School | Cardinal Heights | Elementary/ Middle Schools |
|-------------------------------|-------------------------|---|
| Large Group Instruction (LGI) | Field D JV baseball | Cafeteria: Eastside Northside Royal Oaks Westside Gymnasium: Eastside Northside Westside Large Group Instruction (LGI) Library/Media Center Music Rooms* Select Art Rooms* |

Class D Facilities:

| High School | Cardinal Heights | Elementary/Middle Schools |
|---|---|--|
| Indoor Pool Commons Hallway Select School Classrooms | Indoor Select School Classrooms | Elementary Athletic Fields Select Classrooms Conference Rooms Community Kitchens (Meadow View & Token Springs) |

Specialized Facilities:

| High School | Cardinal Heights |
|--|---|
| Bank of Sun Prairie Stadium at Ashley Field Field House Performing Arts Center Parking Lots (except student lot) Pool Summit Field Tennis Courts | Cardinal Heights Theater Parking Lots Tennis Courts |

*Needs prior principal approval

D. User Groups

1. The following classifications will define the types of user groups for Policy and Procedure:
 - a. **Group 1** – District Sponsored
Any activity or event that is officially sponsored by the school district for administrative or athletic purposes; In addition, any student organization or club as defined in Board Policy IGDA, (Student Activities), regardless of whether they are district sponsored or non-district sponsored.
 - b. **Group 2** – Student Interest Group
Resident groups who are devoted to child education and welfare or other student centered athletic or activity interests and are non-profit in nature and generally volunteer-based.
 - c. **Group 3** – Service Organizations and Community Interest Groups
Resident groups or individuals who are devoted to service of others or are general community interest, athletic and/or educationally centered and non-profit in nature.
 - d. **Group 4** – Non-Resident Interest Groups and Government Agencies
Non-resident groups who are devoted to adult or student education, athletic or activity interests, the general welfare and/or service of others and are non-profit in nature. Government agencies include local, county, state, and federal, and other school districts.
 - e. **Group 5** – For Profit Groups
For profit groups include those individuals or organizations and companies that have a profit motive; or are groups that do not provide requested financial disclosure information (see D-2).
2. The District reserves the right to request information to establish proper group status. All user groups will be required to register with the District through the online facility use system. Depending on the group classification, certain financial information regarding the group or activity may be required to be disclosed to the District. **Non-profit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Service (IRS). All non-profit user groups must provide a copy of the appropriate documentation to verify non-profit status.**

If fees are charged for any event sponsored by a Group 2 organization, all finances must flow through the Group 2 organization. If not, the partnering organization must be the fiscal agent and facility renter.

3. In the event that any injury to a participant, damage to facility, or other unplanned incident occurs, a [Facility Incident Report](#) must be completed. The report can be found on the District website.
4. Insurance certificates are required and will be updated on an annual basis.

E. Scheduling

Scheduling the use of a facility will require a reservation request to be submitted through the online reservation system.

1. The facility use calendar is the official schedule of all school district reservations. All facility use will be accurately reflected in this calendar. Failure to register an event on the calendar may bar the user from future use of space.
2. Priority in scheduling facilities will be given based on user group type or relationship with the school district during the open scheduling period. At the close of the open scheduling period, all reservations will be reviewed, prioritized, and approved or denied. An email confirmation of the request will be sent to users no more than 10 business days after the open scheduling period has ended.

Open Scheduling Periods for Groups 2-5:

Schedule for Requests

| Date Group Wants To Use Facility | Sept. – Dec. | Jan. – Last Day of School | Summer Months |
|---|---------------------|----------------------------------|----------------------|
| Users Submit Requests | March 1 - June 1 | July 1 - Oct 1 | Nov 1 - Feb 1 |
| District Approves Requests | June 1 - 15 | Oct 1 - 15 | Feb 1 - 15 |

Note: Special functions that require scheduling of a facility further in advance of the dates above (athletic tournaments, meets, performances, camps, etc.), will be allowed through the use of a Memorandum of Understanding (MOU) with the District. Once approved by administration, the event will be placed on the calendar.

When a reservation request is not able to be honored due to a conflict, the District will work with the requester to accommodate the request at an alternate facility or location, or at a different date or time.

3. Prioritization of reservations will be given to users during the open scheduling period in the following manner:
 - a. Group 1
 - b. Groups who have an MOU with the District that specifically state a usage schedule, i.e., City of Sun Prairie
 - c. Group 2
 - d. Group 3
 - e. Group 4
 - f. Group 5

After the close of the open scheduling period, reservation requests will be handled strictly on a first come, first serve basis for all groups with no priority given.

4. Any group interested in reserving the Bank of Sun Prairie Stadium at Ashley Field, High School Performing Arts Center, Cardinal Heights Theater, or the High School Pool should discuss their intended use and schedule with the manager of that facility prior to submitting a reservation request.
5. Within the above prioritization, Specialized Facilities (as outlined in C-3) will give priority to specific uses for which the facility was designed, (i.e., performance or theatrical events will be given priority for use of Performing Art Center facilities; certain athletic events such as tournaments will be given priority for use of High School Field House). This use-specific prioritization applies to Groups 1-3 without difference given between these groups, (i.e., a Group 3 theatrical performance will be given priority for the Performing Art Center over a non-performance based school function).
6. Group 1 users will take precedence for use of all facilities. Every attempt will be made to reschedule Groups 2-5's reservations to an alternate facility or an alternate time. Advanced notice will be given to the original reservation holder via phone, email and/or text message.

Groups 2-5 who make reservations must understand that [due to inclement weather or other school closings, maintenance, other District needs and/or other acts of God], Group 1 users (primarily, but not limited to, athletic teams) may be forced to reschedule practices, competitions, or other events to an alternate date or facility.

7. All week day reservation requests not made during the open scheduling period outlined in E-2 should be made at least one week prior to the event to properly schedule staff. No new requests will be accepted inside two business days of the desired time.

Requests for new reservations or changes to existing reservations for events held on Saturdays or Sundays must be made at least two weeks in advance. Any changes or cancellations made to weekend events less than two weeks prior to the event may be charged the entire original reservation fee and may be assessed additional fees (outlined in Section F). Rescheduling of an event due to an unexpected school closing (such as inclement weather) will not be subject to these limitations.

F. Cancellations

1. For purposes of scheduling support staff, the District requests cancellation notification two weeks in advance of the original reservation. Any cancellation received less than two business days prior to the event may incur a service fee.
2. Any no shows will incur a service fee in addition to any direct costs related to the event.
3. Excessive cancellations or no shows by a group may result in the cancellation of all remaining reservations in addition to the cancellation fees outlined above.
4. When school is cancelled due to weather or other school closings, all evening activities will also be cancelled. Any weather-related or emergency closing causing cancellations will not incur fees.
5. The District reserves the right to cancel all activities due to weather advisories with little to no notice.

G. Facility Use Fees

1. Facility use fees shall be charged to those individuals or groups/ organizations in accordance with Policy KG, the procedures outlined in this document and Exhibit KG-E: Facility Use Fee Schedule.
2. Users are required to clean up and return all furniture/equipment to its original location or configuration. Events that require extensive set-up or clean up beyond normal custodial duties, or extensive furniture or equipment movement, etc., by district personnel will be charged extra according to the rates outlined in Exhibit KG-E. Events that exceed the reservation time will be charged accordingly, and/or the renter may be asked to leave.
3. The District will require additional staffing for large events and tournaments (or if the past events required extra staffing), which will incur additional charges per Exhibit KG-E.

4. The District may require a deposit for large events.
5. Events held on weekends will incur a custodial fee.
6. The use of district technology is not permitted without prior authorization. Please contact the technology department two weeks in advance if your event requires technology equipment. A technology support staff member may be required to be onsite when using district computers, district projectors, etc. A \$40/hour fee will apply (2 hour minimum). Guest wireless access is provided free of charge.
7. Sunflower seeds are prohibited on all athletic fields. Any violators will be charged a fine.
8. All fees are payable within 30 days of the invoice date. Checks should be made out to Sun Prairie Area School District and mailed to or dropped off at the Sun Prairie Area School District Office, Attn: Accountant, 501 S. Bird St., Sun Prairie, WI 53590.

Payments not received within 30 days of the invoice date will be considered past due.

9. Failure to pay facility use fees after 60 days of the invoice date will be assessed a late fee and will result in automatic denial of any current or future reservations or requests until the delinquent balance is fully paid.
10. After 120 days past due, invoices may be referred to a collection agency or legal representatives for collection and the user will be denied any future use of district facilities.
11. All payments collected pursuant to Policy KG and Procedure KG-R will be used for the maintenance and upgrade of facilities in a manner beneficial to public use of the facilities.
12. "In kind" payments of goods or services in lieu of cash payment will not be accepted.
13. If a payment is received that is more than the amount of an invoice, the difference will be added as a credit on the account and applied toward future invoices.
14. No rental fees shall be charged for professional development classes which are initiated by the District, benefit district employees, and are consistent with the district strategic plan.
15. No rental fees shall be charged to universities or for college classes which are initiated by the District, benefit district students, and are consistent with the district strategic plan.

H. General Regulations

1. A district custodian will be on duty and available while facilities are in use by Groups 2-5. The district custodian will be responsible for opening the facility and areas to be utilized (including deactivating alarm system), periodically checking each facility, facilitating the resolution of any problems, and closing the facility (including activating the alarm system).

Contact information for the custodian will be provided upon request to the facility user.

2. Facility agreement holders are expected to provide proper supervision of all attendees/participants during the entire duration of the reservation; i.e., not wandering hallways or destroying school property.
3. The District prohibits the use of facilities for youth groups after 9:00 p.m. on any evening before school.
4. The Performing Arts Center Manager and the High School Pool Manager, or assigned personnel, will be on duty for all events in those specific facilities.
5. The Director of Facilities & Grounds or designee must give prior approval to any group for installation of any decorations. Tape, wax or glue shall not be used on any drywall, block construction, walls or wood floors. All decorations must be removed before the group leaves the building. Latex balloons are not allowed in any facility.
6. Storage of non-district items may be authorized with written permission by the Director of Facilities and Grounds on a case-by-case basis.
7. Use of alcohol, illegal substances, or tobacco products, as well as the possession of weapons, is strictly prohibited in district facilities or on district premises.
8. School representatives and local safety officials have the right to inspect any facility at any time and require compliance with the rules that are necessary for the safety of such facilities and the occupants.
9. Dangerous activities such as fireworks, the use of combustible or flammable materials, overcrowding, amusement rides, trampolines, and the presence of dangerous animals are not allowed under any circumstance.
10. Gambling is not allowed on district grounds. Raffles are allowable per approval of the appropriate district administrator or designee, but must have secured an appropriate raffle license.

11. The District will provide safe facilities that are maintained to the District's specification. Elementary fields will be maintained at a length of 3" to 3 ½", athletic fields will be maintained at a length suitable for the district-sponsored activities that occur on that field. The District will only paint and provide equipment for district-sponsored activities. No renter may modify the grass height or paint a field without the written consent of the Director of Facilities and Grounds or his/her designee.
12. Failure to comply with district policies and procedures, local, state, and federal laws, fire codes, and safety regulations may result in termination of the facility use agreement and denial of future facility use requests as well as obligation to pay any fees as a result.
12. The facility agreement holder is liable for damage to school property over and above normal wear. Failure to reimburse the District for damage will result in denial of future use of school facilities.
13. The facility agreement holder and its supervisors shall be primarily liable and shall hold the Sun Prairie Area School District harmless for any damages done to persons or school property. All non-school user groups must provide a certificate of liability insurance with minimum coverage of \$2 million aggregate and \$1 million single occurrence and naming the Sun Prairie Area School District as additional insured.
14. No lock-ins/overnights are permitted for non-district related activities.
15. When regular funeral facilities in the community do not have space to accommodate a service with expected attendance of more than 1,000, the Sun Prairie High School Performing Arts Center/Field House may be reserved with prior authorization from the Assistant Superintendent of Operations.

I. Use of the School Kitchen

1. Strict requirements for school kitchen use are necessary to ensure the facility is left in an orderly manner and ready for regular use by the food service staff.
2. State regulations require the district to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants). These standards must be met at all times, including the use of food service facilities for functions other than school meal preparation.

3. The kitchens used for school meal preparation or serving may be used for school and non-school functions contingent upon approval of the Director of School Nutrition.
4. The Director of School Nutrition shall be notified a minimum of two weeks in advance of the requested date(s) for use.
5. Food service equipment shall be operated only by trained personnel. If any major food service equipment is needed, a district food service employee familiar with the equipment and sanitation procedures will be required to operate, help clean, and sanitize the equipment.
6. The cost of food service personnel shall be reimbursed by the group or organization at the rates identified in the Facility Use Fee Schedule.
7. All other facility use regulations shall apply.

J. Use of the School Community Kitchens

1. When renting the community kitchen at Meadow View and Token Springs, users must obey the signage regarding use of those kitchens. Instructions on hand washing, safe food handling and cleaning, and sanitizing surfaces and equipment must be followed.
2. After an event, the facility user must leave the community kitchen in its original condition. Groups not following this practice will incur an additional charge and loss of future usage of the community kitchen.