

GLENDALE-RIVER HILLS SCHOOL DISTRICT
2600 W. Mill Road, Glendale, WI 53209

BUILDING/SITE USE GUIDELINES

We are happy to share our facility with you and ask you to adhere to the following guidelines:

1. Use of a building is limited to the area you requested and includes adjacent restrooms only.
2. Children **MUST** be under adult supervision at **ALL** times. Wandering through the building or going into classrooms is **NOT** permitted.
3. If students are being picked up from the activity, the adult in charge **MUST** designate a place to wait and supervise the students until their transportation arrives.
4. Please inform the school on the *Application and Agreement for Use of School Facilities* form prior to the scheduled event of any specific needs, equipment, or other requests.
5. Please be respectful of our facility and leave it in the same good condition you found it.

If your organization is unable to follow these guidelines, it will be my responsibility to inform you that you will no longer have use of the facility.

We look forward to having your organization use our facility and appreciate your cooperating in following the above guidelines. Attached is the School Board Policy regarding the rental process and the use of School District facilities. Please read the attached before signing the *Application and Agreement for Use of School Facilities* form. Thank you.

Sincerely,

Director of Buildings and Grounds

GLENDALE-RIVER HILLS SCHOOL DISTRICT
2600 W. Mill Road, Glendale, WI 53209

Preparing Today's Children to Succeed in Tomorrow's World

RENTAL PROCESS

1. Prospective users contact the school building directly to see if the desired facility/property is available on the time/date it is needed.
2. If the facility is available, the Building Designee sends an application form to the individual requesting the use and puts a temporary hold on the building master calendar for the desired facility. The designee must initial the form indicating the facility use is on hold and complete the sections indicating facility, time and any special equipment setup needs.
3. The form is returned by the prospective user to the District Administrator's Secretary (D.A.S.).
4. The D.A.S. attaches a copy of last year's approved form, if applicable, and gives it to the Director of Buildings and Grounds for final approval and fee/charge assessment. Approval consideration shall include: appropriateness of the request, past fee collection problems (if any) and any other concerns that reflect the best interest of the School District.
5. The Director of Buildings and Grounds approves or disapproves, indicates fees/charges to be assessed and returns the form to the D.A.S.
6. For long-term rental requests the D.A.S. will indicate on the form the days the requested facility will not be available for use. (For example: If the custodians work only during the day - holiday breaks, in-service days, etc., users will not be allowed access to the facility at night.)
7. The D.A.S. sends a copy of the approved/disapproved form to the following:
 - Individual requesting use of the facility
 - School Secretary or Building Use Designee
 - School Custodians
 - Business Assistant - if there is a fee/charge assessed
8. If a fee/charge is assessed, the Business Assistant sends an invoice and collects the fee/charge. If a user does not meet the payment timeline, the Business Assistant calls the user to remind them of the payment due.
9. The D.A.S. maintains a file on all approved and disapproved facility use requests.

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. A custodian/school supervisor/or Nicolet recreation supervisor must be present to assist those using the facilities and to properly secure the facilities after use. The organization using the facilities must provide adequate supervision of the group.
2. The District is not responsible for any lost, broken or stolen items belonging to users. The organization using District facilities or equipment is responsible and will be assessed for any loss or damage to District equipment and facilities.
3. Attendance is limited to the recommended capacity. Groups must confine their activities to the rooms scheduled and the time authorized. All persons using the pool shall provide their own swimsuits and towels. A certified lifeguard must be on duty anytime the pool is used. A ratio of 1/35 must be maintained. Use of the pool by one person only is prohibited.
4. District-employed or contracted kitchen personnel must supervise use of facilities and equipment in the school kitchens. The District encourages the preparation of banquets, buffets, or lunches outside the school.
5. Proper non-marking rubber-soled gym shoes shall be used by patrons utilizing gym facilities.
6. The purpose of the building use shall not violate any local, State or Federal law or School Board policy. Alcoholic beverages and tobacco products are not permitted on public school district property in the State of Wisconsin. School Board policy prohibits smoking on school district grounds.
7. Use of open flame is prohibited in any area at any time.
8. Normal use of school building facilities shall be limited to the hours of 8:00 a.m. to 10:00 p.m. Saturday and Sunday use is contingent upon custodian availability.
9. Failure to comply with the adopted Rules and Regulations as they pertain to the use of school buildings and grounds shall be considered cause for the denial of future requests for the use of school building facilities or cancellation of long-term requests by any individual or group.
10. The School Board shall be the final authority in all cases of dispute and may waive or alter these conditions as it determines to be in the best interests of the School District.

In consideration of being permitted to enter upon and use certain School District facilities managed and owned by Glendale-River Hills School District, all users, for himself, his heirs and assigns, (hereinafter "Indemnitor"), hereby releases, covenants not to sue, and agrees to hold harmless and indemnify Glendale-River Hills School District, its officers, agents, and employees, from any and all liability loss, or damage, including reasonable attorneys fees, that Indemnitor may suffer as a result of claims, demands, costs or judgments against it arising from the presence upon or use of Indemnitor's facilities by Indemnitor, or injury to Indemnitor or any other person permitted by him, including by reason of death of or injury to Indemnitor, and whether the liability, loss or damage is caused by, or arises out of, the negligence of Indemnitor or of its officers, agents, employees, or otherwise. Herewith, all users of School District facilities hereby assumes full responsibility for and risk of bodily injury, death or property damage due to his presence upon, use of or participation in activities conducted upon the said property of Indemnitor.

USE OF SCHOOL FACILITIES

Priority Use:

1. School activity
2. Long-term lease agreements
3. Co-curricular activities
4. Long-term rentals *
5. School affiliated organization (for example: PTO, Scouts and Daycare)
6. Nicolet Recreation activity
7. District not-for-profit
8. District for-profit
9. Non-district not-for-profit
10. Other non-district

* Occasionally long-term rentals may need to be canceled or rescheduled due to the need to schedule previously unknown school or co-curricular activities.

Supervision:

1. A custodian, school supervisor or Nicolet recreation supervisor must be present to assist those using the school facilities and to properly secure the facilities after use. A District-employed or contracted kitchen supervisor must be present when kitchen facilities or equipment are used.
2. The lessee using the facilities must provide adequate supervision of the group.
3. The district is not responsible for any lost, broken, or stolen items.
4. The organization using District facilities or equipment is responsible and will be assessed for any loss or damage.
5. A certified lifeguard must be on duty anytime the pool is used. A ratio of 1/35 must be maintained.

Use of Equipment:

1. Use of equipment in any school kitchen must be approved by the Director of Buildings and Grounds and supervised by District employed kitchen personnel. The District encourages the preparation of banquets, buffets, or lunches outside the school.
2. Swimsuits and towels must be provided by the user when using the swimming pool. Permission must be received from the Co-curricular Coordinator for the use of any special equipment.

Scheduled Use of Facilities:

1. The building principals shall schedule school related and co-curricular activities.
2. The District Administrator shall schedule all School Board activities.
3. Application for renting facilities shall be made to the Building Administrator at least two (2) weeks prior to scheduled use. If facilities are available, a contract shall be prepared and copies distributed to proper personnel.

Fee Structure:

1. Organizations affiliated with the school or meeting specific criteria shall not be subject to a fee charge except for expenses incurred by the District.
2. There is a two (2) hour minimum on rentals.
3. The following fee structure will apply to all other groups using school facilities for each two (2) hour period:

FEES:

Glen Hills Middle School				
Facilities:	<i>Not-for-profit resident</i>	<i>For-profit resident</i>	<i>Not-for-profit non-resident</i>	<i>Other non-resident</i>
Classroom	\$20.00	\$30.00	\$40.00	\$50.00
Outside Field	\$30.00	\$40.00	\$50.00	\$60.00
Library, Pool or Gym	\$50.00	\$60.00	\$75.00	\$75.00
Commons/Stage/ Cafeteria	\$60.00	\$75.00	\$100.00	\$100.00

Parkway School				
Facilities:	<i>Not-for-profit resident</i>	<i>For-profit resident</i>	<i>Not-for-profit non-resident</i>	<i>Other non-resident</i>
Classroom	\$20.00	\$30.00	\$40.00	\$50.00
Outside Field	\$30.00	\$40.00	\$50.00	\$60.00
Library, Multi- purpose Room/ Cafeteria or Gym/Stage	\$50.00	\$60.00	\$75.00	\$75.00

Personnel Charges Per Hour:

Supervisor	\$40.00
Kitchen Supervisor	Per Contract
Custodian - straight-time	Per Contract
Custodian - overtime	Per Contract
Lifeguard	Per Contract

The Administration retains the right to adjust the fee schedule.

Reference: Wisconsin State Statutes 120.13(17) and 120.44(2)

Adopted: 1/86; Amended: 5/92; 9/21/92; 10/19/92; 2/15/99; 8/16/04; 6/16/10

COMMUNITY USE OF SCHOOL FACILITIES

The School Board believes that the school facilities should primarily be used for school and school-related purposes. The Board further believes that the use of school facilities by community members and others, when such use does not interfere with the prime purpose of the school facilities, should be encouraged. The administration shall establish appropriate procedures and fees for such use. The School Board authorizes the Administration to develop rules and procedures for and execute rental agreements defined as follows:

Short Term Rental: Rental of a facility and/or grounds at a time other than when it is used for District purposes for a defined number of dates. (Example: Rental of a gym for a weekend to hold a basketball tournament.)

Long Term Rental: Rental of a facility and/or grounds at a time other than when it is used for District purposes on a regular, on-going basis. (Example: Monthly scout meetings.)

Lease: Rental of a facility and/or grounds not used for District purposes on a full time basis. (Example: Rental to a daycare provider operating a full day program.)

Reference: Wisconsin State Statutes 120.13(17) and 120.44(2)

Adopted: 12/60

Amended: 7/62, 10/67, 12/70, 12/76, 2/22/78, 3/19/84, 12/16/85, 1/15/90; 2/15/99;
8-17-04