



Book	Policy Manual
Section	800 - School Community Relations
Title	Public Use of School Facilities and Grounds
Code	830
Status	Active
Adopted	March 7, 1994
Last Revised	April 12, 2021

Public Use of School Facilities and Grounds

No. 830

(A) 3-7-94

10-8-01

(R) 7-22-02

(R) 1-16-06

(R) 12-14-15

(R) 2-8-16

(R) 4-12-21

The Board of Education believes district facilities are a public asset and therefore encourages the utilization of school facilities.

The intent of this policy is to allow temporary access to school district facilities in a manner which promotes the interests of the students and citizens of the School District, and in a manner consistent with local, state and federal law. The provisions of this policy supplement those provisions of the Wisconsin statutes which address the temporary use of school facilities by non-school groups.

Use of school facilities is allowed only when authorized by the Board of Education through the school district administrator. However, authorization for the use of school facilities is not an endorsement of an activity, person or organization, or the purpose(s) of such person or organization, by the Board of Education.

I. Access to Facilities

The Board of Education authorizes the temporary use of school facilities by responsible persons or organizations when such use otherwise complies with the provisions of this policy and applicable provisions of state and federal law, subject to the limitations below. The district administrator shall deny an application for use of school facilities if s/he determines that:

- A. The proposed use of school facilities will interfere with the use of school facilities for school purposes or for school-sponsored functions or activities;
- B. The proposed use of school facilities substantially interferes with the educational mission of the schools;
- C. The proposed use of school facilities poses an unreasonable risk of physical injury to attendees or participants;
- D. The proposed use of school facilities poses a substantial risk to school security;
- E. The proposed use of school facilities poses an imminent risk of illegal activities;
- F. The proposed activity involves subject matter which is legally obscene, determined by reference to an

activity's intended audience or participants;

G. The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property; or

H. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past.

The Board of Education, through the district administrator, reserves the right to deny or cancel use of facilities or terminate any agreement at any time with or without cause based on the following, but not limited to, building maintenance requirements, operational needs, security, weather conditions, lack of facility supervision being available, failure to pay previous charges in full or other.

The District facility will not be available for use if conflict with already scheduled activities, school observed holidays, during emergency closing, and is discouraged for overnight use.

During inclement weather, school buildings will be closed regardless of usage agreements. Due to the safety of the public and its employees, the Lodi School District Administration has final say over the operation of school buildings.

When a custodian is not scheduled, and one needs to be assigned, there will be a \$40 hour custodial fee charged to all groups. If the event size requires more staff, the Lodi School District reserves the right to add custodial staff and charge a fee to the user group.

If the District Administrator denies access to school facilities on any of the grounds above, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the district administrator's office within ten business days from the date of the district administrator's denial. Nothing in this policy shall be construed to limit the Board of Education's authority to impose reasonable time, place and manner restrictions in place of denying access to school facilities.

II. Swimming Pool Access

The Lodi High School swimming pool is a facility with special personal safety concerns. No School District employee shall be in the pool area alone. No students shall be in the pool area without approved lifeguard supervision. No School District employee or student shall be in the pool without approved lifeguard supervision. All employees and students are expected to abide by the pool use rules and procedures as set by the CREW Director and Aquatics Manager

III. Reservation of Facilities

To request the use of a school facility, a completed Facility Usage Authorization Form must be approved by the district administrator or designee. All applications for and use of district facilities shall be in accordance with duly established procedures governing facility use.

The Facility Usage Authorization Form will document that those requesting to use school district facilities have read and agree to follow the procedures in *Use of School Facilities Procedures* for Policy No. 830 which is available in electronic format on the School District webpage: www.lodi.k12.wi.us.

All facility requests must be made online through rSchool facilities at <https://fs-lodisd.rschoolday.com/authentication/credential/login>. The representative must set up an account to request facilities within the rSchool system. Once a request for an account is submitted it will need to be approved by a facilities coordinator and assigned a classification to determine rental rates before facilities requests can be made. After the account has been approved, the representative will receive an email with account information (login and password) and a link to reserve facilities.