

**USE OF FACILITY REGULATIONS**

830-Rule

General conditions relating to school use are as follows:

1. Application for the use of a school building or any part of the building or grounds is to be made at least seven days in advance. School program related applications should be made to the building principal. Community program related applications should be made to the Activities Director.
2. A “Facilities Schedule” shall be kept by each school principal or his/her designee and be available for inspection and review. A District schedule will be kept in the Activities Director’s office. The Activities Director’s office will keep a schedule of activities which take place before and after school. This will include evening and weekend activities. Calendars and schedules shall be available for inspection and review during the regular school day.
3. To qualify as a recognized youth athletic group/organization a minimum of 80% of the total participants, of the organization, must reside within the Waunakee Community School District boundaries. The Activities Director or other District Administration has the discretion to request a residency report to ensure user groups are properly categorized.
4. Every non-school group using a facility must have an adult (non-K-12 student) designated as in charge of the activity or event. A District employee or village recreation program agent must be on duty during an activity which takes place in a school building.
5. Non-school events which take place on a Saturday generally are not charged custodial time. However, certain events may result in the user being charged for custodial costs. Non-school events which take place on a Sunday will be assessed a charge for custodial services. Student employees shall be hired at a rate determined by the Activities Director.
6. Every non-school individual, group, and/or organization using a school facility, by accepting a use permit, must agree to guarantee orderly behavior and to indemnify the District for any damages to the school and its property caused by any participant and public involved as well as provide a signed liability waiver document.
7. Applicants that are renting school facilities, and others as determined by the Activities Director, are required to file a certificate of insurance (except in the case of district residents’ rental of the pool). The certificate of insurance naming the district as additional insured must be in the possession of the superintendent or his/her designee before the usage may occur.

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Liability waiver documentation and a certificate of insurance shall not be required of Village Recreation Department or its participants.

8. The District discourages the use of facilities for youth groups after 9:00 p.m. on nights before a school day.
9. School facilities shall exist primarily to serve school district educational, co-curricular, recreational and administrative activities. Upon the satisfaction of the public school district's need and use, district facilities shall then be made available to other groups based on the structure outlined below.
10. The Village Recreation Program shall enjoy a priority status among non-school facility users in scheduling events that utilize school district facilities for recreational purposes only. No rental fee shall be charged to the Village Recreation Program for these programs. All youth and adult members of the school district participating in village recreation programs which utilize school district facilities shall be treated equally in all aspects of program participation. Such programs shall not be in direct conflict with programs conducted by the school district. The Activities Director shall determine compatibility of programming. The director of the village recreation program and his/her designee(s) shall be granted access to district buildings and grounds including the appropriate keys to said individuals and approval of them to have security codes where needed. The Village Recreation Program will be subject to all board of education policies in the operation of all of its programs that take place on school district property.

#### Exemptions

In the event of multiple requests to use the same facility, earliest requests will normally have priority. Facilities cannot be scheduled earlier than the dates established by administrative guidelines. Facilities shall be made available to the widest variety of community members. The Activities Director shall determine such use. Appeals may be made to the Superintendent.

12. Any group that believes it should be exempted from a rental fee has the option of filing a written request with the Board of Education on the approved "Exemption Request" form (see 830-Exhibit). The Board shall consider the circumstances and stated reasons for seeking an exemption and make a decision at the next regularly scheduled Board meeting where the request can be placed on the agenda in time for proper meeting notification. Exemptions shall only be granted for good cause and shall only be for one year. Groups or individuals may re-apply annually for consideration for an exemption.

The Activities Director has the discretion to determine rental rates for groups or individuals not covered by the above categories. The Activities Director also makes a determination as to which category the applicants are assigned. The Activities Department will keep a District Facility Fee schedule document to ensure consistent applications of facility fees. This document will be

approved annually by the school board. Fees may also be reviewed, changed, or amended on an as needed basis by the school board.

The Activities Director may refuse to allow or may cancel the use of facilities to any group due to conflicts with school activities, safety, health or liability issues, security concerns, past experience with the proposed user, or other valid reasons. Denial of use may be appealed to the Superintendent.

Equipment of a specialized nature will be made available only with authorized personnel to operate it or supervise its operations. Use of specialized equipment is not encouraged.

Given the nature of existing specialized equipment and security issues, use of the kitchen by a public group to obtain or dispose of water needed for coffee, lemonade, etc., is not permitted without the presence of a custodian or caretaker. In no case is the kitchen to be opened or remain open without supervision.

Uses or conditions not covered in these procedures must be approved by the Superintendent and/or Activities Director.

Cross Ref.: 443.3, Use and Possession of Tobacco Products  
443.4, Drug Free Schools  
830-Exhibit (2), Community Use of Recreational Facilities  
832, Public Conduct on School Property

Adopted: 2/14/83

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Waunakee Community School District