

Regulation 3280R.2

Community Relations

WICPTSA FACILITY USE AND COPIER GUIDELINES

Facility Use

- WIPTSA generally will not be charged for facility use of District buildings and grounds.
- WIPTSA will maintain and provide proof of current liability insurance coverage.
- School related WIPTSA sponsored events will be planned and coordinated with the appropriate building principal or their designee. PTSA leadership will ensure the event is entered into ML Schedules in a timely manner. Building administration or their designee will provide support as needed.
- Events that can coordinate with existing support staff schedules (e.g. building cleaners) will not incur any facility use fees.
- In circumstances where additional support is required (e.g. a dedicated cleaner specifically assigned to the event), a cost based fee will be billed to the WIPTSA.

Copier Guidelines

- Nominal use of District copier equipment is allowable for WIPTSA communications to students/families.
- WIPTSA will coordinate with the building principal or their designee to produce the copies without interfering with building use of such equipment.
- WIPTSA will supply the paper for the print job.
- Black and white copies will not incur any charge. Color copies will be charged at cost, \$0.05/copy.