

830 COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

The buildings and properties of the School District of Auburndale (hereinafter referred to as the "District") shall be available for community use under conditions prescribed or permitted by law, state or federal, and in accordance with the adopted policies and regulations of the Board of Education. At no time shall school facilities or grounds, indoor or outdoor, be used for personal profit or personal monetary gain by District staff and/or individual community members.

The primary areas within the school buildings that may be available for community use are gymnasiums, cafeterias, Elementary Theater and High School mezzanine. Outdoor facilities such as the track/football field, baseball field, parking lots and playgrounds are available for community use provided the use by the individual, group or organization will not cause damage i.e., the grassy areas are too wet to play on. The indoor and outdoor concession stands are also available for community use. Non-specialized classrooms may be used for smaller group activities based on the intended usage and other safety and health factors. The use of highly specialized classrooms and/or equipment will be limited to individuals and programs that are highly trained and qualified to do so. The use of a school kitchen by a community group/organization will require the presence of a school employed food service worker. The group/organization using a kitchen will reimburse the District for part or all of the cost of the food service employee, depending on the group's classification and intended use.

Priority for the use of school facilities shall be as follows:

1. All activities/functions directly connected with the District's academic or athletic programs
2. Adult education classes that have been approved by Board and/or Administration
3. Non-school sponsored programs that provide educational and recreational opportunities for the students of the District
4. Other organizations or businesses in the District
5. Other organizations or businesses outside of the District

The following classifications will be used in determining fees to be charged in utilization of school District facilities:

Class A User: A class "A" user is defined as a school organization or group of individuals directly connected to a curricular and extracurricular program or activity whose primary function is to improve or enhance a school-run program and/or provide opportunities for the academic, social or emotional growth and development of students. Examples of class "A" users are, but not limited to, school run organizations and clubs such as the FFA, DECA, FCCLA, "A" Club, Spanish Club, Student Council or class run events or activities.

Class B User: A class “B” user is any non-profit civic, charitable, service, education, or governmental group whose members are primarily composed of District residents and whose purpose and activities have a direct connection with District programs or its students. Examples of class “B” are, but not limited to, PTO, Music Boosters, Athletic Boosters (AABC), Youth Recreational Organizations and FFA Alumni. 4H and Boy/Girl Scouts groups which are located in the District and whose membership is composed primarily of District students are considered class “B” users.

Class C User: A class “C” user is any non-profit civic, charitable, governmental or service group whose members are primarily residents and whose purpose and activities serve the greater good of the community and/or School District. Examples of class “C” users are, but not limited to, Lions Clubs, Parks Association or YMCA.

Class D User: Class “D” users are all other individuals, groups or organizations who use the facility for personal use, financial gain or to further the interest of their group.

The Cardio and Weight Rooms are open to the public as follows:

Cardio Room	Sunday - Saturday	Hours as established by Administration
Weight Room	Monday - Friday	Hours as established by Administration

A person wanting to use the Cardio and/or Weight Room must complete the appropriate paperwork in the High School Office and pay the established fee. Rules and procedures for both rooms will be explained to the individual and will be expected to be followed.

The individual, group or organization wishing to schedule the use of school facilities should apply for approval to the District Administrator. An application will be denied if previous usage has been detrimental. The District Administrator may change or reschedule usage of rooms or buildings whenever, in his/her opinion, there is a conflict. The District Administrator may refuse any application. Applications for building usage should be submitted one month prior to the event or as soon as possible thereafter.

The individual, group or organization shall assume full responsibility for, and compensate the District for any damages done to the building, equipment, or property during the period of usage; indemnify and forever hold harmless the Board and its officers, agents, and employees from any and all claims arising out of the use of any of the school facilities and equipment. If there is unwarranted destruction of property, the individual, group or organization agrees to restore the property to the original condition. The Board shall be the sole judge of unwarranted destruction of property.

The individual, group or organization must provide sufficient supervision to satisfy the administration that the event will be controlled. The individual, group or organization will designate a specific person as the Event Supervisor.

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If the District Administrator deems it necessary to have additional supervision provided by the District, the cost of such supervision will be included on the Agreement for Use of School Facilities (Equipment) form. Paid custodians will generally not be required when an event is held during the regular school year, Monday through Friday, between the hours of 4:00 P.M. and 10:00 P.M. Paid custodians may be required whenever an event is held on a Saturday, Sunday, Holiday or non-school day. The costs for custodial services needed shall be determined by the District Administrator as an agreement by the District Administrator and the organization.

The District Administrator may require the individual, group or organization to supply proof of liability insurance and/or require a certificate of insurance in the amount of naming the District as additional insured; particularly when school facilities are to be used for activities they were not specifically designed for and/or would place participants in a situation where the District could be liable for damages to individuals or property. The cost of the insurance is to be paid by the individual, group or organization.

The District Administrator or designee shall have the right to enter and inspect the facility at any time in which the building is being used and require compliance with the regulations and to impose any rule that may be necessary for the safety of such building and audience therein. Applicant shall comply immediately with such request.

Authorization for use of school facilities by outside/community agencies or individuals shall not be considered as an endorsement of or approval of the activity, group, organization, individual or the purpose they represent.

Legal References: WI Stat 120.10 (9) (10), 120.12 (20), 120.13 (17) (19) (21) & 120.44

Adopted: March 21, 2012

Revised and Approved: November 20, 2013, February 15, 2017, December 19, 2018