CLASS IDENTIFICATION

Class 0 Shawano School District Activities (Priority Use)

Class 0 includes all Shawano School District–sponsored activities, including but not limited to sports, clubs, and extracurricular activities.

- All practices, games, meetings, events, and activities are required to have an approved facility reservation submitted a minimum of two (2) weeks prior to the scheduled use. This requirement applies to all dates, including non-student days, weekends, and legal holidays.
- If a **Class 0** group chooses to meet on a legal holiday, no district staff will be available to provide facilities, security, or building maintenance support. Cleaning of the space used and securing all doors will be the responsibility of the coach or staff member supervising the activity.
- On district-recognized holidays, the coach is responsible for ensuring team access through the use of a district-issued badge or district-issued key.
- **Class 0** activities have priority for facility usage and are not subject to facility rental fees; however, applicable staffing or operational costs may apply when required.
- Failure to secure a facility reservation may result in denial of facility access.

Class I Fees will not be charged for the following groups if provisions are met as stated below*.

Shawano School District affiliated groups: Parent/teacher organizations, scholarship associations, school committees, booster clubs, council of school associations, County or state school performances, etc.

Youth service associations, community youth sports groups, or other youth groups: Boys & Girls Club of Shawano, Big Brothers/Big Sisters, Boy Scouts, Girl Scouts, 4-H, Brownies, etc.

Shawano School District civic recreation and citizen associations: Shawano Optimists, Rotary Club, Lions & Lioness, Shawano Pathways, etc.

Officially appointed groups of the municipal government: Shawano Police & Fire Department, Shawano County Sheriff Dept., Shawano Park & Recreation Department, UW-Extension Office, etc.

Local citizen groups of 100% Shawano School District Resident membership.

Approved charitable, philanthropic, and cultural groups, service clubs, fine arts associations, theatre groups, and other organizations not operating for profit and devoted to community interest and child welfare.

**Free use of school facilities may be granted to the above organizations <u>with the following provisions</u>:*

1) Use of the facilities is not to interfere with the school program.
2) Use of the facilities must be within the hours of regular custodial service, unless paying for custodial or other necessary services.
3) Use of facilities will not create unreasonable additional supervisory or custodial requirements.
4) Organizations will provide sufficient supervision to restrict use to permitted areas. The individual signing the contract is responsible for arranging and providing the required supervision.
5) All admission fees and revenue from events held are returned to students or student programs.
6) Membership in the organization or group is open to the public which must be documented.

Class II Fees will be charged for use of school facilities by:

Organized groups within the community where admission or donations are accepted and used for profit when such profit is used by the group for advancement of the group(s) and not for the benefit of Shawano School District students. (See Fee Schedule).

Groups for non-profit, charitable, philanthropic, civic or other non-commercial, non-personal purposes. When admission or donations of events held are used for the advancement of the group(s) and not to benefit Shawano School District students. (See Fee Schedule).

Religious organizations may be granted use of school facilities as provided under Wisconsin statutes. Class II fees are to be used with additional charges for Saturday or Sunday uses if they apply. (See Fee Schedule).

Class III Fees will be charged for use of school facilities by:

Shawano School District businesses and for-profit group when revenue generated by such use is not used to benefit Shawano School District residents or students. (See Fee Schedule).

Class IV Fees will be charged for use of school facilities by:

Out-of-District businesses, organizations and individuals when use of the facilities does not directly benefit the Shawano School District residents or students. (See Fee Schedule).

PRIORITIES FOR FACILITY USAGE

1. Shawano School District
2. Shawano Municipal Departments (ei. Recreation Department, Police Department, UW-Extension, etc.)
3. Community Organizations

PROCEDURE FOR REQUESTING USE OF SCHOOL FACILITIES

Application for facility usage permit will be made using the online request system at the Shawano School District website. Whenever possible requests should be made at least 10 days in advance. Facility usage requests for special events should be made at least 30 days in advance.

To access the online facility schedule:

1) Go to: www.shawanoschools.com
2) Click - 'Community Education'
3) Click - 'Facility Usage'
4) Click - 'Request Facility Use'
5) Register to 'Become a Requester' or sign in entering your user name & password
6) If you need assistance call the Community Education Office. 715-526-2192 ext. 3202

Facility Usage Application

~ Requests will be accepted from the public after July 1 for the next fiscal school year.
~ School facilities will not be available on legal holidays/days legal holidays are observed.
~ School facilities are not available for community use when school is not in session (non-student days) during the school year.
~ When school is cancelled due to inclement weather all buildings will closed and no evening activities will be held. All permits will become void for that day/evening.
~ Purpose of the reservation and/or the type of meeting must be clearly stated on the application.
~ Include start time and end time for each reservation, plus set-up and tear-down time on each facility usage request.
~ Requests for use of school space DOES NOT include use of school equipment.

- ~ Special requests to use school equipment need to be made on the facility usage application, ***not*** at time of arrival at the facility.
- ~ All applications will be approved by the Community Education Office and/or Buildings & Grounds Director.
- ~ Upon approval, a copy of the permit will be sent electronically for the requester to review and sign, using the established PIN.
- ~ Any non-school district sponsored organization, group or individual using school facilities for a special event, sports tournament or league will be required to provide a Certificate of Liability Insurance in the amount of $1,000,000, naming the Shawano School District as an additional insured.
- ~ The Community Education Director and/or designee will assure that the conditions of the School Board Policy are met prior to approvals.
- ~ At least one representative of the client reserving space for a special event will contact and meet with the Director of Buildings and Grounds, Shawn Mathwich, approximately 2 weeks prior to the event, to review and finalize specific needs of the group. Call or email: (715) 526-2192 x8011. smathwich@shawanoschools.org

Types of Activities Prohibited: Use of facilities which are in conflict with School District activities.

FEES

1) See Fee Schedule 830
2) When charges are applicable, they will be *estimated* on the permit. Actual costs will be billed after the event.
3) Invoicing will be computed after the event is held and the CE Office receives paperwork from all departments involved in the rental use.
4) A certified check may be required.
5) Saturday and Sunday usage of district facilities require the presence a cleaning service staff person on duty ½ hour prior to group's arrival time plus whatever time is needed after the event clean bathrooms, entrances and rooms used for the event.
6) The Buildings & Grounds Director and Cleaning Service Manager will anticipate the number of paid staff needed for event rentals using the anticipated attendance for the event plus amount of space reserved. Personnel costs are not included in the hourly rental fee.
7) Custodial/cleaning service and other school personnel charges are based on actual time required for specific events.
8) Groups that request use of facilities for Saturdays, Sundays or any other approved times that require extra custodial help, cafeteria help, fire guards, police or technicians' costs will be charged the fees incurred, in addition to hourly facility usage fees.
9) All costs incurred by the school use permit shall be paid to the Community Education Office within 15 days of invoicing.
10) Make checks payable and send to: Community Education Office, 1050 S Union Street, Shawano, WI 54166

GENERAL FACILITY USAGE GUIDELINES/REGULATIONS

- ~ Alcohol, drugs, smoking, tobacco usage and weapons are prohibited in any school building or on school grounds.
- ~ A school district employee must be on the premises, at all times, when buildings are in use.
- ~ School personnel will, at all times, have full authority to ensure proper and safe conduct of all persons and activities on school property.
- ~ The organization using school property is responsible for all actions that occur in the facility as a result of their use of the facility.
- ~ Do not arrive prior to the permitted time or remain longer than time reserved.
- ~ Only rooms specifically reserved and approved will be available to the group. Confine activities to reserved areas, hallways and bathrooms in that area.
- ~ Each group is responsible for properly caring for such facilities and leaving them in the same condition as when they arrived.

- ~ Food & drinks not allowed in rooms with carpeting.
- ~ No parking on sidewalks.
- ~ Place garbage in garbage cans.
- ~ Fold, restack and store chairs after the activity has concluded (when applicable).
- ~ Equipment which may damage the floor or building is prohibited.
- ~ Failure to comply with restrictions could obligate the user to pay all costs incurred for returning the floor condition to its original state.
- ~ No decorations or scenery shall be erected or pianos or other furniture moved without special permission.
- ~ Those who use the school facilities must enforce the regulations for fire prevention and safety as well as to abide by the policies set forth by the Board of Education.
- ~ All equipment, decorations, etc., shall be immediately removed from the premises at conclusion of the event.
- ~ It is the responsibility of groups using our facilities to inform their membership/participants of guidelines and enforce the conditions stated in this agreement. Violations of conditions stated in the Facility Usage Guidelines, Waiver & Agreement may result in denial of future permits.
- ~ When appropriate, clean up the area to the best of your ability using the dry mop, wet mop and bucket, spray bottle and towel provided.

Supervision

- ~ Exterior doors must remain locked until the adult supervisor(s) arrive.
- ~ Complete an incident/accident form for any incidents or accidents that occur during the time your group is utilizing district facilities. Report any incidents/accidents to the Community Education Office within 24 hours of the occurrence. (715) 526-2192 x3102
- ~ Running and horseplay is prohibited.
- ~ Adult supervision must be provided at all times when minor age groups are using school buildings and facilities. In the event of an emergency, the adult in charge of the activity shall direct all participants.
- ~ The Supervisor shall remain until all members of the group have left the building at the conclusion of the activity. Minors cannot be left unattended. If they are, the police may be called.
- ~ Damages resulting in expenses incurred to the district for replacement/repairs as a result of the group's usage, the person(s) directly responsible or the organization will be responsible for reimbursing the district for all costs incurred.

Teacher/Staff Requests

Teachers wishing to use school facilities at night or on weekends must make the request using the online facility usage request system. Community Education staff will get the approval of the building principal, athletic director or buildings & grounds director as the request dictates.

Pool

- ~ **Only** bottled water WITH CAP is allowed into pool area on deck or in locker rooms. NO food or other drinks are permitted.
- ~ There will be a 3' cleared walkway designated around the pool area for swim meets and events that allow spectators on the pool deck. (for fire safety evacuation)
- ~ To maximize space for spectators only district provided seating will be allowed on deck for events.
- ~ All spectators must remain on bleachers and/or behind the designated link barrier.
- ~ No spectators/or siblings allowed near the pool edge during swim lessons or meets. Competitors only beyond the barrier.

Gyms

- ~ Food or drink is prohibited in the gyms, carpeted areas and pool. EXCEPTION: Bottled drinks WITH CAP and popcorn will be allowed in the gym.
- ~ Only persons with approved rubber-soled shoes will be allowed to participate in gym activities.
- ~ NO coolers in the gym.

- ~ Equipment which may damage the floor or building is prohibited.
- ~ Failure to comply with restrictions could obligate the user to pay all costs incurred for returning the floor condition to its original state.

Equipment

- ~ Where special equipment is to be used, it must be requested and approved when use of facility is requested, not upon arrival for the event.
- ~ Use of specific space (cafeteria, kitchen, A/V equipment, etc.) may require services of trained school employees as determined by the Director of Buildings & Grounds.
- ~ Kitchen space or equipment is not to be used without prior authorization of the Food Service Director.

Parking

- ~ Vehicles will use designated parking spots only.
- ~ Vehicles are not allowed on school sidewalks.
- ~ Fire lanes must be clear at all times.
- ~ All loading and unloading must be done at the designated entrance.

Events

- ~ At least one representative of the client reserving space for a special event will contact and meet with the Director of Buildings and Grounds, approximately 2 weeks prior to the event, to review and finalize specific needs of the group and discuss expectations.
    - Call or email Shawn Mathwich: (715) 526-2192 x8011, smathwich@shawanoschools.org
- ~ Check in with the custodian/cleaning staff at time of arrival and prior to leaving the facility.
- ~ Have a cell phone available to use to contact the custodian if necessary. A list of instructions and phone numbers for contacting the custodian will be provided at the meeting with Buildings & Grounds Director.
- ~ Allowances will be made for special clean-up circumstances when another group is not following your reserved time.

Disregard For Facility Usage Guidelines

- ❑ 1st Offense: Verbal warning from Building or District Office, Administrator or designee.
- ❑ 2nd Offense: $25 fine and loss of use for 1 week and until fine is paid.
- ❑ 3rd Offense: $50 fine and loss of use for 1 month and until fine is paid.
- ❑ 4th Offense: $100 fine and loss of use for 1 calendar year.
- ❑ Submit payment to Community Education Office.

Building Use Waiver

It is understood that in further consideration of the facilities made available to the User, the User agrees to indemnify and save the District harmless against all claims, suits, demands, orders, judgment or other forms of liability as shall arise out of or by reason of action taken or not taken by the District under this contract, including but not limited to, damages and costs, for which the District may be found to be liable as well as reasonable attorney's fees and costs necessary to defend the interest of the District.

It is further agreed that this indemnification and hold harmless agreement will apply even if injuries or other damages are caused in whole or in part by acts of negligence by agents or servants or employees of the Board of Education.

Submitting online requests for facility usage indicates that groups understand expectations and agree to the conditions stated in the "Facility Usage Guidelines, Waiver & Agreement" form.