

COMMUNITY USE OF SCHOOL FACILITIES

700.45

Community groups shall be permitted and encouraged to use school facilities when such use will not interfere with the school program. No use will be permitted if it is determined that such use or occupancy of the building or use of facilities is prohibited by law, or interferes with its proper use for school purpose. School activities will have absolute priority over any outside organization competing for use of facilities. Permission for use will be granted through the office of the District Administrator by filing a Facilities Use form and/or a Recreational Agreement at least one (1) week in advance of the date requested for use.

Liability

The group to whom permission is granted will be responsible for payment for any damage that might be done by them to the building and/or equipment. The Board of Education/Administrator shall be the sole judge in determining liability for unwarranted damage or destruction. The group to whom permission is granted will indemnify and forever hold harmless the School Board and its officers, agents and employees from any and all claims arising out of the use of any of the school facilities controlled by said Board, pursuant to the foregoing application or any modification thereof.

Insurance

The Board of Education has liability insurance which will cover only the Board of Education and its employees. It is the responsibility of the community/outside users of the facility to see that they are covered independently. The Lake Country School Board reserves the right to require a certificate of insurance where it is deemed appropriate. Certification of insurance for a minimum of \$1,000,000 (One million dollars) liability may be requested of certain groups at the discretion of the School Board. Responsibility for personal injury is assumed by the organization or individual using the school facilities. The District Administrator or designee are authorized to make all arrangements for the use of facilities, determine fees to be charged, and implement the procedures and guidelines established by the School Board in accordance with this policy. The School Board through the administrator, reserves the right to govern the use of buildings and facilities.

Non-Discrimination

No person or group shall be discriminated against on the basis of sex, race, religion, pregnancy, marital or parental status, sexual orientation, national origin, ancestry, creed, handicap, or physical, mental, emotional or learning disability.

Fees

Where a fee is charged, it is not for the purpose of discouraging the use of the building, but to ask those who use it to share a portion of the expense. If a fee is involved, it is expected that the fees are paid prior to use. Fees are due when the application is approved.

Classifications:

1. Lake Country School District community groups or non-profit organizations may use the facilities at no charge. District facilities will be available with no charge while a custodian is on duty during regular working hours. Building and facilities may be used only when supervised by a Lake Country staff member.

The following are examples, but are not all inclusive: Co-curricular activities, student groups, teacher organizations, parent and/or booster clubs, PTA's, Home and School Organizations, Scouts, parochial school athletic teams, recreational and exercise groups which reside within the Lake Country School District.

2. Business meetings, professional, political or recreational organizations for which a fee will be charged.

These are considered any recognized group or organization operating for the benefit of a restricted group. Organizations which charge admissions or use the facilities to further the groups' interests.

Examples are business seminars, political party meetings, or organizations from outside the school district, etc.

3. Religious organizations for which a fee will be charged.

The use of school facilities by religious organizations shall be governed by Article I, Section 24 of the Wisconsin Constitution and S.120.13(17) and the general provisions of this policy.

Legal Ref.: Wis. Statutes 118.13
 Wis. Statutes 120.12 (9)
 Wis. Statutes 120.13 (17)(19)(21)
 Wis. Statutes 895.523
 Wisconsin Constitution Article 1, Section 24

Adopted by School Board November 15, 1993
Revised by School Board August 15, 2012

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

1. The District Administrator is authorized to make all arrangements for the use of school facilities and determine fees (if necessary) for such use.
2. The School Board/District Administrator reserves the right to govern the use of buildings and facilities and may accept/reject any request or cancel any usage at any time with or without prior notice. All facility use and recreational use requests must be approved by the District Administrator/designee.
3. No use will be permitted if it is determined that such use is prohibited by law or interferes with its proper use for school purposes.
4. Use and/or possession of opened or unopened alcoholic beverages, any type of intoxicants, illegal drugs, drug paraphernalia, or tobacco products is not permitted in or on school grounds.
5. Under no circumstances will students be given keys to any buildings, lockers, cabinets, etc.
6. School equipment shall not be taken from the school premises.
7. A "person in charge" or identified adult supervisor must be present prior to the start of the activity. The supervisor shall remain during the activity and until all members of the group have left. At the conclusion of the activity, the supervisor shall make sure all responsibilities for clean-up and building security are met.
8. The organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
9. Permission for use of any building will not be granted to any organization whose purpose is to advocate treason, insurrection or unlawful resistance to or the overthrow of any government of the United States.
10. Any user that does not comply with the regulations shall be denied future use of school district facilities.
11. All litter including paper, glass, and cans shall be deposited in receptacles provided for that purpose.
12. Any type of temporary signs or decorations should be approved by the District Administrator/designee.
13. No person shall sell any article or merchandise or solicit any trade/business/occupation unless authorized by the District Administrator/designee.

SCHOOL BUILDING:

14. A school custodian is required to be on duty during use of the building.

15. Unless a special request is approved, all meetings or functions must end by 30 minutes before the custodian leaves (9:00 p.m. M-F). Later times will be granted only under unusual circumstances.
16. When the school gymnasium is to be used for physical activities, only persons with approved rubber soled shoes are allowed on the gym floor. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.
17. Furniture or fixtures may be moved only with the permission of the building principal or District Administrator.
18. Any use of recreational equipment, audio-visual, stage and music or other school equipment by a community group or non-profit organization must show item approval on the use permit by the building principal prior to the use. Competent equipment operators, approved by administration, must be available and any charge will be assessed to the permit holder.

SCHOOL GROUNDS:

19. No motor driven vehicles will be permitted on school grounds at any time except for in parking areas. Parking is permitted only in designated areas.
20. Recreational vehicles (including ATV vehicles, go-carts, or snowmobiles) on school property are prohibited.
21. Any form of golfing or using golf equipment is not permitted on school grounds.
22. The use of roller skates, rollerblades, or skateboards is prohibited while the school building is open and/or activities or meetings are being held in the building. The use of ramps in conjunction with the above is prohibited at all times.
23. Use of loudspeakers or amplifying equipment is not permitted unless authorized by the District Administrator/designee.
24. All pets must be on a leash and all village ordinances related to clean up after pets will apply. No horseback riding is permitted on school grounds.
25. No fires are permitted except as authorized by the District Administrator/designee and then by permit from the Delafield Fire Department.
26. No person shall cause damage to trees, flowers, shrubs, fences, or equipment. Any known damage will be billed to the individual(s) for compensation to the school district.