

MOUNT HOREB AREA SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES

**POLICY #830**

The Board of Education subscribes to the philosophy that school facilities belong to the community and should be made available to outside groups for uses which benefit the community. The Board recognizes that school facilities are a valuable asset to the community and encourages their use for worthwhile purposes when such use is in accordance with the provisions of this policy.

The Board also believes that the use of school facilities by outside groups should not be a financial burden to the taxpayers of the District. Therefore, this policy establishes rental fees and charges to cover costs incurred by the District for labor, heat, and light for the use of facilities by user groups. Fees are established not for the purpose of discouraging the use of facilities, but to require those who use facilities to share in the cost of operating school facilities.

**Access to School Facilities**

The Board authorizes the use of school facilities by outside groups subject to the limitations set forth herein. An application for the use of school facilities shall be denied if it is determined that:

- a. The proposed use of school facilities will interfere with the educational mission or co-curricular programs or activities of the schools;
- b. The proposed use of school facilities poses an unreasonable risk of physical injury to students, staff or participants;
- c. The proposed use of school facilities poses a substantial risk to school security;
- d. The proposed use of school facilities poses an imminent risk of illegal activities;
- e. The proposed activity involves subject matter, which is legally obscene, determined by reference to an activity's intended audience or participants;
- f. The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property;
- g. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past; or
- h. The individual or organization has not met its previous financial obligations to the school district.

If the Assistant Principal in Charge of Co-Curricular Activities and/or Director of Buildings and Grounds deny access to school facilities on any of the above grounds, the individual or organization denied use of school facilities may appeal the Assistant Principal in Charge of Co-Curricular Activities and/or Director of Buildings and Grounds' decision to the Superintendent by filing a written appeal for reconsideration with the Superintendent's office within ten business days from the date of denial.

## **Scheduling Facility Use**

1. The scheduling of school facilities shall be coordinated by the Assistant Principal in Charge of Co-Curricular Activities in consultation with the Director of Buildings and Grounds.
2. Applications for use of school facilities must be submitted to the Activities Office at the High School **at least one week in advance of any event.** Any application received less than 72 hours is subject to rejection due to inability to schedule staff. An application form must be completed and on file in the Activities' Office before a date may be reserved for any organization or individual to use school facilities. (The Activities' Office shall keep a master school facility use calendar).
3. District facilities will be scheduled using the following priority: a) school building sponsored programs, b) School District use, c) other educational program use, d) municipal recreational program use, e) use by individuals or organizations residing within the District, and f) others. When conflict of space requests occur the Assistant Principal in Charge of Co-Curricular Activities or Director of Buildings & Grounds will determine allocation of available space assignment.
4. Scheduled or rescheduled conference athletic and/or activity events shall take precedence over all other scheduled events. This could cause an outside event to be bumped from the schedule. This may be determined by the Assistant Principal in Charge of Co-Curricular Activities, Building Principal, or Superintendent.
5. School District events supervised by District employees should be scheduled during times when the school is normally staffed by custodial personnel in order to avoid incurring over-time custodial expenses.
6. Scheduled use of school facilities shall always take precedence over non-scheduled or informal use of buildings or outdoor areas.
7. Use of school facilities shall be cancelled for all groups if the district has been closed due to inclement weather.

## **Cancellation of the Facility**

If an event is cancelled by the user group less than forty-eight hours from the date of the event or the user group fails to show up for the scheduled event without at least forty-eight hours prior notice, the user group may be assessed a \$50 fee.

## **Protection and Care of School Property**

1. A school custodian or other person designated by a district administrator must be present when facilities are in use. This requirement may be waived by a district administrator when sufficient appropriate alternatives exist to secure the facilities. A district administrator shall make certain that any individual in charge has instructions to see that school facilities and property are properly secure and protected.

2. Groups using school facilities must be supervised by an adequate number of responsible adults to insure proper use and care of school property. A district administrator shall determine the adequate number of adult sponsors required for each activity or event.
3. User groups shall be held financially responsible for damage to school facilities and property and will be billed accordingly.
4. There is an automated external defibrillator (AED) at the Early Learning Center (north wall next to gym), Primary Center, (location TBD), Intermediate Center (north wall across from the gym), Middle School (south wall between cafeteria and gym) and High School (west wall in front of main office). These are for emergency use only and 911 must be called if activated. The Mt. Horeb Area School District assumes no liability for rendering of care or use of the AED after normal business/school hours.

### **Facility Use Regulations**

1. The use of tobacco products is not allowed in school buildings, on school grounds, or in school vehicles.
2. Intoxicating beverages and illegal drugs are not allowed on any school premises. Persons under the influence of intoxicants or illegal drugs are not allowed in or upon school premises.

In addition to the regulations above, district administrators are authorized to establish appropriate regulations governing the use of the school facilities, which s/he oversees. All individuals or groups using school facilities are required to abide by the provisions of this policy, any facility use regulations established by the building principal, and any additional conditions placed upon use of facilities contained within the approved application form.

### **Fees and Charges for Use of Facilities**

Use of school facilities is subject to the rental fees, custodial charges, participant charges for recurring use and administrative fees, which are identified below. A \$100 deposit may be required of user groups. This deposit less any application, custodial and rental charges will be returned to the user. School events supervised by District employees are exempt from the rental fees and other charges enumerated herein. A chart of hourly rental rates can be located in Appendix A attached to this policy.

1. **Rental Fees:** Rental fees for facility use shall be assessed as follows:
  - a. **Public School Use:** School program activities involving students within their building or students from other school buildings within the district shall be given first priority and charged no rental fee.
  - b. **Village of Mount Horeb Recreation Department:** The Recreation Department shall be subject to all the provisions of this policy unless otherwise exempted by a memorandum of understanding approved by the respective School/Village governing bodies. The Village of Mount Horeb Recreation Department will pay

\$5 per adult member per recreation activity to the Mount Horeb Area School District for the use of school facilities.

- c. Private Use by Local Organizations, Groups or Individuals: Local organizations, groups or individuals that:
1. provide programs or activities primarily for the benefit of their own members or organizations
  2. charge fees, admissions or free-will offerings for the purpose of raising funds primarily for their own members or organization.
- These organizations, groups or individuals residing within the District shall be charged a rental fee at the resident rate as established by the fee schedule adopted by the Board.
- d. Private Use by Non-Local Organizations, Groups or Individuals: Non-local organizations, groups or individuals that:
1. provide programs or activities primarily for the benefit of their own members or organizations
  2. charge fees or admission for the purpose of private gain or profit.
- These organizations, groups or individuals residing outside the District shall be charged a rental fee at the non-resident rate as established by the fee schedule adopted by the Board.
2. Custodial Charges for Over-time and Additional Work: A minimum of one hour of custodial costs shall be charged to all groups. When a group's use of facilities requires additional custodial work beyond normal custodial duties or requires special setup or cleanup by custodial staff, custodial costs will be charged at the rate paid by the District in no less than 1/2-hour increments. Normal custodial hours during the school year are Monday through Friday from 6:00 a.m. to 11:00 p.m.
3. Expenses: Any expenses incurred by the District, such as outdoor field lighting, will be charged to **ALL** organizations or groups.
4. Application Fee: A \$20.00 application fee is required.
5. All rental fees are payable in advance of scheduled facility use, while the application fee, charges for custodial services and charges for kitchen staff services referred to in the following section are due within five (5) business days following the time of billing. Participant fees are payable as provided above. Checks should be made payable to the Mt. Horeb Area School District.
6. The High School Varsity Football Field and High School Varsity Soccer Field are not available for rental purposes. When appropriate or deemed beneficial to the Mount Horeb Area School District, the Assistant Principal in Charge of Co-Curricular Activities in consultation with the Director of Buildings and Grounds and the Superintendent can make an exception to this provision.

### **Use of School Kitchens or High School Auditorium:**

You need to contact the Director of Food Services for kitchen use and the Fine Arts Facility Coordinator for Auditorium use.

1. State regulations require the District to maintain food service facilities in compliance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants). These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. To insure that the HSS 196 Code is met, food service personnel must be on duty when food service kitchens are used.
2. Costs for District food service staff assigned by the District shall be borne by the user group along with a \$20.00 administrative fee. Rates shall be based on no less than 1/2-hour increments of work.
3. Food service equipment shall always be operated by District personnel. The District shall be reimbursed for costs incurred as described in # 2, above.
4. If a kitchen is not used (all serving & other equipment is set-up in dining areas), no food service personnel will need to be employed. Equipment that can be used in the dining room shall be provided without charge to the user (e.g., carts, tables, portable serving lines, coffee pots).
5. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the dishwashing area (not the dishwasher) in each kitchen. Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

LEGAL REFERENCE:

CROSS REFERENCE:

ADOPTED: 5/15/95; 7/16/01

REVISED: 3/25/82; 12/14/84; 5/15/95; 5/22/95; 8/18/03; 11/7/11

REVIEWED:

APPENDIX A

RENTAL FEES PER HOUR THROUGH JUNE 30, 2012

<u>LOCATIONS</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Classroom	\$ 10.00/hr.	\$ 20.00/hr.
Computer Lab	25.00	50.00
School Cafeteria	15.00	30.00
Gym	25.00	50.00
Kitchen	15.00	30.00
Locker Room	15.00	30.00
Weight Room	10.00	20.00
Practice Fields	20.00	40.00
Track	20.00	40.00
Stadium & Fields	100.00 per day/per event	200.00 per day/per event
Football, Soccer or Baseball Lights	20.00	40.00
Auditorium	(Fees listed separately on Policy #830.1)	
Parking Lot (exclusively)	20.00	40.00

RENTAL FEES PER HOUR BEGINNING JULY 1, 2012

<u>LOCATIONS</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Classroom	\$ 15.00/hr.	\$ 30.00/hr.
Computer Lab	35.00	70.00
School Cafeteria	25.00	50.00
Gym	35.00	70.00
Kitchen	25.00	50.00
Locker Room	20.00	40.00
Weight Room	20.00	40.00
Practice Fields	25.00	50.00
Track	25.00	50.00
Stadium & Fields	100.00 per hr/per event	200.00 per hr/per event
Football, Soccer or Baseball Lights	40.00	60.00
Auditorium	(Fees listed separately on Policy #830.1)	
Parking Lot (exclusively)	30.00	60.00



# Mount Horeb Area School District

POLICY #830  
EXHIBIT 1

## Facility Request Application

Sponsoring Organization \_\_\_\_\_ Date of Application \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address (include city, state, zip) \_\_\_\_\_

District Resident? Yes \_\_\_\_ No \_\_\_\_ Percentage of group that are district residents: \_\_\_\_\_

Does your organization have a Certificate of Insurance?  Yes  No. If yes, please include the school district as a named additional insured and attach a copy of the certificate.

A fee or admission is charged for the activity:  Yes  No

Dates Requested (example: every Tuesday & Thursday from Oct. to Dec) \_\_\_\_\_

Times: From: \_\_\_\_\_ To: \_\_\_\_\_

### FACILITY REQUESTED

*Effective July 1, 2012*

	Requested (check)	Location	Resident (per hour)	Non-Resident (per hour)
ELC	<input type="checkbox"/>	Auditorium	Fees listed on Policy #830.1	
PC	<input type="checkbox"/>	Classroom	\$15.00	\$30.00
IC	<input type="checkbox"/>	Computer Lab	35.00	70.00
MS	<input type="checkbox"/>	Football, Soccer, Baseball Lights	40.00	60.00
HS	<input type="checkbox"/>	Gym	35.00	70.00
	<input type="checkbox"/>	Kitchen	25.00	50.00
	<input type="checkbox"/>	Locker Room	20.00	40.00
DO	<input type="checkbox"/>	Parking Lot	30.00	60.00
	<input type="checkbox"/>	Practice Fields	25.00	50.00
	<input type="checkbox"/>	School Cafeteria	25.00	50.00
	<input type="checkbox"/>	Stadium & Fields	100.00	200.00
	<input type="checkbox"/>	Step Room	15.00	30.00
	<input type="checkbox"/>	Track	25.00	50.00
	<input type="checkbox"/>	Weight Room	20.00	40.00

### EQUIPMENT NEEDED

Necessary? (check if needed)	Equipment	Number Needed	Necessary? (check if needed)	Equipment	Number Needed
	Computer			Tables	
	Overhead			Television	
	Podium			VCR	
	Scoreboard			Other (specify)	
	Sound System				

If a field or stadium is necessary, please specify: \_\_\_\_\_

Purpose of use of any facility (fully explain): \_\_\_\_\_

\* Kitchen Services to be provided? (Must contact Food Service Director at extension 1222) Yes \_\_\_\_ No \_\_\_\_

Be advised that all groups are subject to Board Policy regarding facility use and rules established by building principals when reserving and using district facilities. Such rules include, but are not limited to the following:

- User groups shall be held financially responsible for damage to school facilities and property.
- Intoxicating beverages and illegal drugs are not allowed on any school premises.
- Use of tobacco products are not allowed on school buildings or on school grounds.
- Failure to properly care for facilities will result in denial of future use.
- Sponsoring organization or individual is responsible for supervising/managing/controlling event participants and spectators.

**Normal Hours are Monday through Friday from 6:00 a.m. to 11:00 p.m.**

**Users will be charged for any additional services.**

THERE ARE AUTOMATED EXTERNAL DEFIBRILLATORS (AED) LOCATED IN COMMON AREAS OF EACH BUILDING. THESE ARE FOR EMERGENCY USE ONLY AND 911 MUST BE CALLED IF ACTIVATED.

***I have read and understood the Facility Use Contract, Policy #830, Exhibit 2. This contract is entered into by and between the Mt. Horeb Area School District and my organization for the temporary use of the Mt. Horeb Area School District buildings, grounds or equipment. I agree to pay the District within five business days of billing.***

Signed \_\_\_\_\_ Organization \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Master Calendar Checked for Conflicts: Yes \_\_\_\_\_

Conditions/Limitations: \_\_\_\_\_

			<b>ESTIMATED CHARGES</b>
Custodian on Duty	Yes _____	No _____	_____
Off Duty Custodian Assigned	Yes _____	No _____	_____
Number of Custodians Assigned _____			
Special Set up Required	Yes _____	No _____	_____
Off Duty Kitchen Staff Assigned	Yes _____	No _____	_____
Number of Food Service Staff Assigned _____			
Serving Tables Available	Yes _____	No _____	_____
Rental Fee:			
Resident	Yes _____	No _____	_____
Non-Resident	Yes _____	No _____	_____
Application Fee - \$20.00	Yes _____	No _____	_____
Equipment setup/use	Yes _____	No _____	_____
<b>TOTAL ESTIMATE</b>			_____

**Approved by:**

**Activities Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building and Grounds** \_\_\_\_\_ **Date** \_\_\_\_\_

**Food Service Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_



# **MOUNT HOREB AREA SCHOOL DISTRICT FACILITY USE CONTRACT**

**POLICY #830  
EXHIBIT 2**

This contract is entered into by and between the Mount Horeb Area School District (hereinafter the "District") and (hereinafter "User") for the temporary use of Mount Horeb Area School District facilities. For the purposes of this contract, the term "facilities" refers to District buildings, grounds or equipment.

1. Subject to the terms herein, the District agrees to provide User access to the District facilities specified in the Mount Horeb Area School District Facility Application (hereinafter the "Application") completed by the User for the purpose(s), and at the time(s), specified in the Application. Such use of school facilities is limited to the areas, times and purposes specified in the Application.
2. User agrees to abide by all District policies governing the use of school facilities. Among other provisions, District policy prohibits the use of intoxicating beverages, illegal drugs and tobacco products on school premises.
3. User agrees to abide by all Space Use Conditions/Limitations specified in the Application, and any and all facility use regulations established by a building principal with respect to the facilities which are the subject of this contract.
4. User is responsible for the supervision, management and control of the activity or event which is the subject of this contract and of all activity/event participants and spectators.
5. User acknowledges that this contract is subject to cancellation on the grounds specified in the District's uses of school facilities policy and hereby agrees to waive any and all causes of action of any kind arising from the cancellation of this contract on such grounds.
6. User agrees to hold harmless, defend and indemnify the District, its officers, employees and agents for any and all claims, liability, demands, causes of action, damages, costs and attorney fees arising from or incident to the use of school facilities which is the subject of this contract, whether resulting from the acts or omissions of User, its members, employees, agents or any activity/event participant or spectator.
7. Custodial and kitchen staff charges will be based upon actual hours of service, calculated at 1/2-hour increments, beyond the 1<sup>st</sup> hour, and are not limited by the estimated charges specified in the Application. Failure to pay for use of facilities within the allowed time may result in denial of future use of district facilities.
8. In the event that any provision of this contract is deemed to be invalid, such provision shall be severed from this contract and shall not affect the enforceability of any other contract term. If any provision is deemed invalid due to scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.