

GENERAL RULES AND REGULATIONS GOVERNING USE OF BUILDINGS AND PROPERTY

1. Principals are expected to maintain a school calendar indicating dates of special functions for their grade level, together with rooms to be used and hours scheduled. School groups must clear use of the building with the Principal. Principals shall keep the District Administrator promptly and continuously informed regarding school functions that are scheduled outside of regular school hours, and such scheduling shall be done in accordance with the following
 - a) School activities shall be limited to the period between Monday morning and 11 AM Saturday during those weeks when school is in regular session.
 - b) School social events will normally be scheduled on Friday evenings, and except for "major" functions (Homecoming Dance, Junior Prom, etc.) the closing time shall be 12:00 a.m.
 - c) If it becomes necessary to schedule mid-week social events, the closing time shall be 10:30 p.m. or earlier.
 - d) Other student meetings held in the building during the week shall close at 10:00 p.m. or earlier.
 - e) Student groups meeting in the building outside of regular school hours shall be under the continuous supervision of their faculty advisor(s), and shall limit their activities to that part of the building where the meeting has been scheduled.
 - f) Arrangements for chaperones for school social events shall be approved well in advance by the Principal.
 - g) Principals shall secure permission from the District Administrator before permitting the scheduling of any school events, social or otherwise, during vacation periods, or during weekends (except Saturday mornings) so provision can be made for custodial service.
2. Outside groups must clear use of building and equipment directly with the principals.
3. The Board of Education assumes no liability for injury that may occur to persons or groups requesting the use of the building.
4. The renter, or group using the building, agrees to restore to original condition any unwarranted destruction of property. The Board of Education shall be the sole judge of unwarranted destruction of property.
5. The renter or group using the building will designate one person who is their responsible spokesman for the group. All requests for special equipment or services will be made by this person the principals at an early enough date so arrangements can be made.

Adopted: 3/11/2002

Revised: 8/9/2004

General Rules And Regulations Governing Use Of Buildings And Property, cont.

This policy governs the temporary use of Prairie du Chien Area School District facilities by non-school persons or organizations including, but not limited to, the use of classrooms, auditoriums, recreational facilities and cafeterias.

The intent of this policy is to allow temporary access to District facilities in a manner which promotes the interests of the students and citizens of the District, and in a manner consistent with local, state and federal law. The provisions of this policy supplement those provisions of the Wisconsin Statutes, which address the temporary use of school facilities by non-school groups.

The use of school facilities is allowed only when authorized by the Board of Education through the Superintendent. However, authorization for the use of school facilities is not an endorsement of an activity, person or organization or the purpose(s) of such person or organization, by the Board of Education.

I. Access to Facilities

The Board of Education authorizes the temporary use of school facilities by responsible persons or organizations when such use otherwise complies with established procedures and applicable provisions of state and federal law, subject to the limitations below. The Superintendent shall deny an application for use of school facilities if he/she determines that:

- A. The proposed use of school facilities will interfere with the use of school facilities for school purposes or for school-sponsored functions or activities;
- B. The proposed use of school facilities substantially interferes with the educational mission of the schools;
- C. The proposed use of school facilities poses an unreasonable risk of physical injury to attendees or participants;
- D. The proposed use of school facilities poses a substantial risk to school security;
- E. The proposed use of school facilities poses an imminent risk of illegal activities;
- F. The proposed activity involves subject matter which is legally obscene, determined by reference to an activity's intended audience or participants;
- G. The proposed use of school facilities will result in unusual wear, damage or depreciation of school facilities or property; or
- H. 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.

II. Application and Contract

If the Superintendent denies access to school facilities on any of the grounds above or due to lack of insurance, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the Superintendent's office within 10 business days from the date of the Superintendent's denial. Nothing in this policy shall be construed to limit the Board of Education's authority to impose reasonable time, place and manner restrictions in place of denying access to school facilities.

General Rules And Regulations Governing Use Of Buildings And Property, cont.

Unless specifically exempted, all individuals and organizations are subject to the schedule of rental fees and charges established from time to time by the Superintendent. The Superintendent is authorized to establish varying rental fees and charges based upon whether an event or activity is held for profit or non-profit purposes and based upon whether the individual or entity reserving school facilities resides within or outside the District.

- A. Applications and contracts for the use of school facilities must be made in accordance with established terms and in accordance with such additional procedures and regulations as the Superintendent may from time to time establish, consistent with this policy and established guidelines.
- B. Upon submission of an application for the use of any school building or parts thereof, the building principal who oversees the site of the proposed facility use must verify that the facility is available on the date and at the time requested.
- C. All applications for use of facilities are subject to the review and approval of the Superintendent.
- D. All reservations for school facilities must be made on the approved Facility Use Contract, except in circumstances involving school-related events.

III. Priority of Facility Use

In the event of scheduling conflicts, the order of priority for use of school facilities shall be as follows: 1) school-sponsored events; 2) events sponsored by auxiliary adult organizations; 3) events sponsored by other educational or governmental institutions; 4) non-school events sponsored by persons or organizations residing within the district; 5) non-school events sponsored by persons or organizations residing outside of the district.

For the purpose of this policy, an auxiliary adult organization is defined to mean a group which is dedicated to the direct support of school operations, e.g., PTO and Booster Clubs.

The superintendent shall not execute contracts for the use of facilities prior to establishing the school calendar if there is a possibility that the proposed use of school facilities may conflict with school-sponsored or school-related events.

IV. Insurance Requirements

Organizations requesting use of school facilities for events which are not school-sponsored or school-related events are required to provide a certificate of insurance evidencing insurance coverage for bodily injury liability, property damage liability, and/or products liability, in amounts to be established periodically by the superintendent. All certificates of insurance must identify the School District as an additional named insured.

General Rules And Regulations Governing Use Of Buildings And Property, cont.

If an individual or organization is denied access to school facilities due to lack of insurance, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the District Administrator's office within ten business days from the date of the denial. The Board's review of such an appeal shall include the consideration of factors identified in the preceding paragraph.

VI. Supervision of Event

- A. The individual or organization using school facilities is responsible for the management and supervision of the event. Groups using school facilities must be supervised by an adequate number of responsible adults to ensure the proper use and care of school property and to ensure the preservation of order. In the event that the superintendent of building principal becomes aware that the quality or quantity of supervision for an event is inadequate, the event may be postponed until arrangements are made of additional, appropriate supervision. This will in no way relieve the individual or organization using school facilities from the responsibility of providing appropriate management and supervision of an activity or event.
- B. A school custodian or other person designated by the District Administrator or building principal must be present at a facility during the time of facility use. However, this requirement may be waived by the District Administrator or building principal when a sufficient alternative exists to ensure appropriate oversight of the use of school facilities.

VII. Care of School Property

Individuals and organizations using school facilities shall be responsible for all damage to or breakage of School District property arising from the use of school facilities and shall be charged for costs arising from any such damage or breakage.

VIII. Rental Fees and Charges

- A. Unless exempted by this policy, all individuals and organizations are subject to the schedule of Rental Fees and Charges established by the District Administrator and Director of Business Affairs. Varying rental fees and charges are based upon whether an event or activity is held for profit or non-profit purposes, and based upon whether the individual or organization reserving school facilities resides within or outside of the School District.
- B. All auxiliary adult organizations organized for the purpose of supporting school operations shall be granted use of facilities without charge.
- C. School-sponsored activities are exempt from rental fees and charges.

Adopted: 3/9/1992

Revised: 1/18/1993; 2/10/1997; 3/11/2002; 8/9/2004

FACILITY USE REGULATIONS

In addition to the regulations listed below, the Superintendent and building principal(s) are authorized to establish appropriate regulations governing the use of school facilities which they oversee. All individuals or organizations using school facilities are required to abide by the provisions of these guidelines, all facility use regulations established by the Superintendent or building principal and any additional conditions placed upon use of facilities specified on the approved application form.

GENERAL

1. The use of tobacco products is prohibited on school premises.
2. Intoxicating beverages, illegal drugs and persons under the influence of intoxicating beverages or illegal drugs, are not allowed on school premises.
3. School facilities may generally not be occupied and used beyond 10 P.M.
4. District administrative personnel must be allowed free access to all facilities at all times.
5. Gambling of any kind is not allowed upon school premises.
6. Open flames are not permitted on school premises.
7. Users are responsible for securing any and all permits or licenses necessary to conduct an activity or event.
8. Food and refreshments may not be served on school premises without permission from the Superintendent or the principal of the building at which an event takes place.
9. User property may not be stored on school premises without permission from the Superintendent or the principal of the building at which an event takes place. The District is not responsible for lost, stolen or damaged property.
10. Furniture or fixtures may not be moved without permission from the principal of the building at which an event takes place or his/her designee.
11. Use of school equipment is at the discretion of the principal of the building at which an event takes place, or his/her designee, and may be subject to an additional fee depending upon the nature of the requested use of equipment. Absent permission from the building principal or designee, users must provide their own recreational, audio-visual and other equipment.
12. Special arrangements for electrical equipment or needs must be approved by the principal of the building at which an event takes place, or his/her designee.
13. Users must obtain permission from the Superintendent or building principal before installing or affixing any decorations that require the use of nails, screws, bolts, etc. Tape, wax or glue may not be used on any drywall, block construction, walls, ceilings or wood floors. When installing any decorations, reasonable safety precautions must be observed.

SCHOOL KITCHENS

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HHS 196-Restaurants). These standards must be complied with at all times, including times at which food service facilities are used for functions other than school lunch preparation.
2. Food service equipment may only be operated by trained personnel.
3. School kitchen facilities must be left in an orderly manner and ready for regular use by the food service staff.
4. Kitchens used for school lunch preparation or serving may only be used for non-school functions contingent upon approval of the Superintendent or building principal and the Supervisor of Food Service Program. The following procedures apply to all kitchen use:
 - a. The building principal shall notify the building head cook at least one week in advance of a scheduled kitchen use by providing the building head cook with a copy of the approved facility application and contract.
 - b. If any mechanized food service equipment is needed, an adult food service employee familiar with the equipment and sanitation procedures must be hired to operate, clean and sanitize the equipment. Special arrangements must be made one month in advance with the head cook and principal to approve a qualified school employee to operate stoves or ovens if an adult food service employee is unavailable.
 - c. Food service personnel may supply dish cloths, aprons, towels and cleaning supplies, if requested, for a small service charge.
 - d. Any adult food service employee employed in connection with a facility rental will be paid time and a half.
 - e. Users are responsible for ensuring that the kitchen(s) are left as found, and all equipment returned is to the storage areas.
 - f. Garbage must be placed in the dumpster by the user (or building custodian if on duty) the day of the event.

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