

## USE OF SCHOOL FACILITIES AND EQUIPMENT REGULATIONS

### General Rules:

1. Requests for use of school facilities or equipment shall be made through the facilities scheduler program located on the District website. Log on to become a requester and follow prompts. The request should be submitted at least one week prior to the use. The principal shall refer all non-resident requests to the district administrator for consideration.
2. There will be no sub-leasing or concessions allowed, except as specified on the Facilities scheduler under the set-up tab.
3. In accordance with state law, no intoxicants or drugs are to be brought in the school buildings or on school premises.
4. In accordance with state law, smoking/tobacco and vaping use or possession shall not be allowed in the school building or on school premises.
5. Use of buildings shall be granted only to responsible adults.
6. Building use applicants will be responsible for providing police officers and firefighters when their attendance is needed.
7. Non-school related banquets and meetings will be limited to use the facilities and equipment as available. If additional tables and chairs are needed, the requesting organization will be responsible for securing the equipment and for its immediate return.
8. Facilities and/or equipment used must be cleaned in a satisfactory manner and ready for school the following morning. Individuals or groups needing custodial and/or food service personnel will be charged according to the rates identified in this policy.
9. School pianos and other school property shall not be moved to the place of the meeting without consent of proper school officials. Arrangements for rehearsals and for the use of spotlights, special stage equipment, pianos, and amplifying systems must be made with the principal at least **two weeks** prior to their use.
10. The district administrator, and/or his/her designee, shall have the right to inspect any building at any time and require compliance with the rules, or impose any additional rules that are deemed necessary.
11. Entertainment, programs and meetings held on school premises should be appropriate for a school setting.
12. The custodian or custodians assigned to the event will give all reasonable cooperation and assistance to assist in setting up and tearing down after the event. In general, their duties are the same as if the school itself were using the facilities.
13. People utilizing District kitchens fall under the state health and sanitation codes and will require the employment of a District employee. All organizations must contact the student nutrition coordinator prior to any event, in order to make any necessary arrangements.

14. The organization may be required to show proof of insurance for itself and those participating in the planned event.
15. All rules, regulations and rates for use of school buildings may be subject to change at the discretion of the Board.
16. A charge shall be assessed for any misuse or damage of school property or failure to secure facilities. The charge for damage or misuse will be equal to the cost of repairing or replacing the equipment.

**Groups that can use school facilities and equipment:**

1. **School Sponsored Groups:** Such as those participating in exhibits, contests, inter-school games, and other activities promoted by and for the benefit of the public schools.
2. **Youth Groups:** Youth groups consisting of a majority of people being of school age and enrolled in the District.
3. **Service Groups:** such as the EMS, local Police Officers, and Firefighters, that provide volunteer services to the District. The majority of the group present must be members of these organizations.
4. **Other Local Groups:** such as those holding meetings for educational purposes which promote community, state or national welfare or whose proceeds from activities will be used for scholarships or will be otherwise returned to the school for educational purposes.
5. **Community groups:** Community groups consisting of a majority of adults that are residents of the Parkview School District.

The cost of the District personnel, such as maintenance, custodial and/or food service will be charged a fee (see fee schedule) to offset the cost incurred by the District.

**Charges for the use of school facilities and equipment:**

1. The fee schedule shall be based on the average cost of heating, lighting, cleaning, maintenance, and any other services needed to the building.

**Resident Fee Schedule**

<b>Cafeteria</b>	<b>\$15.00 per hour</b>
<b>Gymnasium</b>	<b>\$25.00 per hour</b>
<b>Kitchen</b>	<b>\$10.00 per hour</b>
<b>Open/Close Building</b>	<b>2 hrs overtime salary for custodian</b>

**Non-Resident Fee Schedule**

<b>Cafeteria</b>	<b>\$30.00 per hour</b>
<b>Gymnasium</b>	<b>\$50.00 per hour</b>
<b>Kitchen</b>	<b>\$20.00 per hour</b>
<b>Open/Close Building</b>	<b>2 hrs overtime salary for custodian</b>

In addition to the rental fee, individuals, groups, or organizations will be responsible for the cost of hiring school employed custodians or cooks. The cost will be a flat rate of \$25.00 per hour. District administration reserves the right to require a school employee to work a particular event.

2. Fees shall be paid to the main office of the school involved.
3. No rooms other than those mentioned on the Facilities and Equipment Use Permit are to be used. An extra charge will be made for the use of each additional room.
4. A \$50.00 security deposit is required of all groups.
5. School employees are not allowed under IRS rules to volunteer time in an area related to their normally paid duties.

LEGAL REF: 120.12 Wisconsin Statutes  
120.13(1) Wisconsin Statutes  
120.13(19) Wisconsin Statutes  
120.13(21) Wisconsin Statutes

CROSS REF: 411 - Equal Educational Opportunities

**APPROVED:** October 8, 1974  
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