

## WAUSAU SCHOOL DISTRICT

### COMMUNITY RELATIONS

1630

#### USE OF SCHOOL FACILITIES

##### Rules and Regulations for Facility Use and/or Rentals

The Board of Education encourages the use of school facilities. We recognize that school facilities belong to the residents of the District, and a fee schedule reflecting that philosophy has been developed.

#### I. Applications and School Board Regulations

Requests to use and/or rent school facilities shall be filed online using the forms and routing established by the District. The online process shall be used for both reserving buildings and grounds and is available on the Wausau School District website. District facilities will be scheduled based on the following priorities:

- School-sponsored activities approved by the building principal and/or activities director
- Non-Profit Groups
- Governmental Agencies
- For profit

Requests must be submitted in a timely manner so District personnel involved with the request can analyze the needs and make necessary arrangements. Generally, after an event is scheduled, one group shall not be able to preempt another with the exception of school events canceled due to inclement weather that need to be rescheduled.

Requests to use facilities on a recurring basis may not exceed a period of one year. After a group has requested and scheduled a period of recurring use, another group may not reserve the same facilities for a concurrent period of recurring use until one half of the original time period has expired.

An online calendar of all scheduled activities for each facility will be maintained. Each building shall add facility rental and school related events as notified and approved by the Maintenance and Operations Office. Payment of rental fees must be received at the Maintenance and Operations Office within 15 business days of reservation approval. For the purposes of this Policy, a "business day" is any day the School District Administrative Office is open.

Rental contracts are not transferable. The renter's identity and the actual use of facilities determine the rental classification.

If the rental event is canceled, the building principal and/or activities director should be notified prior to the day of the event. Fees will be refunded if cancellation is at least one business day prior to the event.

There are times throughout the year when specific District facilities are unavailable for use due to scheduled maintenance or cleaning.

## II. Insurance Requirements

As a condition for use of school facilities, entities or persons requesting use of school facilities may be required to provide a certificate of insurance covering bodily injury liability, property damage liability, and products liability (when food, beverages, etc., are dispensed). All certificates of insurance must identify the Wausau School District as additionally insured. Administration will determine when certificates of insurance are required, as well as the amount of coverage required, for the requested event(s).

## III. Facility, Site, and Equipment Use Regulations

The use of tobacco and alcoholic beverages are prohibited on District property. Violations of this policy will result in immediate termination of a contract and denial of future facility and ground use.

For the purposes of this Policy, "tobacco" includes, but is not limited to, cigarettes (including clove cigarettes, bidi cigarettes, electronic cigarettes, nicotine vaporizers, and other substitute forms of cigarettes); cigars, loose tobacco, smokeless tobacco (including dipping tobacco, chewing tobacco, and snuff); liquid nicotine, and other substances containing tobacco or nicotine.

The rental agreement does not include the use of District equipment. Arrangements to use any equipment must be made with the building principal or designee at least five (5) business days prior to facility or ground use. A damage deposit fee may be required.

Rental groups that have an electrical power need must contact the District facility at least five (5) business days prior to the event to determine service availability.

Keys access will not be issued to any outside group. Groups may not enter buildings prior to the stated time and must exit buildings by the ending time.

All activities staged and operated in the facilities shall be attended and monitored by at least one custodial employee of the District. District employee(s) shall not serve as a supervisor for the organization or activity renting or using the facilities.

Use of certain school facilities and school equipment may require additional supportive staff. Examples would be kitchen, planetarium, auditorium, pool, large group room, commons, and gymnasium areas. Users will be charged the employee(s) hourly rate and costs of materials used.

### A. District Pools

The user shall furnish the necessary certified lifeguard(s) to adequately supervise the pool during the rental activity. Adequacy shall be determined by the District.

### B. Auditorium Facilities

Lighting directors have the responsibility to operate all lighting facilities and equipment in the auditoriums. He/she may delegate some of these responsibilities to the lighting crew and/or to a District staff member. (Fees will be charged for special set-up and use of technicians or equipment.)

C. Gymnasiums and Fieldhouses

Users must follow the first state law (IND.8.165), fire department regulations, fire department notification, and motor vehicle regulations in an enclosed building.

Rental contracts for a Fieldhouse may include the requirement to provide a protective floor covering.

D. Locker Rooms

Use of locker rooms with showers must be included in rental contracts for the gymnasiums and Fieldhouses. The time indicated on the rental contract is for the entire activity.

E. Athletic Fields, Tracks, Ball Fields, Tennis Courts

District activities have priority in all instances for these areas, and these facilities may be used by the general public when not scheduled for public school activities.

The Thom Field Stadium can be rented for advertised performances only, which requires use of the grandstand for spectators.

F. School Forest

A custodial fee shall be charged to all groups using School Forest facilities unless waived by the Superintendent of Schools or designee.

Groups using the School Forest facilities for overnight sessions may expect use of the facilities after 2:00 PM on the designated date. It is also expected that groups will leave by 2:00 PM on the last day. Groups wanting to remain after 2:00 PM may be charged an additional day's fee.

G. Cafeterias and Kitchens

Cafeteria rentals do not include use of kitchen and/or serving areas unless specifically included in the contract. If school dishes, machines, or equipment are to be used, a District food service staff member must be employed to supervise the use of equipment. The kitchen and all equipment must be cleaned and placed in the exact order in which it was found.

H. Advertising/Signs

Renters must receive permission to place signs on District property advertising the renter's event.

IV. Supervision and Responsibility

Rental groups must provide an ample number of supervisors, chaperones, and/or crowd control personnel to ensure the event will be controlled.

Renters are responsible for the safekeeping and protection of their equipment, supplies, and materials. The person who represents the user and/or group shall be held responsible for enforcing all contract rules, regulations, and policies for payment of damages to school property and for payment of financial obligations outlined in the contract.

Renters shall be liable for any damage done to school property and shall assume responsibility for personal injuries.

#### V. Authorized Use and Final Authority

The Board authorizes use of school facilities by outside groups subject to the limitations herein. The Superintendent of Schools or designee 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 educational mission or extracurricular programs or activities of the schools.
- b. The proposed use of school facilities poses an unreasonable risk of physical injury to school-age attendees and/or other participants (example: ultimate fighting).
- 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 that is legally obscene, determined by reference to any 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.

Additionally, the Superintendent of Schools or designee is authorized to determine the following:

- a. The number of personnel needed to support each activity.
- b. Number of hours needed to open and close the building and specific times that school facilities will be available for use and rental.
- c. The general rules and regulations to be observed while using District buildings, property, and grounds, in addition to the rules and regulations established by this policy.

#### VI. Classification of Users

Users of District facilities are classified into non-profit (benefit District programs through financial and/or instructional contributions, non-profit, other governmental agency use, and for-profit groups for the basis of assigning fees for use. Varying fees for the respective categories are based on factors including, among others, ability to pay the cost associated with use and the likelihood that non-profit groups, as a class, will provide activities of benefit to District residents. Fees are established to require those who use our facilities to share in the cost of operating school facilities. The Board believes use of school facilities by outside groups should not be a financial burden to the taxpayers of the District. Facility rental fees and associated staffing fees are established according to the

Board-approved fee schedule. Fees are based on the amount and type of facility or outdoor space used, time of use, and number of staff needed to accommodate the rental request.

The Board retains authority to establish fees for long-term, continuous use of school facilities based upon special consideration associated with such use.

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