

USE OF SCHOOL FACILITIES

Recognizing that school buildings and equipment are primarily intended for the education of school district students, the board of education wishes to cooperate with community organizations and agencies in making school facilities available to serve the needs of youth in the district and community needs, wherever that use does not restrict regular academic, co-curricular or maintenance functions or conflict with the educational environment of the school. Generally and unless approved by the Finance and Facilities (F&F) Committee, groups eligible to use facilities are as follows:

- Groups that provide service to students who reside in the district
- Not-for-profit (NFP) groups that provide recreational experiences to students
- (Not-for-profit in this policy includes only organizations that are so defined under applicable IRS codes.)
- NFP groups who provide educational experiences to district residents
- NFP groups that include parents working with students
- NFP groups that provide service to the community

The district will not allow facilities use to for-profit groups or group activities that have no direct benefit to youth or educational benefit to the citizens of the school district unless specifically approved by the Executive Director of Business Services and reported to the F&F Committee as an exception.

Specifically, the facilities shall be made available to the following groups, in order, as space and priority allow.

Group I - Non-profit organizations or individuals who are not engaged in a for-profit enterprise co-sponsored by the district. Generally no facilities use fees are charged. Fees may be charged for equipment and labor.

Examples: Organizations co-sponsored by the district or other Board-approved agreements. These include: P.T.O., P.T.A., Boy Scouts, Girl Scouts, 4-H, youth programs, senior citizens of municipal park and recreation departments that have a majority of its territory within the district boundaries, and others with special written agreements, etc. District staff, with building administrator approval, may utilize district facilities (with the exception of swimming pools) for wellness, as it relates to recreation and/or exercise. If any cost is incurred, the administrator shall work with the district staff to recover these costs. Staff use of facilities or equipment may not be used for financial gain.

NOTE: An exception to the non-profit requirement in Group I may be proposed by principals working cooperatively with their site councils and PTO, who may recommend summer or after school activities conducted by staff or outside vendors for purposes of educational, recreational, enrichment, or cultural benefit to school district students. The school, working cooperatively with the organization, must file District facility use application forms, all financial disclosure forms and receive Business Office approval.

Group II - Non-profit organizations without paid employees or individuals who are not engaged in a for-profit enterprise that do not charge any admission for events. The organization may charge membership fees to belong to the organization. Generally no facilities use fees are charged. Fees may be charged for equipment and labor.

Examples: Individual citizens or groups within the school district who organize and supervise co-curricular activities for the betterment of students who reside in the school district, such as youth athletic activities, etc.

(continued)

Group III - Individuals who are not engaged in a for-profit enterprise or non-profit organizations who may have paid employees, or that may charge admission and/or material fees. Equipment, labor and/or facilities use fees required as set by the district.

Examples: Recognized local civic clubs, recognized local churches, private and parochial schools and their youth groups, adult programs of municipal park and recreation departments within the district, and other recognized organizations whose purpose for facility use is devoted to community betterment or community youth welfare.

Group IV - All other groups eligible to use school facilities. Facilities use fees and fees for equipment and labor fees will be set by the Executive Director of Business Services and approved by the F&F Committee. Fair market value will be taken into consideration when setting these fees. To assist in fair market value determination, the Executive Director of Business Services will either act in accordance with annual rates set by the F&F committee and/or require Group IV applicants to secure quotes from comparable facilities on forms provided by the district. The district may set application and approval timelines for group IV. For-profit activities for adults without a community educational benefit or youth focus are prohibited from making application under this policy.

Examples: Local business sponsoring a youth or community activity or for-profit educational or athletic training event designed for district youth or district residents.

Note: Groups II, III or IV do not include private parties of corporations, families or individuals. Such groups are discouraged from making application for facilities use.

Excluded from the above are groups, organizations and/or individuals which/who promote candidates or persons for political office, promote a particular political agenda, political rallies, any illegal activity, or may present undue facility or security demands as determined by the Superintendent and/or Executive Director of Business Services. It is the district's intent that facility use which is in direct competition with like private facilities will not be accepted unless approved by the F&F Committee.

The Superintendent and/or Executive Director of Business Services shall have the authority to make determinations within this policy and shall inform the F&F Committee of any exceptions made to this policy. Facilities use agreements or approvals that would present any major exceptions to the policy will be brought to the committee for approval. Unless previously approved by the committee, facilities use in Group IV will be brought to the committee.

Exceptions to the non-tax exempt group are those agencies that have applied for use of school facilities under state statute 120.125. The principal, in conjunction with the appropriate central office administrator, may determine what is a reasonably available space and those spaces that have limitations. Any agency or person applying for use of school facilities for before or after school day care shall follow procedure set forth in state statute 120.125.

The applicant shall assume responsibility for, and compensate for, any damage done to the building or equipment during the period of usage; to indemnify and to forever save harmless the board of education and its officers, agents and employees from any and all claims of whatsoever kind, nature or description arising out of the use of any of the school facilities. The applicant shall be responsible for all supervision of youth participants and shall have adult staff on site whenever youth are present.

There will always be a district employee on duty when school buildings are being used.

Organizations that wish to use school facilities must sign a contract stipulating the purposes and conditions under which the facility is to be used. Such contract shall identify the reasonable charges, as determined by the board, which shall be paid by the applicant to offset the costs attached to the additional use of the facility.

Whenever a cafeteria kitchen is used, district personnel may be assigned by the Executive Director of Business Services. The group using the room will be charged for the employee's time, in addition to the regular fee.

If an organization wishing to use facilities under Group IV wishes to make a contribution to a specific school or to the district, they shall so state on the financial disclosure form. The financial disclosure form shall clearly delineate the amount to be given to the school and to the district. Not more than \$1,000 or 75% of the contribution, whichever is less, may be given to the school for a given facilities use agreement without Board approval.

Use of school facilities may require changes to more adequately meet the primary purposes of the building. These may include co-sponsored events listed in Group I. Therefore, school authorities reserve the right to cancel facility use at any time, with or without due notice. All contracts for other use are granted with this understanding.

Fees charged for facilities will be reviewed by the F&F Committee and presented to the board annually. When working with other public entities such as WCTC, City of Waukesha, etc., the Executive Director of Business Services may apply the previous year's rates if the board's actions on annual fee adjustments are approved after the budget deadlines for those entities.

A current fee schedule is attached for reference.

Reference:	Wisconsin State Statute 120.125 Wisconsin State Statute 120.13 (sub 14)
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