

**SCHOOL DISTRICT OF WAUKESHA**  
**Waukesha, WI**

#1330G

**GUIDELINES FOR  
USE OF SCHOOL FACILITIES**

The Finance and Facilities (F&F) Committee of the Waukesha Board of Education will be responsible for the use of school facilities by outside groups. The Executive Director of Business Services will serve as direct liaison to F&F Committee for all items relating to the use of facilities.

The following procedure is to be used as the administrative guideline for Board of Education Policy #1330 - Use of School Facilities:

1. All outside groups will request the use of facilities with the building administrator. The request shall include any equipment that may be needed for the event, such as balls, mats, chairs, televisions, and audio visual equipment. A Request for Use of School Facilities form and all required disclosure forms will be completed by the groups requesting the use. The building administrator, upon receipt, will approve or disapprove the use of the building. Groups I-III will be given priority for building use over Group IV. Applicants in Group IV must submit requests by September 1 for the current school year and by March 15 for the summer. Normally, these requests will be granted or denied by October 1 for the school year and May 1 for the summer. The building administrator evaluates all requests and determines if the request is acceptable and within the parameter of Policy #1330. The principals will recommend to the business office whether or not extra charges for equipment shall be charged. Upon approval of the Request for Use of School Facilities form, the building administrator will forward the form to the business office.
2. A second review is made of the information presented, to again determine the eligibility of the group within the parameter established by Policy #1330. This review will be completed by the Executive Director of Business Services or his/her designee.
3. The business office will forward an Application for Use of School Buildings to the party requesting building usage. The Application for Use of School Buildings incorporates the group name; facility requested; date; time; purpose; special equipment needs; facilities use charge, if applicable; custodian overtime, if applicable; and any other special assessments.
4. The Application for Use of School Buildings must be signed by the Executive Director of Business Services and an officer/sponsor of the organization making the request. For profit groups shall be required to submit an event financial disclosure form to the Executive Director of Business Services. Non profit organizations shall submit appropriate documentation or assurance of their non profit status.
5. Upon acceptance by the requesting party of the Application for Use of School Buildings, the business office will forward a Building Usage Notice to the building administrator. This form will confirm the use of the facility along with staff requested and special needs.

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6. Each month, the building administrator forwards a Monthly School Building Report to the business office showing utilization of the building during the preceding month. This report shows date of use, the groups hours of use and required overtime to be billed to the outside group.
7. An invoice is prepared by the business office and sent to the contracting party. The invoice will show facilities use hours, overtime requirements and all special assessments due the School District of Waukesha. The business office may require payment in advance from the applicant/user.
8. Reciprocal Agreement: In the event that a reciprocal agreement for use of facilities between the school district and an otherwise qualified organization exists, the Executive Director of Business Services may waive the fees. Such waiver shall be reported to the F&F Committee.

Cross Reference: Policy #3280 - Gifts, Grants and Bequests

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