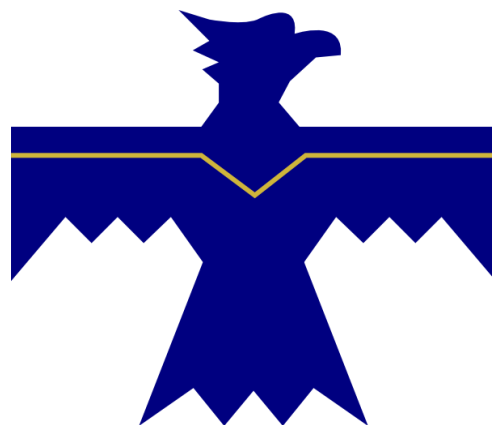

**SCHOOL DISTRICT OF
BARABOO**

**FACILITY POLICY
MANUAL**



School District of Baraboo Facility Policy Manual

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Responsibility and Facility Use

1. The School District of Baraboo (District) allows our facilities to be scheduled for use of school-sponsored activities, school-affiliated groups, community groups, non-community groups, and for-profit organizations provided that the use meets the facility use criteria set in policy and it does not conflict with regularly scheduled programs of the District.
2. The user must be a recognized, responsible group/organization within the School District of Baraboo, approved nonlocal group/organization or private for-profit group/organization. The Director of Activity Programs shall be responsible for determining whether groups are recognized and how they shall be categorized under Section I of Board Policy 830-Rule.
3. The Baraboo School District (District) allows our facilities to be used by for-profit organizations on a case-by-case basis as long as that use is not part of business's regular on-going operations. For example, a gymnasium might be used as part of a for-profit basketball tournament that is held once a year, but our technical education car lifts could not be used as part of a car maintenance business.
4. The primary person to contact for questions in regards to scheduling the middle and high school facilities is Jim Langkamp, Activities Director [jlangkamp@barabooschools.net or (608) 355-3940 ext. 2013]. For the use of the swimming pool, please contact Heather Wood, Aquatics Director at hwood@barabooschools.net or at (608) 355-4665. The Elementary Building Principals at each respective elementary school building will be the final approver for all facility use at the elementary school buildings.

Application Process

1. Requests for use of facilities shall be made through the rSchool Facilities Scheduler.
 - a. All middle and high schools facility requests must be made online through rSchool facilities at <http://bit.ly/2Y3jA5s>
 - i. The representative must set up an account to request facilities within the rSchool system. Once a request for an account is submitted it will need to be approved by a facilities coordinator and assigned a classification to determine rental rates before facilities requests can be made.
 - ii. After the account has been approved, the representative will receive an email with account information (login and password) and a link to reserve facilities. Please use the link below for step-by-step instructions on how to request a facility. <http://bit.ly/310ILRP>
 - b. All elementary schools facility requests must be made by submitting a request directly to the Building Principal of the respective elementary school building. The “[Use of Facilities and Equipment Agreement Form](#)” must be completed, signed and dated by the facility user.

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- c. The District reserves the right to deny any facility use request or terminate any agreement at any time with or without cause based on the following but not limited to building maintenance requirements, operational needs, security, weather conditions, lack of facility supervision being available, failure to pay previous charges in full, or other.
- d. The District facility will not be available for use if in conflict with already scheduled activities, school observed holidays, during emergency closings, and is discouraged for overnight use.

Liability/Insurance/Damages

- 1. A certificate of insurance from the sponsoring organization may be required by the administrator indicating no less than the following coverage:

<u>Commercial General Liability Insurance</u>	
a. Each Occurrence (Bodily Injury & Property Damage)	\$1,000,000
b. General Aggregate	\$2,000,000
c. Products & Completed Operations Aggregate	\$2,000,000
d. Personal & Advertising Injury Limit	\$1,000,000

The School District of Baraboo shall be named as an additional insured on the insurance policy of the sponsoring or user of the facility and shall provide a certificate of insurance to the District prior to using the facility.

- 2. Groups or organizations using District facilities or grounds shall agree to indemnify, save and hold harmless, the School District of Baraboo, its officers, agents and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with, or attributable to rental, use and occupancy of the School District of Baraboo facilities and equipment.
- 3. All laws, ordinances, codes and safety regulations must be observed. It is the facility user's responsibility to be informed about laws, ordinances, codes and safety regulations and report any unsafe conditions immediately to the appropriate school representative.
- 4. The facility user shall be responsible to reimburse the District for all cost associated with false alarms resulting from their use of facilities.
- 5. The user is liable for damage to school property over and above normal wear. Failing to reimburse the District for damage will result in denial of future use of school facilities. The District will not be responsible for loss or damage to property of the group or individuals using the facilities, nor for personal injury while on school property being used by the group. The users are expected to provide proper supervision and insurance to protect against such contingencies.

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6. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

7. No liability shall attach to the District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

Use of School Food Service Kitchens

1. Kitchens must be supervised by District's Food Service personnel, unless prior approved arrangements are made with Mary Loveless, Director of Food Service, at mloveless@barabooschools.net or at (608) 355-3980; hours worked will be charged to the group/organization at the current hourly rates.
2. State regulation requires the District to maintain food service facilities in compliance with all sanitation and health standards stated in the Wisconsin Administrative Food Code.
3. Major Food Service equipment shall only be operated by Food Service staff or approved trained personnel.
4. The use of school kitchens requires the approval of the Director of Food Service at least three weeks in advance of the facility use.
5. After use, the Food Service staff will make sure the user leaves the kitchen in the same condition it was in when they started and such time charged to the kitchen user.
6. Any lost or damaged incidental equipment will be repaired or replaced and changed back to the kitchen user.
7. All other facility use regulations shall apply.

Use of Swimming Pool

1. For the use of the swimming pool, please contact Heather Wood, Aquatics Director at hwood@barabooschools.net or at (608) 355-4665.

Facility Use Regulations/Limitations

1. The District reserves the right to request payment of estimated fees in advance.
2. Sale or consumption of alcoholic beverages in or on school premises is strictly prohibited.
3. Smoking and the use of tobacco substitute products, including electronic cigarettes, is prohibited in accordance with School Board Policy 831 - Tobacco Products on School Premises.

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4. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the building principal.
 - a. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
5. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
6. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to approval of the building principal.
7. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building principal.
8. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
9. The District is not responsible for any personal items of the applicant or other persons using the facility that is lost, stolen, or broken.
10. During inclement weather, school buildings may be closed regardless of any usage agreements.
 - a. In the event of a school cancellation, all events are canceled.
 - i. If the District closes the school buildings, any rental charges will be eliminated and reimbursed for that day.
 - b. If the school is open during inclement weather, it is the responsibility of the renting organization to determine its use of the space.
 - c. Rental charges will be billed if required to cover the school buildings costs of equipment rental, labor, etc.
 - d. The District shall not be liable for any loss of income due to inclement weather, public emergencies, acts of nature, or from any other reason whatsoever. In the event any fault or neglect by the District or its failure to satisfy any obligations under the usage agreement, the liability of the District shall be exclusively limited to the refund of any amounts paid by the renting organization.
11. Snow Removal
 - a. The District endeavors to maintain safe driving surfaces for vehicles properly equipped for winter driving conditions. Due to the nature of winter weather conditions, a roadway completely and immediately clear of snow and/or ice is not a realistic expectation. Motorists are expected to adjust their driving practices in accordance with road

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conditions. Once a snow event has begun, the District is responsible for plowing and applying salt to parking lots and service drives. Custodians are responsible for clearing sidewalks, entrances, doorways and stairwells (Areas where clearing cannot be accomplished by vehicle). Any accumulation will be removed within 24 hours of conditions ending.

12. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability.

Who May Use or Rent School Facilities

1. School or school-affiliated groups and City of Baraboo Recreation Department may use facilities.
2. Other organizations or groups may rent facilities in accordance with the [fee schedule](#).
3. School employees may be allowed to use the facilities within their own buildings; with prior authorization from building principals. For organized activities, school employees will be subject to the terms of supervision and responsibility in section below. Any District employee who is charging for an activity will be classified as a Class II rental. All Class II conditions will apply, including the need for liability insurance.

Supervision

1. A school district employee shall be on duty whenever a building or facility is being used unless determined otherwise by the building principal/designee. Each group using District facilities must indicate an individual who will serve in a supervisory capacity during the use of the District facility and who will be present the entire time the facility is in use.
2. The group or organization shall have a person designated as in charge of the facility who will be present the entire time the facility is in use.
3. If the supervisor, as designated on application is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the expense shall be charged to the sponsoring group.
4. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is present.

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User Groups/Organizations Classifications

1. **Class I:** School-Sponsored Activities and School-Affiliated Groups; City of Baraboo Recreation Department; Civic, Community youth and non-profit groups
 - a. **The School District of Baraboo will have first priority with regards to scheduling**
 - b. Student school groups, school-affiliated groups and local community service groups (i.e. Sports Boosters, and any other school-affiliated clubs)
 - c. Athletic, Curricular, Co-curricular, in-service activities
 - d. The City of Baraboo Recreation Department and Recreation Department-affiliated youth sports organizations
 - e. Civic groups (i.e. Optimists, Kiwanis, Rotary, etc.)
 - f. Local non-profits, youth or adult
 - g. Community youth groups (i.e. Girl Scouts, 4H clubs)

2. **Class II:** Private Use by Local Organizations or Groups
 - a. Individual, private local groups
 - b. Local adult education groups
 - c. Government agencies (no charge if event is used for a public forum and there are no fees charged to participants)

3. **Class III:** Non-Community Groups and For-Profit Organizations
 - a. Activities charging fees or admissions for private gain or profit
 - b. Activities for the benefit of their own members
 - c. Individual, private non-local groups
 - d. Local for-profit organizations
 - e. Non-local Civic organizations
 - f. Non-local non-profit groups

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Facility Use Fees and Charges

School District of Baraboo Facility Rental Fees - Hourly Rates Below			
Building/Location	Class I	Class II	Class III
High School			
Classrooms	No Charge	\$25.00	\$50.00
Commons/Cafeteria	No Charge	\$35.00	\$70.00
Computer Lab	No Charge	\$40.00	\$80.00
Gym	No Charge	\$50.00	\$100.00
Kitchen	No Charge	\$40.00	\$80.00
Library	No Charge	\$35.00	\$70.00
Middle School			
Classrooms	No Charge	\$25.00	\$50.00
Commons/Cafeteria	No Charge	\$35.00	\$70.00
Computer Lab	No Charge	\$40.00	\$80.00
Gym	No Charge	\$50.00	\$100.00
Library	No Charge	\$35.00	\$70.00
Elementary Schools			
Classrooms	No Charge	\$25.00	\$50.00
Commons	No Charge	\$35.00	\$70.00
Computer Lab	No Charge	\$40.00	\$80.00
Gym	No Charge	\$50.00	\$100.00
Library	No Charge	\$35.00	\$70.00
District Office			
Board Room	No Charge	\$35.00	\$70.00
Conference Room	No Charge	\$35.00	\$70.00
Pool			
Lane Rental (per lane, per hour)	\$12.50	\$12.50	\$12.50
Lifeguarding Equipment Rental (per day)	\$25.00	\$25.00	\$25.00
CO Timing System (per day)	\$200.00	\$200.00	\$200.00
Additional Fees – Hourly Rates			
Custodial Staff (per hour)	\$35.00	\$35.00	\$35.00
Kitchen Staff (per hour)	\$30.00	\$30.00	\$30.00
Lifeguard Staff (per hour)	\$12.00	\$12.00	\$12.00
Swim Meet Director (per hour)	\$25.00	\$25.00	\$25.00
<p>During normal working hours if considerable custodial time before/during/after an activity prevents the custodian from completing their assigned duties, overtime will be used to complete those duties and that expense will be charged to the organization. If the rental occurs outside of normal custodial staffing hours, custodial fees will be charged at an overtime rate with a two-hour minimum.</p>			

USE OF FACILITIES AND EQUIPMENT AGREEMENT FORM

NAME OF GROUP:	NO. EXPECTED:
DATE OF APPLICATION:	TELEPHONE:
NAME OF EVENT:	ROOM(S) NEEDED:
TIME FACILITIES MUST BE OPENED FOR SETUP :	
TIME EVENT BEGINS :	TIME EVENT ENDS :
TIME FACILITIES MUST BE CLOSED:	

AREA(S) REQUESTED: CLASSROOM(S) COMMONS/CAFETERIA COMPUTER LAB GYM
 KITCHEN LIBRARY POOL OTHER

FACILITY CHARGE:	\$
PERSONNEL (CUSTODIAN/FOOD SERVICE/POOL) CHARGE:	\$
EQUIPMENT CHARGE:	\$
TOTAL:	\$

EQUIPMENT NEEDED TO BE SET UP (chairs/tables, etc.): _____

EXPLANATION OF USE: _____

NAME, **MAILING ADDRESS**, PHONE NUMBER OF PERSON(S) MAKING REQUESTS: _____

NAME(S) OF ADULT(S) PROVIDING THE SUPERVISION: _____

I acknowledge receipt of a copy of the District's School Board Policy 830 - Exhibit (1) **FACILITY POLICY MANUAL**, that I have reviewed and I will be responsible for ensuring compliance with it.

SIGNATURE: _____ *DATE*: _____

APPROVER'S NAME: _____ TITLE: _____ DATE: _____

The submission of this signed agreement secures your event on the DISTRICT CALENDAR. Your event is not scheduled until the approval signature is secured and financial obligations are paid.

FOR OFFICE USE ONLY:

Personnel on duty:

Comments on condition of building after use: