

## USE OF SCHOOL FACILITIES PROCEDURE

### BARABOO SCHOOL BOARD PROCEDURE

#### **830-RULE**

I. ORGANIZATION OR GROUP CLASSIFICATIONS FOR PURPOSE OF PRIORITY AND FEE DETERMINATION:

Authorized administrators or Board will grant or deny a facility use request as follows:

1. Elementary School Facilities: Building Principal
2. Middle and High School Facilities: Director of Activity Programs

A. Group I: Use for District Program Activities that:

1. District program activities involving students and families within their building.
2. District program activities involving students and families from other school buildings within the District.
3. District program activities designated as community education.

B. Group IIA: Public Use by Local Organizations or Groups that:

1. Provide community service programs for youth or youth related functions such as PTA or approved or recognized local groups including but not limited to Boy or Girl Scouts, 4-H Clubs, or youth educational programs.

C. Group IIB: Public Use by Local Organizations or Groups that:

1. Provide or support educational programs including but not limited to vocational education, University of Wisconsin-Baraboo Campus, alumni associations or affiliations with accredited educational institutions.
2. Provide or support charitable or governmental services including but not limited to civic organizations, service clubs, governmental bodies and their boards or committees.

3. Provide formal athletic and recreational programs including but not limited to private sponsored athletic teams or other organized recreation and physical fitness programs.
4. Provide informal educational, athletic or recreational programs when facilities are not available elsewhere within the school district.

D. Group III: Private Use by Local Organizations or Groups that:

1. Provide programs or activities primarily for benefit of their own members or organization.
2. Charge fees or admission for purpose of raising funds primarily for their own members or organization.

E. Group IV: Private Use by Nonlocal or Private Organizations or Groups that:

1. Provide programs or activities primarily for the benefit of their own members or organization.
2. Charge fees or admission for the purpose of private gain or profit.

II. CONDITIONS OF USE:

The user group or organization agrees to:

A. Elementary School Facilities:

1. Submit request directly to Building Principal or his/her designee.

B. Middle or High School Facilities:

1. Submit a request through the online application, or directly to the Director of Activity Programs.

C. The Director of Activity Programs shall determine and assign fees, if any.

1. Appeal of fees may be made to the Director of Business Services.

D. Agrees to pay upon receipt of invoice.

1. Failure to pay facility use fees may result in loss of user privileges and/or collections activity as warranted.

~~E.~~ User is responsible for additional fees that result from the District having to provide staffing during the times the facility is being used. This

includes food service staff if a kitchen facility is being requested, and custodial staff if the use occurs when the building is not staffed.

### III. REGULATIONS:

Recognizing that regulations are necessary to ensure proper administration of school facilities usage by non-school groups, the following are established:

- A. User must be a recognized, responsible group/organization within the School District of Baraboo, approved nonlocal group/organization or private gain 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 this rule.
- B. The organization or group must designate a responsible party to assume responsibility for proper use and care of school facility. This person will be held responsible for group activities while using facility, including arranging payment for all rental fees or assessed charges levied to user group by the Board or its designee.
- C. Responsible groups/organizations shall provide evidence of insurance of at least \$1,000,000 in general liability coverage, which shall indemnify the School District of Baraboo and it hold harmless from any liability arising from the group's use of the school district's property.
- D. If any damage takes place within or about the building, furniture or equipment, the user's representative shall be responsible to arrange for payment of repairs. The Board shall determine the extent of property damage and shall reserve the right to terminate the use of school facility by the organization or group.
- E. Organization or group representative is responsible for providing adequate means of participant and spectator control. The means of control must be approved prior to the event by the Building Principal and/or Director of Activity Programs.

Last Updated: January 9, 2017