

**FOX POINT-BAYSIDE SCHOOL DISTRICT
BOARD POLICY MANUAL**

**830-Rule
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USE OF FACILITIES AND GROUNDS REGULATIONS

A. Facility and Grounds Use Applications

The Director of Business Services, or designee, shall have authority to issue permits for the use of selected school facilities and grounds. The decision of the Director of Business Services is final.

Applications for building permits are to be made in writing at least five (5) days prior to the request.

The amount of time and nature of the use shall be subject to:

1. the approval of the Director of Business Services, or designee and
2. availability of custodial personnel.

B. Use for School-Sponsored Purposes

1. Use for lectures, entertainment, school exercises and other school purposes held under the auspices of and for the benefit of the school shall take precedence over non-school uses.
2. If used for school or parent-teacher organization related purposes, or other similar purposes, and no admission is charged, collected, or taken, the use shall be without cost.

C. Use for Community Purposes

1. Any resident, organization or group of citizens of the school district may be granted the use of the buildings and facilities for civic and recreational activities and public meetings as authorized by law. Residents will be given priority for usage over non-residents. The user shall pay rental as fixed by the Board.
2. Any non-resident, organization or group may be granted the use of the building and facilities for purposes that are authorized by law. The user shall pay rental as fixed by the Board.
3. For School community sponsored events if no admission is charged, collected or taken and no attempt is made to raise money, the user shall pay the hourly cost of custodial services as fixed by the Board.
4. For school community sponsored events if admission is charged or money raising is carried on, the user shall pay a rental fee, in addition to the fee for custodial services, as fixed by the Board.
5. Use of technology is prohibited by all renters. Technology is defined as video equipment, computers, television screens, and lighting options.

D. Safety and Protection of School Property

In the interest of safety and for the protection of School District property, certain restrictions will be in effect. These prohibitions include, but are not limited to, the following:

- Only the front entrance of the building is to be used for entrance and exit. All other external doors will be locked.
- Users of the facility are to remain in the rented area and do not have access to other parts of the building with the exception of restrooms.
- The use of any equipment or materials which might damage any part of a school building or grounds or be potentially dangerous to the user (i.e. dunk tanks).

- Tobacco use in school buildings.
- The use, sale or possession of alcohol or other drugs.
- The presence of any person under the influence of alcohol or other drugs.
- The possession or use of a weapon.
- The use of open flame lamps or open flame candles.

A custodian must be on duty at all times a building is open. The Director of Business Services may determine that more than one custodian is required depending upon the nature of the request. If more than one custodian is required, the cost will be adjusted accordingly.

E. Fee Payment and Cancellations

- Fees must accompany the user request form.
- Cancellation must be received 24 hours prior to the event.
- A \$25 cancellation fee will be charged for events that are cancelled.
- User fees shall be refunded if the District must cancel a confirmed request.

F. Activities Restrictions

Permits to use School District facilities and grounds will not be issued for activities which are deemed inappropriate as determined by Director of Business Services. The decision of the Director of Business Services is final.

Organizations wishing to conduct a raffle as part of an activity in which school property is used must secure permission from the Jt. #2, Fox Point-Bayside School Board prior to commencing activity. When seeking approval from the School Board to conduct raffles on school grounds or in school buildings, the organization must conform to the following guidelines:

1. Be defined as a service organization under Wisconsin Statutes. 563.905.
2. Conform to the license requirements of the State of Wisconsin.
3. Prepare and present a raffle plan to the School Board which shall, as a minimum, include the following:
 - The name of the sponsoring service organization.
 - Date, time, and place of the raffle.
 - The raffle prizes.
 - The cost of a ticket.
 - The purpose to which the proceeds will be donated.
 - The name, address and telephone number of two persons involved in the administration of the raffle.
 - Evidence of application for or receipt of state licensure.
4. Receive School Board approval of the raffle plan.
5. Agree that students will not be involved in the sale or purchase of raffle tickets or the administration of the raffle program.
6. Apply the proceeds from its raffles to support approved activities or purchase of equipment for the School District.
7. Refrain from the sale of raffle tickets or the conduct of raffles during school hours.
8. Agree to not request or use time at events and activities sponsored by the School District primarily for student participation to promote raffle events or draw for raffle prizes.

G. Facility and Grounds Use Rules

No part of the school building shall be used unless at least one adult other than a custodian is in charge. That person must be present from the beginning of the activity and remain until such time as all persons have left the building.

The security plans shall be the joint responsibility of the building administrator and Manager of Buildings and Grounds who will schedule additional custodial help as needed.

A certificate of insurance may be required prior to confirming a user request.

Users of the facilities and grounds are responsible for the proper care of facilities and equipment. Unless other arrangements have been made, host organizations are responsible for the cleanup involved when sponsoring banquets, buffets, lunches, etc. Additional costs may be charged, and/or future use may be revoked, if not properly cleaned according to District standards. Field rentals do not include use of restroom facilities.

H. Areas Available for Rent

Classrooms, laboratories, specialized instructional areas and offices are not available for rent. The following areas are available for rental as noted below:

Gymnasiums

- Users of the school gym must have a qualified adult supervisor present whenever occupying the building.
- Tennis, athletic or other soft-soled shoes are required on all gym floors.
- All food or drink is prohibited.
- Activities or use of equipment that may be harmful to the floor is prohibited.
- Cleanup is the responsibility of the user. Failure to do so will result in an hourly charge for custodial cleaning as fixed by the Board.

Cafeterias

- Food must be prepared off-site.
- The user must provide all utensils, dinnerware, and paper products.
- Cleanup is the responsibility of the user. Failure to do so will result in an hourly charge for custodial cleaning as fixed by the Board.
- Activities or use of equipment that may be harmful to the floor is prohibited.

Bayside Middle School Library

- May be used for meetings and gatherings of a general purpose.
- Food and drink may not be consumed.
- Cleanup is the responsibility of the user. Failure to do so will result in an hourly charge for custodial cleaning as fixed by the Board.
- Activities or use of equipment that may be harmful to the floor is prohibited.

I. Grounds Use Rules

- Areas suitable for use include athletic fields and asphalt playground surfaces.
- Existing, permanent, outdoor school recreational equipment may be used.
- Surfaces may not be altered; i.e. striped, painted, holes bored in the asphalt to anchor tents, etc.
- Open flame fires; i.e. bon fire, are strictly prohibited.
- Cleanup is the responsibility of the user. Failure to do so will result in an hourly charge for custodial cleaning as fixed by the Board.

J. Damages

Damage to school property shall be reported to the custodian on duty. A damage report shall be completed as soon as possible, but not later than 72 hours, after the event, and filed with the Director of Business Services. Damage report forms are available in the District Business Office. A certificate of liability insurance may be required prior to confirmation of the user's request. Failure to report damages as specified above could result in the revocation of future use of District facilities and grounds.

LEGAL REF.: Section 120.12(9) Wisconsin Statutes
 120.13 (17), (19), (21)
 163.905

CROSS REF.: 443.3 - Weapons on School Premises
 445 – Alcoholic Beverages, Tobacco Products and Inappropriate Inhalants
 830 - Use of School Facilities and Grounds
 830-Exhibit 1 - Facilities Use Request
 830-Exhibit 2 – Facilities and Grounds Rental Fees
 831 - Tobacco Use on School Premises
 852 - Fund Raising Activities

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