



Book	Policy Manual
Section	7000 Property
Title	COMMUNITY USE OF SCHOOL FACILITIES
Code	po7510.01
Status	Active
Adopted	August 22, 2011
Last Revised	December 17, 2018

7510.01 - **COMMUNITY USE OF SCHOOL FACILITIES**

Community groups or individuals may be permitted and are encouraged to use school facilities when such use does not interfere with the regular school program. Use is granted to groups in priority order with the District having first priority (1), the second priority (2) to the Municipalities of Germantown School District Parks and Recreation Department(s), and all other organizations or individuals per their designated priority group (3, 4, or 5). All requestors will be assigned a designated category by the District as listed below. If an organization or individual has not been assigned a category, the Director of Business and Auxiliary Services will assign a category at the time of application.

Presentations, programs, plays, or theatrical productions may be prohibited if the proposed event contains depictions of or glorification of violence, drug use, sexual activity, or depicts or encourages other similar conduct inappropriate for a school facility. The District may require restricted attendance for any production that is rated for mature audiences only. This shall not be used to restrict any production or event on the basis of a particular viewpoint or message, rather, the Board believes that themes and depictions within any production should not detract from the educational and environmental interests of a school community. Determinations regarding content will be made in consultation among the Superintendent, District's Activities Director, and/or PAC Coordinator when applications for facility use are submitted; any disputes regarding determinations on content will be forwarded to the Board for final consideration.

PRIORITY USER GROUP CLASSIFICATIONS

Users categorized in Priorities 3 through 5 wanting to use the Germantown School District facilities Monday through Friday and non-school days may and/or will be assessed a facility use charge, possible equipment charges, and/or staff charges. Priorities and fees associated with the use of the Germantown School District facilities are based upon a group's classification as determined by the Board and waivers for fees may be sought by users in Priority Groups 3, 4, or 5.

PRIORITY 1: Germantown School District Curricular, Co-Curricular, and Extra-Curricular programs

PRIORITY 2: Germantown School District's Municipalities Park and Recreation Department programs, which are assessed usage fees at seventy-five percent (75%) of the District's fee schedule for Priority 4 users

PRIORITY 3: Germantown School District affiliated groups and community groups (must have fifty-one percent (51%) of membership being Germantown School District residents and/or Germantown School District students), which are assessed usage fees at twenty-five percent (25%) of the District's fee schedule for Priority 4 users. The group must provide a certificate of insurance with minimum liability coverage of \$1,000,000. Examples include, but are not limited to:

- A. Parent Teacher Associations (PTA) or Parent/Teacher Organizations (PTO)
- B. Athletic/Co-curricular/Extra-curricular Booster Clubs

- C. Boy Scouts, Cub Scouts, Girl Scouts, Brownies, Daisies
- D. Youth Athletic Clubs
- E. GSD Municipalities Police and Fire
- F. GSD non-profit organizations (must include Section 501.c.3 proof of status)
- G. GSD community churches

PRIORITY 4: Non-Profit outside organizations (must include Section 501.c.3 proof of status) or organizations with less than fifty-one percent (51%) of membership being Germantown School District residents and/or Germantown School District Students. The group must provide a certificate of insurance with minimum liability coverage of \$1,000,000. Examples include, but are not limited to:

- A. Non-school related youth sports teams (student roster list is less than fifty-one percent (51%) GSD residents/students)
- B. American Cancer Society
- C. United Way
- D. US Army, Navy, Air Force, Marine groups

PRIORITY 5: All other individuals and groups. The group must provide a certificate of insurance with minimum liability coverage of \$1,000,000. Facilities available for use include the school property, buildings, and equipment, with the following exceptions:

- A. With the exception of Priority 1 Groups, food service and food preparation area shall not be available for community use. Other Priority Groups may request food service and food preparation use; however, it must be staffed by School District personnel and the users shall be charged at the rate established by the District for each food service staff member needed. Fees waivers for food service staff are not granted.
- B. Industrial arts or maintenance facilities, as well as school or District materials, shall not be made available for community use, including use by School District employees.
- C. The A-Wing of Germantown High School shall not be available for community use.
- D. No motorized equipment shall be available for use (i.e. lifts, lawn care equipment).
- E. All arrangements for use of School District facilities shall be coordinated by the Director of Business and Auxiliary Services, the Superintendent, GSD Activities Director, and/or PAC Coordinator.
- F. Any responsible resident of the District who is at least twenty-one (21) years old or any responsible organization which has named a responsible adult who is at least twenty-one (21) years old to be in charge of and present at the activity may be eligible to use school facilities.
- G. Fees shall be charged for the use of school facilities in accordance with State law and established procedures. Such fees shall be determined by the Board. All eligible organizations shall be charged a fee in accordance with the fee schedule approved by the Board.
- H. Any individual or group granted approval for use of school facilities under this policy and its implementing procedures shall be required to abide by all facility use requirements.

Procedures for Use of School Facilities

Facility Use Requests

- A. Facility use requests shall be made by the person or organization in writing in a timely manner. No use may occur without written confirmation of approval. The Director of Business and Auxiliary Operations and/or GSD Activities Director

shall determine the most effective methodology for the format of Facility Use Requests.

- B. All arrangements for the use of school facilities by GSD Municipalities Parks and Recreation Department(s) shall be coordinated by the Facility Services Department in conjunction with school offices and the GSD Municipalities Parks and Recreation Department(s) in accordance with any intergovernmental agreement established with the District.
- C. Applicants must provide enough supervisors, chaperones, or crowd control personnel to ensure proper conduct of all patrons and participants. An adult must be present from the beginning time stated on an "Application and Agreement for Use of Facilities" form until all participants have left the premises. It is the group's responsibility to maintain control of the behavior of all participants and spectators involved in the activity and to ensure that they remain in the area authorized by an approved "Application and Agreement for Use of Facilities" form.

Conditions for Use of Facilities

- A. Under no condition shall any individual, group or business be allowed access to school facilities unless they have provided a responsible adult who is in charge, present at all times of use, and permission for use of the facility has been granted as outlined above.
- B. Times of use of the school facilities shall be such that they do not interfere with the regular school program. All requests for use of facilities will be considered subject to the annual facility use schedules established by the Office of Business and Auxiliary Services, principals, the GSD Activities Director, and PAC Coordinator. School facilities shall not be available to any school or non-school groups on Sundays or holidays unless pre-approved by the Director of Business and Auxiliary Operations, GSD Activities Director, and/or PAC Coordinator. Groups or individuals using the school facilities are restricted to the activity hours listed on their "Application and Agreement for Use of Facilities" form. Allow ample time before and after your activity for set-up and clean-up. User fees will be based upon when the group members enter the building to when they depart. All activities will end by the times approved on the "Application and Agreement for Use of Facilities" form.
- C. School District facilities used during non-operational school hours will be limited to one (1) building access point (i.e. set of doors). This building access point should be located as close to the building usage area as possible. The individuals using the facility shall provide a responsible adult to attend the building access point at all times and monitor access to the activity during the event.
- D. Supervision of use of school facilities shall be the prime responsibility of the applicant. Lack of proper supervision shall result in the immediate loss of facilities privilege. A custodian, District employee, and/or Municipalities Park and Rec employee must always be present when a facility is in use. The custodian shall not serve as the supervisor of the activities. If a District employee is present, the District employee shall not serve as the supervisor of the activities unless so designated by prior arrangement. A school authority shall assist and acquaint the applicant in the proper use of the facilities, and shall exercise such necessary authority to protect and preserve school property from damage. A charge shall be made to the applicant for any damage done to any school property. The applicant may be required to reimburse the District for any cleaning required to maintain the original condition of the facility.
- E. Any organization and its supervisors utilizing GSD facilities shall be liable for any damage done to school property or loss of school property and, assume all responsibilities for any personal injury to a patron and participants in their activities and/or events. A certificate of insurance is required prior to granting use of facilities, as well as a security deposit.
- F. All groups are expected to leave the facilities in the same condition in which they were found. Any expenses incurred because of activities will be charged to the user.
- G. The use and possession of alcoholic beverages, tobacco, and/or controlled substances shall be prohibited in school buildings and on school premises.

Use of Playgrounds

- A. Children shall have responsible adult supervisors present whenever they are in organized groups utilizing the school grounds or any other facility; for emphasis, NO organized group shall be allowed to use school playground facilities without supervision.
- B. While all students are expected to go home as soon as school is over, unless attending some school-sponsored activity, the informal use of the playgrounds after school hours, on holidays or weekends by the children of the community is not prohibited. It is understood that such informal use of the playgrounds is done at the risk of the user.

- C. The agreement for the use of school facilities for public recreation programs shall be reviewed periodically by the District Administrator, Office of Business and Auxiliary Services, and the GSD Municipalities Park and Recreation Departments, and shall be in conformance with Board policy and these procedures.

Events Involving Firearms

No person may be in possession of a firearm on school grounds in violation of Wisconsin or Federal law. A firearm may be in a school or on school grounds only if it is (a) unloaded, and (b) in a locked container or case in which no part of the firearm is visible. Events that involve firearms (e.g. a raffle where a firearm is a prize) must be conducted in accordance with this policy, applicable State and Federal law governing firearms in or on school grounds, and any other applicable state or federal laws.

Facility Use Fees

- A. Facility use fees shall be established by the Board of Education. "Donations in kind" cannot be substituted for fees.
- B. Fees which are collected for facility use shall be accounted as "revenue" in Community Services Fund 80 and shall only be used for facilities operations and improvements.
- C. When the facilities are being used by the public and an admission or participation fee is charged, the organization shall be charged for such use at a rate established in the fee schedule.
- D. The manner in which fees are collected shall be determined by the Director of Business and Auxiliary Services.

Fee Structure/Designation/Waivers

Fee waivers may be granted based on the following table:

- A. Priority Group 1 - No fees for facility use
- B. Priority Group 2 - Germantown School District’s Municipalities Park and Recreation Department programs, which are assessed usage fees at seventy-five percent (75%) of the District’s fee schedule for Priority 4 users
- C. Priority Group 3 - Fees assessed based on Use of Facility Fee Structure, which are assessed usage fees at twenty-five percent (25%) of the District’s fee schedule for Priority 4 users
- D. Priority Group 4 - Fees assessed based on Use of Facility Fee Structure
- E. Priority Group 5 - Fees assessed based on Use of Facility Fee Structure

Fee waivers for Priority Groups 3, 4, and 5 are obtained by completing the Application for Waivers of Rental Fees with the Director of Business and Auxiliary Services and must be approved by the Board. Applications should be accompanied by the applicant organization's IRS Letter of Determination stating their 501(c)(3) status or a non-501(c)(3) status organization’s statement of purpose. The waiver of fees does not relieve the organization of insurance requirements or other requirements as stated in this policy. The completed application will be forwarded to the Office of the Director of Business and Auxiliary Services and forwarded to the Board for their consideration at the next available regular meeting.

The Office of Business and Auxiliary Services keeps the official copy of the fee schedule and is also accessible at the District’s website on their webpage with a fillable PDF form available for download.

The fee schedule is annually reviewed and approved by the Board.

2018-19 SCHOOL YEAR FACILITY USE FEE SCHEDULE (PER HOUR BASIS)

Outdoor Facilities	GROUP (Priority 4)	GROUP (Priority 5)
Football/Track Stadium with lights*	\$105	\$210
Football/Track Stadium without lights*	\$85	\$170
Baseball/Softball Fields*	\$55	\$110
Varsity Soccer Field with lights*	\$85	\$170
Varsity Soccer Field without lights*	\$65	\$130

Practice Fields	\$25	\$50
Tennis Courts (Per Court)*	\$20	\$40
Outdoor Learning Spaces (Pavilions)	\$15	\$30
Indoor Athletic Facilities		
Elementary Gym*	\$15	\$30
Fieldhouse** per court (4 courts/stations)*	\$30	\$55
Fieldhouse** per court w/locker rooms*	\$35	\$60
GHS Main Gym*	\$25	\$50
GHS Main Gym w/locker rooms*	\$30	\$55
Fieldhouse** Lobby	\$20	\$40
Performing Arts Center	Varies TBD	Varies TBD
Fitness Center	Varies TBD	Varies TBD
Swimming Pool & Locker Rooms*	\$85	\$170

***\$20 flat fee added for use of scoreboards**

****Fieldhouse may simultaneously have more than one user; for exclusive use, a determination of user cost will be made by the Office of Business and Auxiliary Services**

General Use Areas

Cafeterias with Kitchen amenities***	Varies	Varies
GHS Commons	\$35	\$40
Elementary Cafeteriums	\$35	\$60
Classrooms	\$25	\$40
Computer Classrooms (Tech support quoted per use)	\$30	\$40
IMC/LMCs	\$30	\$45

*****Dependent upon amount of staff required for and duration of event scheduled**

SCHEDULING PRIORITIES

- A. The Germantown School District scheduling calendar will run from August 1 through July 31. Due to rescheduling and unforeseen circumstances, Priority 1 activities will **always** have scheduling priorities throughout the year and can bump previously scheduled activities in all other Priority categories.
- B. Activities of Priority 2 groups will be scheduled by June 30 of the preceding year.
- C. Users in Priorities 3 will be allowed to begin scheduling for the upcoming year July 10.
- D. Users in Priority 4 will be allowed to begin scheduling for the upcoming year after July 20.
- E. Users in Priority 5 will be allowed to begin scheduling for the upcoming year after July 31.

Revised 3/26/12