

FACILITY USE AND FEES

It is the goal of the School District of Brodhead to have its facilities utilized to the greatest extent possible. While School District functions shall have priority for the use of school facilities, community groups and organizations located within the District are encouraged to use them also.

A. General

1. The public use of school buildings will be limited to users authorized by the Superintendent and building principals according to Board of Education policy. The Board of Education reserves the right to reject any application for use of District facilities.
2. The public school educational programs and activities will have priority on use of school buildings, grounds and facilities.
3. Permission for any group or organization to use a school building does not indicate Board approval or endorsement of the purpose or objectives of that group. The Board of Education is committed to a policy of non-discrimination on the basis of all protected categories under state and federal law.
4. All groups and individuals must comply with all basic facility utilization rules. Failure to abide by these rules may result in immediate revocation of permission to use the facilities, and may be grounds for refusal of future requests for facilities use.

B. Free Use

Except as provided in (sections D and E) below, buildings, grounds and facilities may be used without charge for the following purposes, when conducted during normal custodial hours or when an employee of the District has agreed to act in a supervisory capacity (Rule F-16):

1. Public activities promoted by and for the public schools.
 2. Activities sponsored by community and public service groups located within the District, that are non-partisan, non-political and non-profit. Non-profit groups are those groups granted such status under provisions of IRC 501 (c) (3).
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3. Meetings of the Brodhead Education Association (BEA).
4. Where called for by reciprocal use agreements approved by the Board of Education.
5. Full-time individual District employees using the facility for personal use when the facilities are available and/or it does not interfere with facility maintenance.

C. Rentals

Other groups may use the buildings, grounds, and facilities by paying rental fees and/or service charges established by the Board of Education and complying with the regulations listed under Basic Facility Utilization Rules of this policy.

1. A fee of \$25.00 per room will be charged for using the multi-purpose rooms, auditoria, gymnasiums, shower and locker rooms for each hour during normal custodial hours.
2. Other rooms may be rented at a fee of \$15/hr. during normal custodial hours. Rental does not include use of equipment.
3. Custodial time will be assessed as an additional service charge for use outside normal custodial hours.
4. Rental charges will be assessed in half-hour increments.

D. Use of Kitchen Facilities

1. Non-Food Preparation

Groups may use the kitchen facilities without special arrangements as long as no District equipment is used for the preparation or serving of food. Kitchen use charge for rental groups will be \$25/hr.

2. Food Preparation

Groups requesting the use of kitchen facilities to prepare and serve food must designate a person(s) to receive training on the use of kitchen equipment. The District Food Services Director or designee must certify that training has occurred. This trained person(s) must be present during the entire time the kitchen and equipment is to be used, or the requesting group, at its option, may pay for District personnel to be on-site during the preparation and serving of food. Kitchen use charge will be \$25/hr. in addition to the cost of District personnel as required.

E. Service Charges

In addition to rental charges specified in sections (C) and (D) above, service charges may be required and assessed as follows:

1. Custodial time for set up and clean up will be charged to all users based on \$35/hr. for actual time worked.
2. Groups or organizations using facilities (whether in a free-use or rental situation) during time when custodial personnel are not regularly scheduled, or when a District employee is not acting in a supervisory capacity as provided in Facility Utilization Rules, shall be charged \$35/hr. per employee to cover the cost of District employees assigned to facility supervision. The District reserves the right to determine whether custodial supervision will be required, and to assess the user group this charge.
3. Costs may be assessed for damage incurred by the District as a result of facility use by any group organization or individual.

F. For Facility Use

1. The person who has been designated as the authorized agent must be identified in the application, and must be present from the beginning of the activity until such time as all persons have left the building. The authorized agent will be personally held accountable for any misuse or damage to the facilities.
 2. Any group's failure to provide adequate supervision shall be considered grounds for immediate revocation of permission to use the facilities, and may be grounds for refusal of future request for facilities use.
 3. Facility users must confine themselves to areas assigned. Disorderly conduct is prohibited.
 4. All local and state ordinances and laws must be observed. Facility users shall also assume responsibility for any unlawful act(s) committed during the use of school facilities.
 5. All regulations and rates for use of school buildings are subject to change at the discretion of the Board of Education.
 6. No sub-leasing or concession are allowed except as specified in writing and agreed to by administration and or the Board of Education.
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7. Possession or use of intoxicants, illegal drugs, or controlled substances, or tobacco is prohibited on school grounds, in school buildings, and facilities.
 8. Fees are to be paid to the School District Business Manager/Comptroller.
 9. The applicant will be responsible for providing for police and fire protection when such protection is necessary or prudent. The District reserves the right to require this as a condition for use.
 10. Any rented area must be returned to its previous condition or equipment/ furniture arrangement before being vacated by the renter. The facility must be ready for school use as though the activity for which it was rented had not taken place. Any clean up or damage charges will be assessed as appropriate and billed to the user by the building principal through the Superintendent.
 11. School equipment or personal property shall not be moved to or from the place of activity without consent of the building principal. Appointments to set up equipment/personal property in the rental site can be made with the building principal.
 12. No rooms other than those rented are to be used.
 13. Arrangements to review or inspect any building or ground prior to use can be made with the building principal.
 14. The Superintendent or his/her authorized representative shall have the right to inspect any building at any and all times and require compliance with the rules that may be necessary for the safety of such buildings and occupants.
 15. The custodian(s) assigned will give all reasonable cooperation and assistance. In general, their duties are the same as if the school itself was using the facilities.
 16. A member of the custodial staff, school staff, or Board member shall be on duty whenever the facility is being used, unless determined otherwise by the Building and Grounds Supervisor and approved by the Superintendent.
 17. Operation of power and mechanical equipment in kitchens is allowed only after proper training has occurred by District staff and/or kitchen personnel are on site for supervision by the appropriate personnel.
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18. An authorized agent of any group-using District facilities shall sign the indemnification agreement as provided in the facility use application.

G. Use of School Equipment

1. School equipment/supplies will not be loaned or rented out.
2. The Superintendent can authorize use of school equipment for non-school use in unique circumstances.

LEGAL REF: WI. ST. 120.12, 120.13

Adopted: _____ November 25, 1996 _____

Last Revision: _____ January 9, 2008 _____

Last Review: _____ December 14, 2016 _____

Date: _____

HS MS ES Office & Custodians

B&G Supervisor: John King

Applicant: _____

**SCHOOL DISTRICT OF BRODHEAD
FACILITY USE APPLICATION**

Persons completing this application are signifying they have read and understood Board of Education policy and agree to abide by its provisions.

PROCEDURES

1. Complete application form and return to the appropriate school office at least ten (10) working days prior to date requested. No reservation will be made until this application is approved by authorized representatives.
2. Upon approval a copy will be returned to the applicant.
3. Any fees due should be paid at the Business Office prior to the date of approved activity. Make all checks payable to School District of Brodhead.

APPLICATION

I certify this as a not-for-profit group under the provision of IRC 5000 (c) (3). Yes No

Name of Group Requesting

Date(s) Requested for Use

Name of Authorized Agent

Phone Number

HS
 MS
 ES Room(s) Requested
 (v one)

Time: (From) (To)

List Specific Use: _____

Will Admission be Charged? Yes No Amount: _____

Attending: _____ # of Adult Chaperones: _____

Use of Kitchen? Yes No If yes, will food be: brought in by the group?
 prepared with school equipment?

Who will be responsible for kitchen use?

Name

Phone Number

Will District be required to provide supervising employee? Yes No

If yes, list name(s) of employees who will supervise: _____

Special set-up or other arrangements required? Yes No

If yes, specify: _____

Will special janitorial services be required? Yes No

If yes, list special facility or janitorial services required: _____

