

## SCHOOL DISTRICT OF NEW LONDON

### ADMINISTRATIVE GUIDELINE 830 - USE OF SCHOOL FACILITIES

- A. Use of school facilities by any public or private agencies and institutions will be subject to the following procedures, general rules and regulations, priorities for facility usage, and fees/charges.
- B. Procedure:
1. The individual that will use the facility will obtain a Request for Facility Use Form from the building principal's Office. Forms are also available at the District Administration Office.
  2. The individual that will use the facility will complete the Request for Facility Use Form and return it to the building principal, either by mail or in person, at least **five (5) working days in advance** of the proposed date(s) of usage.
  3. The appropriate building principal/Director of Business and Human Resource Services will review the form, complete the approval section and establish fees, where required, within 36 hours of receipt of request. The Director of Business and Human Resource Services will be consulted as necessary to establish fees.
  4. Copies of the completed form will be sent to the following: applicant, Principal of the facility proposed to be used by applicant, and the custodian at the facility being used.
  5. The applicant will be informed by U.S. Postal mail of receipt of the Request for Facility Use Form after approval is completed by the Director of Business and Human Resource Services.
  6. Appeals or questions relating to facility use will be made to the Director of Business and Human Resource Services or the appropriate building principal.
  7. Each building will maintain a facility use schedule of all facilities available and their schedule of use.
  8. Requests for use of school grounds or equipment will be subject to the same procedures, and applicants are required to complete the same request form.
- C. General rules and regulations:

1. All requests approved by the District will be revocable and will not be considered as a lease. The District Administrator or designee may reject any applications or cancel any request. **Any use by a public or private agency or institution may be preempted for school requirements.**
2. A School District custodian, or designee assigned by Director of Business and Human Resource Services, capable of providing for the security of the school facility and for service to the request holder should be on duty whenever District facilities are used by a public or private agency or institution.
3. Requests are non-transferable, must be in the name of the party using the facility, and are restricted to the stated hours on the facility use form. Any changes or cancellations must be made through the appropriate building principal. Failure to do so may result in an assessment of a charge to the applicant and/or cancellation of permission to use facilities.
4. Request holders are responsible for providing competent and adequate supervision for all activities at all times. The School District employee, as required for security purposes in Paragraph 2 above, is responsible only for supervision of the operation of the facilities and will not be responsible for supervising a group or its activities. If children accompany the request holder to a planned adult activity, the request holder must provide (at their own expense) supervision for the children for the duration of the activity.
5. Furniture and equipment owned by the District will not be moved or used unless supervised by the Building Principal or authorized agent of the School District.
6. Any apparatus or other equipment moved into the facility requires prior approval of the building principal or designee, and must be removed promptly, so as to not interfere with the normal school operation.
7. Request holders will agree to indemnify the School District for any and all damages by any person or persons attending the activity, and indemnify the School District against any and all liability and any and all damages to any person or persons.
8. The request holder will assume full responsibility for any vandalism and/or unlawful act committed in the exercise of the request. Use of tobacco products, intoxicating beverages and/or controlled substances of any kind anywhere in or on the premises of the facility is prohibited. Gambling of any kind is prohibited. Disorderly conduct is also prohibited.

9. All local and state ordinances and laws of the police and fire departments must be observed.
10. Gymnasiums/auditoriums/commons may not be rented for public dances. Elementary School gyms may be used for dance lessons and/or school/PTO sponsored dances.
11. No decorations requiring the use of items such as nails, screws and/or bolts may be installed without the prior approval of the building principal. No tape, wax or glue will be used on any drywall, block construction, walls, doors, or wood floors. **Note:** Reasonable safety precautions will always be followed in installation of decorations.
12. The building principal and/or Director of Business and Human Resource Services, or his/her authorized representative, will have the right to inspect any facility at any time and require compliance with any rules that may be necessary for the safety of such facilities and occupants.
13. The District Administrator, or designee, reserves the right to refuse or approve the use of certain School District facilities when it determines it would be in the best interest of the community to do so.
14. All request holders must observe the rules for facility use that are provided in each building.
15. A Certificate of Insurance is required for other schools, school districts, municipalities, businesses, and for-profit organizations.

D. Use of school district grounds or outdoor facility guidelines:

1. The applicant will obtain a Request for Facility Use Form from the building principal's Office. Forms are to be submitted to the Director of Business and Human Resource Services.
2. No motor vehicle of any type will be allowed on athletic fields, playgrounds or other sodden areas. All motor vehicles will be parked only in designated parking areas.
3. Any group's use of School District grounds or outdoor facility does not necessarily include the use of any particular building's restrooms, washrooms and/or locker rooms by that group.
4. All Drum corps and marching bands will at all times comply with the local municipal noise ordinance and identified allowable practice hours. The groups will make every effort to direct their practice away from the surrounding residential areas.

ADOPTION DATE: March 10, 2003

REVISION DATE(S): March 13, 2006; April 12, 2010

REVIEW DATE(S):

CROSS-REFERENCE: Policy 830 Use of School Facilities  
Exhibit 1, Request for Use of School Facilities  
Exhibit 2, Use of Facilities Flow Chart  
Exhibit 3, Use of Facilities Fee Schedule

LEGAL REFERENCE: Section 120.12(9) Wisconsin Statutes  
Section 120.13 (17), (19), (21) Wisconsin Statutes  
Section 120.44 Wisconsin Statutes