

**SCHOOL DISTRICT OF GRAFTON
Board of Education Policy**

GUIDELINES FOR IMPLEMENTING PUBLIC USE OF FACILITIES

This section is under revision until implementation of rSchoolToday.

A. Facility Use Application and Payment Procedures

1. Facility use applications may be obtained from the District Office, District website, and each building office.
2. Facility use applications should be submitted to the building office at least ten (10) days prior to the desired date of use.
3. Desired use of school equipment (standards, nets, audiovisual, tables, etc.) must be requested on the facility use application for prior approval. Only equipment specified in the application will be made available on the date of use. There is a charge for equipment and these charges will be invoiced along with rental fees, if applicable.
4. Upon receipt of a completed facility use application, the building principal will review for space availability. Once approved, a confirmation letter, copy of usage form and a fee schedule of estimated costs will be returned to the user. Invoicing is done upon completion of the event.
5. Facility users are responsible for actual costs incurred while using facilities regardless of amounts estimated. If extra costs are incurred during the activities, the organization will be invoiced for those as well.
6. Payment is required within thirty (30) days of the dated invoice.
7. The District reserves the right to grant or deny any or all requests. The District also reserves the right to cancel, reschedule or relocate a previously approved use of facilities request to accommodate unanticipated circumstances.

B. Conditions of Use:

1. Signs – The organization shall not display or erect any lettering, sign, or advertisement in or on the District premises without prior consent of the District.
2. Conditions of Premises – The organization shall maintain District property in a neat and orderly condition at all times. The organization assumes all responsibility and liability for the use of District property as described on the application, including personal injury to a

patron or participant. The organization will be charged for any damage to, or loss of, District property.

3. A District custodian must be present at all times when a District facility is being used. The custodian shall not serve as the supervisor of the activities. Supervision must be provided in all areas of District property being used, including but not limited to, rooms or areas, hallways, lavatories, parking lots, and entry-ways.

4. Organizations using District facilities are restricted to the space and activity hours listed on their facility use application form. Ample time should be allowed before and after the activity for set-up and clean-up by the organization.

5. The organization must provide sufficient supervisors, chaperones, or crowd control personnel to insure proper conduct of all patrons and participants. It is the organization'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(s) authorized by the approved facilities use application form.

6. Smoking, alcoholic beverages, and use of other controlled substances are not allowed in any District facility or on any District property.

C. Sales

The sale of tickets, merchandise, or concessions by the organization must be restricted on District property to the actual hours for which the application is granted. Such approval must be stated on original application.

D. Unlawful Acts

The organization shall not permit any unlawful or illegal act(s) to occur on the premises and shall at all times obey all applicable federal, state, and local, laws ordinances, codes and other regulatory measures including rules and regulations pertaining to District premises imposed by the District.

E. Indemnification

The organization agrees to indemnify and hold harmless the District from any and all claims and actions arising for its use of the District facilities as described in the application form including the payment of attorneys' fees and costs which may be incurred by the District in defending any such claims or actions. The organization shall indemnify the District for any cost which the District may become liable for by reason of a conflict of scheduling at the same time and place.

F. Insurance

The District assumes no responsibility or liability for injury to persons or damage to, or loss of, property from any cause whatsoever during such times as school facilities and/or equipment is being used by the organization. The organization shall maintain insurance for the entire term of the agreement, including comprehensive general liability, bodily injury, property damage, worker's compensation, and worker's compensation employer's liability.

Such insurance shall name the District as an additional named insured party and all insurers thereon shall agree not to cancel or change the insurance without at least ten (10) days advance notice to the District.

The applicant shall maintain for the entire term of the agreement the following types and amounts of insurance and provide a certificate of insurance to verify such coverage.

TYPE	MINIMUM AMOUNT
a. Comprehensive general liability and bodily injury/property damage. (all)	\$1,000,000 CSL
b. Worker's compensation (for profit only)	Per statutory limits
c. Worker's compensation employer's liability (for profit only)	\$500,000

Such insurance shall name the District as an additional named insured and all insurers thereon shall agree not to cancel or change the insurance without at least ten days' advance notice to the District.

G. Rental Fees

For the purposes of assessing rental fees, the following shall apply:

Group I

- School organizations and co-curricular entities (e.g., athletics, drama, student clubs, organizations) or any group that emanates from the school district
- School-affiliated groups that support and supplement programs of the school district (e.g., feeder athletic programs, Booster Clubs, parent-teacher organizations, Grafton Educational Foundation, YMCA before and after school care, etc.)
- Boy Scouts and Girl Scouts organizations

Group II

- Grafton-based groups and organizations that are not necessarily affiliated with the school, but have as their mission the betterment of people in the community (e.g., civic groups, Village of Grafton Parks and Recreation, Grafton Chamber of Commerce, etc.)
- Youth athletic club teams that derive at least 75% of their membership from students in the Grafton School District

Group III

- Other youth groups/teams whose membership consists of less than 75% Grafton students

Group IV

- Groups and organizations renting district facilities for commercial profit-making activities

**School District of Grafton
Facility Use Fee Schedule**

Facility	Group I	Group II	Group III	Group IV
Gym (all locations)	\$ -	\$ 25	\$ 50	\$ 100
Pool	\$ -	\$ 25	\$ 50	\$ 100
Auditorium (Sound Manager Required)	\$ -	\$ 50	\$ 75	\$ 100
Cafeteria	\$ -	\$ 20	\$ 40	\$ 60
Classroom	\$ -	\$ 10	\$ 20	\$ 30
*Outdoor Fields	\$ -	\$ 20	\$ 40	\$ 60
Tennis Courts	\$ -	\$ 10	\$ 20	\$ 30
Outdoor Lights	\$ -	\$ 100	\$ 200	\$ 300
<i>*The District may not allow use of fields based on field conditions.</i>				
Additional Personnel Costs	Group I	Group II	Group III	Group IV
*Custodian Weekdays	\$ 30	\$ 30	\$ 30	\$ 30
*Custodian Weekends	\$ 35	\$ 35	\$ 35	\$ 35
Sound Manager	\$ 30	\$ 30	\$ 30	\$ 30

**Custodians may be required for all groups/activity depending upon need.*

H. Scheduling

The scheduling of Grafton School District facilities for the ensuing year (beginning July 1) will commence in March. Entities wishing to use the district’s facilities will be notified of the process of how to make facilities reservations. Attempts will be made to satisfy the scheduling requests of all parties; however, if need be the use of facilities will be granted using the following priority order:

1. School district activities
2. School district affiliated activities
3. Village of Grafton Parks and Recreation/Grafton-based youth organizations/youth athletic teams where at least 75% of students are district students.

Every attempt will be made to schedule adult activities later in the evening and youth activities earlier in the evening.

4. Other

The District will proactively schedule events so that there is minimal movement or “bumping” of events/activities. If necessary, “bumping” would occur only with authorization of the Superintendent.

Legal Ref.: Sections 120.12(9) Wisconsin Statutes
120.13(17), (19) & (21)
120.44(2)

Cross Ref.: 830, Public Use of School Facilities
831, Tobacco, Alcohol, and Illegal Drug Use on School Premises

Approved: October 27, 2008
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