

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

GUIDELINES FOR IMPLEMENTING PUBLIC USE OF FACILITIES

A. Facility Use Application and Payment Procedures

1. Use of facilities must be requested via the rSchoolToday online system. The link for rSchoolToday is posted on the District website (www.grafton.k12.wi.us) under Departments & Programs/Facilities Use and Scheduling. Users must complete the Facilities Requester Registration Form and be approved as a Requester before submitting a facilities request.

2. 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.

3. Upon receipt of a completed facility use application, the facilities coordinator will review for space availability. . Approval of facilities requests are sent via email. Users must electronically sign and automatically send the contract to the facilities coordinator to complete the application process. Invoicing is done upon completion of the event.

4. 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.

5. Payment is required within thirty (30) days of the dated invoice. Delinquent payment may limit future facility usage.

6. The cost of equipment purchased and/or facility improvements donated to the school district, pending Board of Education approval, can be used as a credit toward facility usage rental costs over a five-year period. Custodial overtime costs will not be credited towards facility rental costs.

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 employee or 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. For usage on weekends and non-student school days, a custodian must be present during the entire event. However, if there is a District employee in charge of the event, the custodian does not need to be present during the entire event, but must open and close the building (with a minimum custodial charge of 3 hours). Custodial charges in these circumstances will not be credited towards facility rental costs.

5. Custodial staffing follows the schedule listed below. There would be no custodial charges for events occurring during these time periods:

- a. School year
Elementary buildings until 9:00 pm (Monday – Friday)
MS and HS buildings until 11:00 pm (Monday – Friday)
- b. Summer
All buildings available from 7:00 am – 4:00 pm (Monday – Thursday)

Facilities use on weekends or outside of regular custodial hours will incur custodial charges per the Facilities Use Hourly Fee Schedule.

6. 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.

7. 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.

8. 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

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

- Groups b and c will only be charged custodial fees if event occurs outside of regular custodial hours

Group II

- a) 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.)
- b) Youth athletic club teams that derive at least 75% of their membership from students in the Grafton School District (membership percentage to be determined on an annual basis)

Group III

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

Group IV

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

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

	Group 1	Group II	Group III	Group IV
<u>Outdoor Facilities</u>				
Football/track stadium with lights	N/C	\$28	\$56	\$84
Football/track stadium without lights	N/C	\$22	\$44	\$66
Soccer stadium with lights	N/C	\$28	\$56	\$84
Soccer stadium without lights	N/C	\$22	\$44	\$66
Varsity baseball field (usage after spring season)	N/C	\$15	\$44	\$66
Varsity softball field (usage after spring season)	N/C	\$15	\$44	\$66
Practice fields	N/C	\$5	\$10	\$15
Tennis courts (per block of 4 courts)	N/C	\$6	\$12	\$18
Items available at additional costs:				
Press box (per day)		\$6	\$12	\$18
Concession stand (per day)		\$6	\$12	\$18
Sound system (per day)	N/C	\$10	\$22	\$33
Scoreboard (per day)		\$10	\$22	\$33
<i>Field striping/grooming available for an additional fee</i>				
<u>Indoor Athletic Facilities</u>				
GHS Competition gym (per court, 2 courts)	N/C	\$12	\$20	\$28

GHS Auxiliary gym (per court, 2 courts)	N/C	\$6	\$16	\$24
Elementary gym (1 court)	N/C	\$6	\$16	\$24
JLMS gym (per court, 1 or 2 courts)	N/C	\$6	\$16	\$24
Items available at additional costs:				
Standards/nets (per court)		\$5	\$10	\$20
Scoreboards (per board, per day)	N/C	\$5	\$10	\$20
Bleachers (per day)		N/C	\$22	\$33
Sound system (per day)		\$11	\$22	\$33
Fitness center	N/C	\$17	\$34	\$51
Gym lobby (no extra charge if gym is rented)	N/C	\$8	\$16	\$24
Gym concession stand (per day)	N/C	\$11	\$22	\$33
Swimming pool and locker rooms	N/C	\$16	\$24	\$32
Swimming pool scoreboard (per event)	N/C	\$25	\$50	\$100
Locker rooms	N/C	\$8	\$16	\$24
<u>Performing Arts Areas</u>				
Auditorium	N/C	\$50	\$75	\$100
Items available at additional costs:		Quoted per event		
Risers	N/C			
Sound shells				
Piano				
<u>General Use Areas</u>				
GHS cafeteria (kitchen not available)	N/C	\$22	\$44	\$66
Cafeteria other than GHS (kitchens not available)	N/C	\$17	\$34	\$51
Classrooms	N/C	\$10	\$20	\$33
Computer classrooms (tech support quoted per use)	N/C	\$11	\$22	\$33
LMC	N/C	\$11	\$22	\$33
<u>Additional Personnel Costs</u>				
Custodian weekdays	\$30	\$30	\$30	\$30
Custodian weekends	\$35	\$35	\$35	\$35
Sound manager	\$30	\$30	\$30	\$30

For administrative simplicity only, the District may implement a flat fee agreement for groups with historically demonstrated regular substantial use of district facilities.

H. Scheduling

The scheduling of Grafton School District facilities for the ensuing year (beginning July 1) will commence after the school calendar for the ensuing year is finalized. 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
Revised: February 23, 2015
Revised: January 28, 2019