

SCHOOL DISTRICT OF SHOREWOOD

830-Guideline(1)

GUIDELINES FOR USE OF BUILDINGS AND GROUNDS

A. Facility Use Classifications

Permitted usage, except as otherwise determined, availability and fees (where applicable) for use of District buildings and grounds (hereinafter "District facilities") shall be determined by classification. District facilities will be made available to the following groups, in order, as space and priority allows.

- **PRIORITY I - District Co-Curricular and School Activity Groups:** Co-Curricular and School Activity Groups are those groups that are directly related to an educational or co-curricular program sponsored by the District, including academic, athletic, cultural and social group activities. These groups have a District employee that supervises and/or is a liaison for the group. These groups are given top priority for use of District facilities and facility usage is free of charge with building principal approval.

- **PRIORITY II - Shorewood Recreation and Community Services Department Programs:** Shorewood Recreation and Community Services Department programs are District programs that are directly sponsored by and administered by the Department. These programs are given second priority for use of District facilities and facility usage is free of charge.

- **PRIORITY III - School-Related Organizations:** School-Related Organizations are those organizations not under direct sponsorship of the school or District which are organized for the sole purpose of District education improvements, including but not limited to: parent-teacher groups, parent booster groups, SEED and their committees. These groups are recognized by the Board of Education for inclusion in this category.

School-Related Organizations will be permitted to use District facilities for any purpose that promotes the education, health, welfare and personal growth of the District's students.

School-Related Organizations will be allowed to use District facilities free of charge during normal custodial working hours. Activities after these hours will be assessed the actual custodial costs. If excessive set up or clean up is required, personnel costs will be assessed.

- **PRIORITY IV - Non-Curriculum-Related Student Groups:** A group is a Non-Curriculum-Related Student Group if the following are true:
 - a. The group is student-initiated, voluntary and solely comprised of District students.
 - b. The subject matter of the group is not actually taught or will not soon be taught, as a regularly offered course of the District.
 - c. Participation in the group is not required for a particular course.
 - d. Participation in the group does not result in academic credit.

Non-Curriculum-Related Student Groups will be permitted to use District facilities for any purpose that does not materially and substantially interfere with the orderly conduct of educational activities within the school. Non-Curriculum-Related Student Groups may not be sponsored by the school, the government, or their agents or employees.

The District will not deny equal access or a fair opportunity to, or discriminate against, any Non-Curriculum-Related Student Group who wishes to conduct a meeting in District facilities on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Non-Curriculum-Related Student Groups will be allowed to use District facilities free of charge during normal custodial working hours. Activities after these hours will be assessed the actual custodial costs. If excessive set up or clean-up is required, personnel costs will be assessed.

- **PRIORITY V - Shorewood Community Organizations:** Shorewood Community Organizations are Shorewood nonprofit organizations that have Section 501.c.3 status. This certificate must be on file in the Shorewood Recreation and Community Services Department. These organizations intend to use District facilities for a lawful non-school purpose

and do not fall within any of the other classifications stated in these guidelines.

Organizations must submit the following information annually to qualify for the Shorewood Community Organization classification:

- organization by-laws
- list of Board of Directors
- certificate of insurance with minimum liability coverage of \$1,000,000
- a list of the organization members with addresses should be submitted after each registration period to determine fee charges and if the organization qualifies for this classification

Shorewood Community Organizations will have a maximum payment per fiscal year (July 1 - June 30) for the use of District facilities that are required for practice and/or competition for their sport. The following guideline will be followed:

Baseball	Outdoor Season-Diamonds	May through July
Softball	Outdoor Season-Diamonds	May through July
Soccer	Outdoor Season-Fields	April through June and August through November
Swimming	Indoor Season-Pools	Year round

Requests that are not allowed under the maximum payment include personnel fees, excessive set-up/clean up needs, additional facility requests beyond practice/competition facilities, outdoor field lights, an event that participants pay an additional fee to participate in i.e. clinics, or events that request an admission/donation fee to be a spectator.

Shorewood Community Organizations shall qualify as a "Shorewood Community Organization" for purposes of the fee schedule if 75-100% of the participants reside in Shorewood or attend Shorewood Public Schools.

Maximum payment per fiscal year as of July 1st:

2013 - 2014	\$5,000
2014 - 2015	\$5,500
2015 - 2016	\$6,000

If a Shorewood Community Organization falls between 50 - 74% Shorewood Resident or Shorewood Public School

participant level, the Community Organization's maximum payment per fiscal year will be as follows:

2013 - 2014	\$10,000
2014 - 2015	\$11,000
2015 - 2016	\$12,000

The Shorewood School District expects Shorewood Community Organizations to offer financial assistance and/or scholarships to participants that reside in Shorewood or attend Shorewood Public Schools.

All Shorewood Community Organizations will sign either a facility use agreement or a recreational use agreement and pay the contracted facility/personnel fee prior to use of District facilities.

- **PRIORITY VI - Shorewood Residents and Organizations:**

Shorewood Residents are organizations or individuals (hereinafter "Resident") within the District that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated in these guidelines. The individual applicant must reside in Shorewood.

To qualify as a Resident, at least 50% of the participants must be residents of Shorewood or attend Shorewood Public Schools. Residents may be required to provide certified lists of the members, with addresses, when applying for use of District facilities. A certificate of insurance with minimum liability coverage of \$1,000,000 may be required.

All Shorewood Community Organizations will sign either a facility use agreement or a recreational use agreement and pay the contracted facility/personnel fee prior to use of District facilities.

- **PRIORITY VII - Non-Shorewood Residents and Organizations:**

Non-Shorewood Residents are organizations or individuals (hereinafter "Non-Resident") that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated in these guidelines.

If less than 50% of a Non-Resident member's resides in Shorewood or attends Shorewood Public Schools, the application is considered a Non-Resident. A certificate of

insurance with minimum liability coverage of \$1,000,000 may be required.

All Non-Residents will sign either a facility use agreement or a recreational use agreement and pay the contracted facility/personnel fee prior to use of District facilities.

B. Facility Use Requests/Agreements

1. Use of District facilities may be permitted during non-school hours with permission of the District's Recreation and Community Services Department and when such use does not interfere with the use of the facilities for school, District purposes or school-related functions. The determination of whether a requested use interferes with use of the facilities for school or District purposes or school-related functions shall be made by the District's Recreation and Community Services Department.
 - a. Use of District facilities is contingent upon the availability of all necessary services including, without limitation, custodial services.
 - b. Approval will be denied if the intended use is contrary to District policy, conflicts with use of the property for school or District purposes, or may result in danger to others or District property.
 - c. School District kitchen facility use must have approval of the District's Nutritional Services Department. This approval applies to school events and facility use requests.

2. Scheduling Calendar

The school district scheduling calendar will be implemented from September 1 - August 31. Every attempt will be made to have Priority I through IV activities scheduled by July 31 of the preceding year.

Due to rescheduling and unforeseen circumstances, Priority I and II activities will always have scheduling priorities throughout the year and can bump previously scheduled activities in all other Priority categories. Applicants in Priorities V through VII will be allowed to schedule for the upcoming year as indicated below:

<u>Dates for Facility Requests</u>	<u>Submit Request on or after:</u>
September 1 - November 30	August 1
December 1 - February 28	November 1

March 1 - April 30
May 1 - May 31
June 1 - July 30
August 1 - August 31

February 1
April 1
May 1
June 1

The District will make every attempt to schedule your request as soon as possible. The Recreation Department will keep you informed of the process.

3. The sponsoring individual or organization shall initiate requests for use of District facilities by submitting the "Facility Use Application" to the Shorewood Recreation and Community Services Department.
4. The Recreation and Community Services Department will send the applicant either a facility use agreement or a recreational use agreement which shall be signed and returned to the Department with payment at least two weeks in advance of the proposed date(s) of use.
 - a. Individuals or organizations in Priority V through VII classifications requesting use of school facilities for recreational activities, other than swimming, gymnastics or weight training, will be required to complete and sign the Recreational Use Agreement. "Recreational activities" are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity.
 - b. Individuals or organizations in Priority V through VII classifications requesting use of the swimming pool, gymnastics equipment or weight training equipment, or requesting use of school facilities for purposes other than recreational activities as defined above will be required to complete and sign the General Facility Use Agreement.
 - c. A Certificate of Insurance, in a form acceptable to the District, may be requested to be attached to the recreational or facility use agreement upon signing. The customary acceptable policy limit is \$1,000,000 and the District must be named as an additional insured covered by the policy.
 - d. The fee/deposit (if applicable) must accompany the recreational use or facility use agreement. A recreational use or facility use agreement will not be

- considered, approved, reserved, or confirmed until the applicable fee/deposit is received by the Department.
- e. Upon completion of the recreational use or facility use agreement, the District will calculate actual facility and personnel fees and send an invoice for the amount due. The total fees and costs must be paid to the Department within 10 days following usage. Until the fees are received, the organization or individual will not be allowed to utilize facilities in the future.
 - f. In-Kind Donations: Organizations or individuals may have the opportunity to provide an in-kind donation to the District in lieu of facility fees for the utilization of District facilities. Organizations or individuals that wish to donate equipment may receive credit to their account for up to 60% of the cost of the equipment or enhancement of current facilities during that fiscal year or season at the discretion of the District.

Organizations or individuals who wish to explore the possibility of an in-kind donation through volunteer work should contact the Shorewood Recreation and Community Services Department. All requests will be handled on a case by case request. The in-kind donation must benefit the District and must be related to the organizations mission.

A proposal for an in-kind donation must be completed and submitted to the Recreation and Community Services Department. The proposal must include a quote indicating the vendor, equipment, enhancement and cost. The District's Finance and Facilities Committee will review the request and determine if an in-kind donation in lieu of facility fees will be allowed. If the in-kind donation is \$1,000 or more, the Board must approve the request. The Recreation and Community Services Department will follow through with the applicant throughout the process.

- 5. Approved applicants shall not sublet or otherwise transfer their approved usage of District facilities to other persons, entities or organizations.
- 6. Cancellations must be made at least 3 days prior to the reservation date or a \$50 late fee will be assessed for failure to cancel without proper notice.

7. If an applicant cancels the reservation prior to the 3-day notice, a \$10 administrative cancellation fee will be assessed.
8. Recreational Use or Facility Use Agreement Revisions: If the applicant requests a revision to a facility use agreement after it has been signed and returned to the Recreation and Community Services Department, a \$10 administrative fee will be assessed per transaction.
9. The Recreation and Community Services Department will send the applicant either a facility use agreement or a recreational use agreement which shall be signed and returned to the Department with payment at least two weeks in advance of the proposed date(s) of use.
10. If the applicant request facilities with less than a two week notice, a \$10 administrative fee will be assessed per transaction.
11. Inclement weather conditions: Should inclement weather occur and the applicant is not able to utilize the facilities, the applicant must contact the Recreation and Community Services Department within 24 hours after the scheduled event to receive a refund or credit for that date.
12. District cancellation of event: The Shorewood School District reserves the right to cancel any program or event due to inclement weather, unforeseen events or if the facility is not useable. The District will contact the organization as soon as possible if the event needs to be cancelled. Payments will be returned under these circumstances.
13. All recreational use and facility use agreements are automatically cancelled when schools are closed due to inclement weather. Applicants should listen to media outlets or check the Shorewood School District website, www.shorewoodschools.org for closing information.

C. General Facility Use Guidelines

The following guidelines govern the use of District facilities by individuals and organizations. Violation of these

guidelines may result in revocation of approval, denial of future facility usage or legal action.

1. All applicants shall be responsible for the conduct and control of any patrons, participants or spectators and must provide sufficient supervision to satisfy the Recreation and Community Services Department that the event will be adequately controlled.
2. Applicants and users are restricted to the reserved facilities, equipment identified, and stated purpose in the recreational use or facility use agreement with the District.
3. The possession and use of tobacco products, alcoholic beverages, or illegal controlled substances on District property is strictly prohibited.
4. Gambling of any kind and disorderly conduct is prohibited.
5. Firearms and other weapons are also prohibited on District property.
6. The District is not responsible for any personal items of the applicant or other persons using the facility that is lost, stolen or broken.
7. Approved applicants shall be responsible for any damage or loss to District property resulting from their usage and shall reimburse the District for all such damage or loss immediately upon receipt of a written demand for payment from the District.
8. Applicants will save and hold the District and the District's employees and agents harmless from and against any losses, damages, liability, or expenses (including reasonable attorneys' fees) resulting from, claimed by or against, or willful acts or omissions of the extent caused by or resulting from any negligence or willful acts or omissions of the applicant or the applicant's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents and invitees.
9. The applicant and users of District facilities must follow all state and local laws governing fire prevention and

safety. Use of an open flame on District property is strictly prohibited.

10. Swimming Pool Use: At least two certified lifeguards will be provided by the District and must be on duty anytime that the swimming pool is used. The rules and regulations set forth in *Subchapter III of DHS 172* of the Wisconsin Administrative Code shall be followed when staffing the pool.
11. District facilities shall be open to inspection at all times by authorized representatives of the Board of Education.
12. The District reserves the right to remove any individual or organization from District facilities for violation of District policies and guidelines.
13. Any individual or organization failing to conduct their usage consistent with District policies and guidelines will be denied subsequent use.
14. Snow removal is not guaranteed on non-school days. Applicants who require snow removal must make advanced arrangements with the Recreation and Community Services Department. Applicants may be responsible for District personnel snow removal costs.
15. The District and the Recreation and Community Services Department shall handle all conditions or situations not covered by these guidelines on a case-by-case basis.

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April 7, 2002
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March 12, 2013
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June 8, 2015