

SERIES 800
SCHOOL-COMMUNITY RELATIONS

Board Rule 830

FACILITY USE REGULATIONS

1. The order of priority of use of school facilities shall be as follows: (1) use for school purposes; (2) general public use.
2. The District allows our facilities to be scheduled for use of school sponsored activities, school affiliate groups, community groups, non-community groups and for-profit organizations provided that the use meets the facility use criteria and it does not conflict with regularly scheduled programs of the District. The District does not schedule school-sponsored activities on Wednesdays after 6:00 p.m. In the event a school-sponsored activity is scheduled in conflict with previously scheduled non-school activity then the school-sponsored activity will have precedence. The activities secretary will contact the non-school activity's representative and the District will have no obligation to find a substitute facility.
3. No commitments for use of school facilities shall be made prior to establishing the school calendar.
4. The following priority will be followed when approving requests:
 - a. School-sponsored activities (Curricular, co-curricular, in-service)
 - b. School affiliated groups (PTA, Booster Clubs, civic group activities for Marshall students, municipal recreation departments, recognized athletic groups)
 - c. Community groups (non-school sponsored student organizations, local non-profit organizations, local civic groups, MATC for community programs)
 - d. Non-community/individual (non-local civic organizations, non-local non-profit organizations)
 - e. For-profit organizations (companies)
5. The District reserves the right to deny a facility use request or terminate an agreement at any time with or without cause based on, but not limited to the following: building maintenance requirements, operational needs, security, weather conditions, lack of facility supervision being available, failure to pay previous charges in full, or other.
6. The District facility will not be available for use if in conflict with already scheduled activities, school observed holidays, during emergency closings, and is discouraged for overnight use.

7. All applications for use of school facilities shall be submitted on regular forms secured in the District office, building principal's office, the District website or from the activities secretary. A completed application form shall bear the name of the resident or organization requesting the use of facilities and be signed by the resident or a member or official of such organization who will be in complete charge of such event.
8. An application for the use of any school facility or parts thereof must be submitted to the activities secretary for signature verifying that the facility is available on the date and at the time requested. The application shall then be submitted to the office of the principal for approval or rejection. All applications require approval of the District Administrator.
9. All local and state ordinances and laws of the police and fire department must be observed.
10. Board policy 831 prohibits smoking or the possession, sale or consumption of other tobacco products by students, employees and others on premises owned or rented by or under the control of the Marshall Public Schools Board of Education.
11. Board policy 443.4 prohibits the possession, sale or consumption of alcoholic beverages on premises owned or rented by or under the control of the Marshall Public Schools Board of Education.
12. Board policy 832 prohibits the possession, sale or use of fire arms/weapons, look-alike weapons, or chemical irritants on premises owned or rented by or under the control of the Marshall Public Schools Board of Education.
13. Furniture or fixtures may be moved only with permission of the building principal.
14. Property of the resident or organization using school facilities should not be stored on school property without permission of the building principal.
15. The following evening hour limitations apply to all use of school buildings if one or both parents do not accompany a child:

Age	Weekday	Weekend*
7-10	8:30 p.m.	9:00 p.m.
11-13	9:00 p.m.	9:30 p.m.
14-18	9:30 p.m.	11:30 p.m.

*includes Friday nights and nights before a school holiday

The District Administrator or her/his designee may grant an exception to the evening hour limitation for school-sponsored activities that have been approved by the principal for the students at her/his school.

16. The user is liable for damage to school property over and above normal wear. Failing to reimburse the District for damage will result in denial of future use of school facilities.

The District will not be responsible for loss or damage to property of the group or individuals using the facilities, nor for personal injury while on school property being used by the group. The users are expected to provide proper supervision and insurance to protect against such contingencies.

17. All participants playing sports or games in the gymnasiums must wear gym shoes. Only non marking gymnasium athletic shoes are allowed.
18. The group or organization shall have a person designated as in charge for the facility use who will be present for the opening and closing of the facility and the entire time the facility is opened for use.
19. The designated person shall be held responsible for the preservation of order. The designated person shall discuss in detail all supervision that he/she/it plans to use. In the event that a question arises relative to either the quality or quantity of supervision, the school authorities shall have the final say.
20. No animals are permitted in school buildings without permission of the building principal.
21. The group or organization is required to provide sufficient number of responsible adults over twenty-one (21) years old as supervisors who have the following duties:
 - a. Chaperoning the event
 - b. Handle crowd control
 - c. Ensure that the only areas used for the event have been approved by the district
 - d. Responsible to ensure that there is no unauthorized areas/portions are entered.
22. Refreshments and food may be served only in areas designated.
23. Refreshments cannot be served unless specific permission has been granted.
24. The Marshall Public School District has an exclusive contract for the vending of soft drinks, fruit drinks, teas, etc., that are vended on school grounds. Products from the exclusive vendor must be sold at school functions. School vending machines will remain on and available during scheduled events.
25. For security reasons, facility users are required to use designated entrances only for the event. Failure to use designated entrances may result in the denial of future use of school facilities.
26. All electrical equipment and arrangements for its use shall be under the control of the Board or its representatives.
27. School facilities must be used for the purpose designated on the application form.

28. The Board or its representatives must have free access to all rooms at all times.
29. At any time, school representatives and local safety officials may inspect facilities and require compliance for the safety of occupants.
30. The facility user shall be responsible to reimburse the District for all cost associated with false alarms resulting from their use of facilities.
31. If charges are involved, it is expected that a check will be forwarded directly after receipt of the billing.
32. The users are required to cleanup and return all furniture/equipment to its original location or configuration. If District personnel are required to move furniture/equipment and perform cleanup beyond their normal duties, the user will be charged.
33. Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Marshall Public School District, its officers, agents and employees, from and against all claims, demand, loss, liability, cost or expense of any kind or nature whatsoever, which the district or the city, its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with or attributable to the rental, use and occupancy of the school building or grounds as provided herein.
34. Facility users are required to show proof of general liability and unemployment insurance prior to the facility use or receive a waiver, based on limited risk, by the district. The facility user continues to assume their liability during the use of the facility.
35. School sponsored organizations are under the direct supervision of the district and are covered by the district's regular insurance policies. Non-school-sponsored organizations operate independent of the district. The district may require non-school-sponsored organizations to obtain special insurance coverage when:
 - a. The activity planned is unrelated to the normally expected use of the school facility; or
 - b. The activity is determined by the District Administrator to be a high-risk activity.
36. Organizations, groups, or individuals who wish to use Marshall Public School District facilities must attach a copy of their insurance:
 - a. Naming the Marshall Public School District, the Marshall Public School Board, and Administrators of the Marshall Public School District as co-insureds.
 - b. Minimum Policy Limits:

General Liability		
i.	Each Occurrence	\$1,000,000
ii.	Fire Damage (Any one fire)	\$50,000
iii.	Medical Expense (Any one person)	\$ 5,000
iv.	Personal & Adv. Injury	\$1,000,000
v.	General Aggregate	\$2,000,000

vi. Products	\$2,000,000
Excess Liability	
i. Each Occurrence	\$5,000,000
ii. Aggregate	\$5,000,000

37. Failure to comply with District facility use regulations/limitations, District regulations or procedures and local, state, and federal law/ordinances, fire codes, and safety regulations may result in termination of the facility use agreement and possible denial of future facility use requests.

FEES

School officials may charge a fee for the use of school facilities or grounds for recreational activities not to exceed actual costs. For purposes of authorized use of school facilities and property pursuant to a facility use agreement, “reasonable costs” includes costs for maintenance, security, supervision of participants who are minors, if applicable, and cleaning.

All auxiliary adult organizations directly connected with a school organization shall be granted use of facilities without charge. Residents and other organizations asking for a fee exemption shall need the approval of the District Administrator. At the discretion of the Board, a resident or organization may be charged a flat fee of \$1 valid for the school year assuming all stipulations are met.

If groups or organizations request to use district facilities for a specified period of time (i.e. to hold a class after school hours one day per week for 10 weeks), the district administrator, at his/her discretion, may determine a facility use fee. The district administrator will consider the established fee structure when reviewing a request for use of district facilities and setting a fee necessitated by the facilities use request.

<i>All rates are per-day</i>	Gym	Cafeteria	Kitchen	Classrooms	Grounds
District Resident Fees					
Non-profit Community Organizations – No admission fees charged	\$100	\$50	\$100	\$25	\$20
Other Community Organizations and those charging admissions	\$200	\$100	\$200	\$50	\$50
Non-Resident Fees					
Non-profit Community Organizations – No Admission Fees Charged	\$200	\$75	\$200	\$50	\$50
Other Community Organizations and those charging admissions	\$200	\$200	\$200	\$100	\$100

Deposit: Non-resident persons/organizations requesting use of district facilities shall be required to provide an advanced deposit of 50% of the estimated cost for use of district facilities. Failure

to provide a 50% deposit no later than 7 days in advance of the event will result in a cancellation of the facility reservation.

Only the Marshall Public School District may pay its employees for services involving the use of school facilities.

There shall be an extra charge for the use of the kitchen only with one district cook present. Cooks are to be paid by the district. When using the facility, residents or organizations will receive an invoice for the cook's time. The cost of a cook's service will be billed at the actual per diem cost to the district.

USE OF SCHOOL KITCHEN

1. State regulation requires the District to maintain food service facilities in conformance with all sanitation and health standards stated in the Wisconsin Administrative Code
2. Major Food & Nutrition equipment shall only be operated by Food & Nutrition staff or approved trained personnel.
3. The use of school kitchens requires the approval of the Food & Nutrition supervisor at least three weeks in advance of the facility use.
4. After use, the Food & Nutrition staff will be responsible to prepare the kitchen for regular use and such time charged to the kitchen user.
5. The use of incidental equipment may require a rental fee. Any lost or damaged incidental equipment will be repaired or replaced and charged back to the kitchen user.
6. All other facility use regulations shall apply.

CUSTODIAL SERVICE

Custodial service required is to be paid to the district in addition to the above fee. Cost of custodial service will be billed at the actual per diem cost of the custodian.

Custodians or other authorized District employees will have a number of responsibilities, including but not limited to:

1. Opening and closing facilities
2. Deactivating and activating the alarm system
3. Periodically checking each facility/area in use
4. Facilitating the resolution of any problems
5. Respond to emergencies
6. Verify the event activity is supervised by someone other than her/himself

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