

## RULES GOVERNING USE OF DISTRICT FACILITIES

### I. Application/Scheduling

- A. The primary person responsible for scheduling all district facilities is the Facilities Scheduler.
  
- B. The district allows our facilities to be scheduled for use of school sponsored activities, school affiliated 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 **typically** does not schedule school activities on Wednesdays after 6:00 pm. 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 Facilities Scheduler will contact the non-school activity's representative and the district will have no obligation to find a substitute facility.

The following priority will be followed when approving request:

1. School-sponsored activities & events
2. City of Elkhorn, PTO's, and Booster Clubs
3. Community groups (80% of participants are Elkhorn residents or students) that are local non-profit organizations (must have 501 status)
4. Non-Community not for profit organizations (must have 501 status)
5. For profit organizations

Priority Scheduling Close Dates

	First Semester	Second Semester	Summer
School functions and Level 1 & 2 users	June 15	October 1	February 15
Level 3, 4 & 5 users	July 15	November 1	March 15

### C. Application Process

1. The event request process is an on-line web-based process available on the EASD website.
2. In the event that the requester has a question about the application process they should contact the designated Facilities Scheduler.
3. The district reserves the right to deny and facility use request or terminate any agreement at any time with or without cause based on the following but not limited to building maintenance requirements, operational needs, security, weather conditions, lack of facility supervision being available, failure to pay previous charges in full, or other.

4. The district facility will not be available for use if in conflict with already scheduled activities, school observed holidays, during emergency closings, and discouraged for overnight use.

#### D. Supervision

1. There shall be a custodian or other authorized district employee on duty and available during all non-school times. With approval from the facilities scheduler and Activities Director certain organizations may supervise their own activities.
2. Custodians or other authorized district employees will have the following responsibilities but not limited to:
  - a. Opening and closing facilities
  - b. Facilitating the resolution of any problems
  - c. Respond to emergencies
3. 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. This individual will be responsible for assuring that the facilities are returned in good condition, and that all participants have left the premise.
4. 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 Facilities Scheduler
  - d. Responsible to ensure that there is no unauthorized areas/portions are entered.

#### E. Facility Use Regulations/Limitations

1. The facility user shall not install decorations that would require:
  - a. Nails, screws, bolts, etc.
  - b. Tape, wax, or glue, or sticky tack should not be used on drywall, block walls, or wood floors
2. District policies prohibit nicotine products on district grounds or in district facilities.
3. District prohibits firearms on school grounds, except for law enforcement officers.
4. Alcoholic beverages and controlled substances is prohibited on district property. Anyone who is under the influence of intoxicants or controlled substances shall not be allowed to use district facilities.

5. Gambling is not allowed on district grounds, except for pre-approved raffles and drawings. Casino nights where it is a non-money making activity may be approved.
6. District representatives, or safety officials may inspect facilities and require compliance for the safety of occupants.
7. Property of non-school organizations may not be stored in district facilities without the building principal's approval.
8. The setup of the facility is the responsibility of the user. Setup that is performed by district personnel will be charged directly to the facility user.
9. Refreshments and food may be served only in designated areas.
10. Facility users are required to use designated entrances.
11. 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.
12. Failure to comply with district regulations may result in denial of future facility use requests.

F. Liability/Insurance/Damages

1. Facility users are required to show proof of general liability insurance or receive a waiver, based on limited risk, by the Business Manager or designee.
2. Groups or organizations using district facilities or grounds shall agree to indemnify, save and hold harmless, the Elkhorn Area School district, its officers, agents and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the district, 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 the property arising out of, connected with, or attributable to rental, use and occupancy of Elkhorn Area School district facilities and equipment.
3. All laws, ordinances, codes and safety regulations must be observed. It is the facility user's responsibility to be informed about laws, ordinances, codes and safety regulations and report any unsafe conditions immediately to the appropriate school representative.
4. The facility user shall be responsible to reimburse the district for all cost associated with false alarms resulting from their use of facilities.
5. 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.

G. Use of Auditoriums

1. Use of auditorium must be coordinated with auditorium manager. Personnel fees will apply for level 3,4, and 5 users.

H. 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 the food service staff or approved trained personnel.
3. The use of school kitchens requires the approval of the food service supervisor at least three weeks in advance of the facility use.
4. After use the food service 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.

I. Use of Swimming Pool

1. The rental of the High School swimming pool requires the approval of the pool manager at least three weeks prior to the scheduled use. The district will provide the appropriate number of lifeguards based upon the number of persons listed on the Facilities Scheduler and charged to the pool user organization.
2. All pool rules are to be strictly followed. Pool rules will be provided to the organization renting the pool.

J. Facility Use Fees and Charges

1. Level 1 – No fees
2. Level 2 – No fees
3. Level 3 - No fees, but Personnel Cost when Appropriate\*
4. Level 4 – Fee Required and Personnel Cost when Appropriate\*
5. Level 5 - Fee Required and Personnel Cost when Appropriate \*

\*And/or may incur additional district employee expenses if overtime is required in order to facilitate the event. .

Note: Fee schedule available upon request.

LEGAL REFERENCE: 120.12 (9), 120.13 (17) (19) (21)

CROSS REFERENCE: 830 Use of School District Facilities

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