

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>November. 15, 1989</b>	<b>FILE SECTOR:</b>	<b>SCHOOL COMMUNITY</b>
<b>DATE REVISED:</b>	<b>November 20, 1997</b>		<b>RELATIONS</b>
<b>DATE REVISED:</b>	<b>October 21, 1999</b>	<b>POLICY TITLE:</b>	<b>COMMUNITY USE OF SCHOOL</b>
<b>DATE REVISED:</b>	<b>June 15, 2000</b>		<b>FACILITIES</b>
<b>DATE REVISED:</b>	<b>November 15, 2001</b>		
<b>DATE REVISED:</b>	<b>May 16, 2002</b>		
<b>DATE REVISED:</b>	<b>March 22, 2005</b>		
<b>DATE REVISED:</b>	<b>June 16, 2005</b>		
<b>DATE REVIEWED:</b>	<b>July 19, 2007</b>		
<b>DATE REVISED:</b>	<b>August 21, 2008</b>		
<b>DATE REVISED:</b>	<b>November 18, 2010</b>		
<b>DATE REVISED:</b>	<b>December 19, 2013</b>		
<b>DATE REVISED:</b>	<b>April 17, 2014</b>		
<b>DATE REVISED:</b>	<b>November 20, 2014</b>		
<b>DATE REVISED:</b>	<b>October 30, 2017</b>		
<b>DATE REVISED:</b>	<b>March 15, 2018</b>		
<b>DATE REVISED:</b>	<b>June 21, 2018</b>		

Medford Area Public School District (MAPSD) Board of Education recognizes that the schools belong to the people of the district and accepts its responsibilities for making the facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities that do not infringe upon, nor interfere with, the conduct and best interests of the school system. All groups using school facilities must comply with Wisconsin Statutes and the policies and procedures established by the board. Authorization for use of school facilities by outside/community agencies or individuals shall not be considered as an endorsement or approval of the activity or its content, a group, an organization, any individual or the purpose it represents.

**CROSS REFERENCE:** EDCA & KG-R  
**LEGAL REFERENCE:** Sections 120.12(9), 120.13(17), (19) & (21) Wis. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: November 15, 1989  
DATE REVISED: November 20, 1997  
DATE REVISED: June 18, 1998  
DATE REVISED: November 15, 2001  
DATE REVISED: May 16, 2002  
DATE REVISED: March 22, 2005  
DATE REVISED: June 16, 2005  
DATE REVIEWED: July 19, 2007  
DATE REVISED: August 21, 2008  
DATE REVISED: November 18, 2010  
DATE REVISED: December 19, 2013  
DATE REVISED: April 17, 2014  
DATE REVISED: November 20, 2014  
DATE REVISED: October 30, 2017  
DATE REVISED: March 15, 2018  
DATE REVISED: June 21, 2018

FILE SECTOR: SCHOOL COMMUNITY  
RELATIONS  
POLICY TITLE: COMMUNITY USE OF SCHOOL  
FACILITIES

Procedures for Building Use

All school buildings and facilities are available for community use if the use does not conflict with school activities. School functions shall have priority for use of school buildings and grounds. When scheduling activities, those sponsored by district organizations will take precedence over those sponsored by out-of-district organizations.

All non-school requests for permits to use facilities in district will be submitted online at the MASH website by selecting Activities & Athletics and clicking on facility schedules which starts the online registration process. All requests should be submitted at least seven (7) days prior to the event. Reasonable exceptions will be considered. Questions can be directed to the MAPSD Activities Director at MASH.

General Conditions

- A permit is not transferable. If the event is to be cancelled, the applicant should notify the principal or his/her designee's office at least forty-eight (48) hours in advance of the date reserved. Any costs incurred as a result of the cancellation will be the responsibility of the permit holder.
- Prior to use of school facilities, the applicant should review the use requirements with the building principal or his/her designee.
- The granting of a permit for the use of one part of a building or ground confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specified in the permit.
- Regular school activities have priority for all space. The district administrator or his/her designee has the prerogative to cancel the use of a building, even after a permit has been issued, if the facility is needed for school educational program.
- All permits are subject to immediate cancellation if it is discovered that information given on the application is misrepresented. Violation by a permit holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any permits in the future. The board of education and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cancellation.

- Special permission must be obtained from the principal or his/her designee prior to decorating, installing scenery, moving furniture, etc.
- Scenery, decorations, or equipment provided by the holder of a permit must be removed from the school building promptly after the performance or other use so as not to interfere with school activities. If there is a delay, the removal may be made by the school district at the expense of the permit holder.
- The use of school space does not include use of school equipment such as AV equipment, unless specifically permitted by the principal, his/her designee, director of buildings & grounds or AV technician. The use of school equipment, when and where required, must be by qualified personnel, the cost of which will be determined by the principal or his/her designee and added to the regular fee.
- Special school facilities may require the presence of school employees trained in their use. Costs for these employees will be added to the regular fee. The decision as to what employees are required and what additional costs are involved will be made by the building principal or his/her designee.
- A school custodian, other employee, or officially trained supervisor is required to be on duty during the use of any school facility. If the permit is for times other than the custodian's normal working hours, the cost for the custodian will be added to the regular fee if determined necessary by the building principal or his/her designee. Complete vacating of the facilities is to be made according to the terms of the permit.
- Custodial services include opening and closing the building, operating ventilation equipment and normal clean-up. Custodians will not be required to help load or unload equipment without additional compensation. Extra custodial help may be provided at the expense of the permit holder.
- Applicants must provide sufficient supervisors, chaperons, or crowd control personnel to satisfy the principal or his/her designee that the event is well controlled. In some cases the principal or his/her designee may determine that a law enforcement official must be present at the activity.
- Tobacco use is prohibited on all school grounds.
- No alcoholic beverages or controlled substances, other than prescription drugs, are permitted at any time. Any violation of this rule will result in appropriate consequences.
- The board and its authorized representatives shall have free access to the premises at all times.
- No school buildings or facilities will be available for public use in the event school is canceled or dismissed early due to inclement weather. Exceptions to this procedure may be granted by the principal or his/her designee if the organization agrees to the extra costs associated with keeping the building open during inclement weather, including custodial fees, snow plowing, etc.

Use of school buildings and grounds for activities other than school activities is subject to all conditions in this policy. The board of education is the final authority and judge as to whether a potential user meets these conditions. The board retains the right to accept or reject any or all requests for the use of school facilities.

#### Limitations of Use

- Since the board of education is charged by law with the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the board deems it necessary and in the public interest.
- Sponsoring organizations will conduct orderly meetings; they will not incite others to disorder, and they will not be abusive of other groups or individuals by reason of sex, race, creed, religion, color or any other factors as described in policy JB.
- No school building, facility, or grounds will be used for unlawful purposes. Activities promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof and/or advocating governmental change by violence are prohibited.

- School facilities shall not be used for parties or celebrations that are essentially private in nature such as birthdays, anniversaries, and other similar parties. Rental of the swimming pool may be an exception to this rule; however, such rental must follow district guidelines. The district administrator or his/her designee may make exceptions for extreme circumstances.
- No signs, banners, pennants, placards or similar items of advertisement are to be placed in the schools without the express consent of the school principal or his/her designee.
- No group that advocates discrimination or limits participation based on activities that are discriminatory in the legal sense shall be allowed to use school buildings or grounds or as determined by federal law.
- School facilities shall not be used to support or maintain private businesses on a regular, reoccurring basis without a signed contract with the board.
- Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds or equipment is prohibited.

### Insurance/Liability

The permit holder assumes liability for all damage or loss of property that may accrue. It is the responsibility of permit holders to see that they are covered independently. The permit holder will hold the board harmless from claims arising out of the school buildings or grounds for the function being sponsored on the specified date or dates. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the grounds and the board against any and all suits for injury or loss sustained by attendance at the function. Factors the district will consider when determining if a permit applicant must provide certification of insurance are:

- Whether or not the permit applicant is a profit or non-profit entity.
- Whether or not the user will generate revenue for a public purpose or for the benefit of the event sponsor.
- Whether or not the cost of the insurance protection can be built into the event and recovered through revenues generated by the event.
- How much risk the event poses for generating claims from participants, spectators, or attendees. If the permit applicant is not required to provide insurance, the user should be aware of the potential liability and that the district's insurance coverage will not protect the user. When a permit applicant is required to provide insurance, the school district shall be named as additional insured on the user's policies, and certificates of insurance will be required for comprehensive general liability, worker's compensation and automobile, if the nature of the event makes automobile coverage necessary.

### Equipment Rental

Equipment owned by the MAPSD, i.e. AV equipment, projectors, screens, tables, chairs, etc., is available for rent with the approval of the principal, his/her designee, director of buildings & grounds or AV technician; however, it is not the district's intention to compete with local businesses.

Audiovisual equipment may be utilized in conjunction with the rental of district facilities or may be used outside the school when available. The approval to rent such equipment will be determined on an individual basis and charged accordingly.

Equipment that could be easily damaged when moving or valued at more than \$1,500 may not be available for rent.

If any equipment is broken or inoperative when returned, the borrowing organization will assume full responsibility of the cost to repair the equipment. No repairs should be attempted by the borrowing organization.

## Cost/Fee Schedule

The board of education may place a charge on the use of school buildings and/or facilities not to exceed actual costs. Where charges are involved, the permit holder should pay the fees prior to use. Payments for rental of space should be made out to Medford Area Public School District or MAPSD. As an alternative payment, the group may make a monetary contribution of equal value toward equipment that the District will purchase. Groups that request use of facilities at times or in situations that require extra custodial help, cafeteria help, technicians, specialists, police, additional utilities, special wiring, additional construction, etc. will be charged extra costs in addition to the set fees. Any activity or program over two (2) hours may require a custodian as determined by the building principal and/or district administrator. Any all-day tournaments or activities will require a custodian on duty at a rate of \$15.00 per hour. In the event a custodial staff member is not available, the organization may use a trained volunteer and not be charged. Such extra charges will include actual costs incurred by the district for extra staffing, including but not limited to, alarm calls caused by the user and field clean up if left unacceptable. The amount of the extra costs to be charged will be determined by the district administrator or the building principal or his/her designee. Under classes 3 and 4, a deposit may be required, the amount to be determined by the district administrator or the building principal or his/her designee.

## Classification for Users including Non-athletic and Athletic

Fees to be charged, insurance and liability coverage required, and types of chaperons or supervisors needed, will be determined in part by the classification of users. School sponsored organizations shall not be charged for use of school facilities.

### **A. Non-athletic User Classes**

#### Class 1

Includes school support organizations, such as parent teacher organizations, scholarship associations and booster clubs. Unless otherwise indicated, these groups must have at least 51% of their participants who are residents of the district. These groups may be charged if the event they are sponsoring is such that it creates a charge to the participants and/or results in profit for the organization. Other groups in this class include non-profit, civic, charitable and religious organizations such as; Boy Scouts, Girl Scouts, 4-H groups, Brownies, Cub Scouts, religious groups, officially appointed groups of the municipal government, district citizens groups, approved charitable groups, cultural groups, service clubs, fine arts associations, theater groups, Northcentral Technical College (NTC), University of Wisconsin Systems, and other organizations not operating the event for profit and devoted to community interest and/or child welfare.

#### Class 2

Includes for-profit groups and in-district religious organizations, businesses and other groups in the district that charge fees which are solely for the advancement of the group, such as non-school related community organization fund raisers, including religious fund raisers. Religious groups and/or organizations that are faced with a one time emergency may apply for a fee waiver or fee adjustment to be determined by the district administrator. Religious groups and/or organizations seeking extended use of school facilities will need to establish cause, and if determined to be acceptable by the district administrator, may be charged above the normal rate.

#### Class 3

Includes out-of-district organizations and groups that are non-profit, charitable, philanthropic, civic, non-commercial, and/or exist for non-personal purposes such as non-district community organizations and out-of-district services/social group.

#### Class 4

Includes commercial ventures where a local organization may or may not be involved, but in name only, and where the major share of the profits go to a for-profit organization.

FACILITY	Group Tier Pricing (Non-athletics)			
	1	2	3	4
Stage and/or Gym (2 hours or less)	--	\$50(d)(f)(m)	\$60(d)(m)	\$60(b)(d)(i)(m)
Stage and/or Gym (more than 2 hours)	\$50(m)	\$75 (d)(f)(m)	\$100 (d)(m)	\$125(b)(d)(i) (m)
Red/White Theatre	\$30(d)(m)	\$40(d)(m)	\$80(d)(m)	\$100(b)(d)(i)(m)
Seasonal Theatre	\$200(d)(m)	\$400(d)(m)	\$800(d)(m)	\$1,000(b)(d)(i)(m)
Distance Learning Lab	\$25/hr (d)(k)	\$50/hr (d)	\$50/hr (d)	\$50(b)(d)(i)
Cafeteria	--	\$30(m)	\$40(d)(m)	\$50(b)(d)(i)(m)
Kitchen	\$15(c)(d)	\$30(d)(i)	\$40(d)(i)	\$50(b)(d)(i)
Kitchen & Cafeteria	\$20(c)(d)(m)	\$40(d)(i)(m)	\$60(d)(i)(m)	\$80(d)(i)(m)
Lab or Shop	\$20(e)	\$40	\$60(d)	\$80(d)(i)
<b>OUTSIDE ATHLETIC FACILITIES</b> <b>*(more than 2 hours)</b> Track & Bleachers, Football/ Soccer Fields & Bleachers+ or any other district land	\$25* (h)(i)	\$20/hr (h)(i)	\$30/hr (h)(i)	\$40/hr (b)(h)(i)
Baseball/Softball Fields	\$25* (j)	\$20/hr (i)	\$30/hr (i)	\$40/hr (b)(i)
Tennis Courts	\$25* (j)	\$20/hr (i)	\$30/hr (i)	\$40/hr (b)(i)
School Forest	--(g)(m)	\$25(g)(m)	\$30(g)(m)	\$40(b)(g)(i)(m)
Classroom	--(m)	\$15(m)	\$20(m)	\$25(m)
Pool	\$30/hr (a)(m)	\$40/hr (a)(m)	\$50/hr (a)(m)	\$60/hr (a)(b)(i)(m)
School Grounds	--	\$20/hr	\$30/hr	\$40/hr (b)(i)
District Office	--(m)	\$30(m)	\$50(d)(m)	\$50(d)(i)(m)

NOTE: All fees are on a per day basis, unless otherwise noted. Such extra charges will include actual costs incurred by the district for extra staffing or clean-up, including but not limited to, alarm calls caused by the user and field clean up if left unacceptable. Any activity or program over two (2) hours may require a custodian as determined by the building principal and/or district administrator. Any all-day tournaments or activities will require a custodian on duty. The custodial rate is \$15.00 per hour. In the event a custodial staff member is not available, the organization may use a trained volunteer and not be charged.

+ This facility is available during the school football/ soccer season on a limited basis only and depending upon the condition of the field. Groups using cleats, or planning on frequent or continued use may be granted rental of the field based on a determination of the district administrator or his/her designee. The district administrator or his/her designee will monitor the field conditions and determine additional cleanup costs, if necessary.

- a. Includes locker rooms and three lifeguards.
- b. Insurance and damage bond required.
- c. If equipment is not used, no rental is charged.
- d. When equipment is used, an employee of the district must be on duty and salary costs will be charged if the staff member is paid.
- e. Minimum charge of \$15.00 plus materials. Rates may increase according to profit potential.
- f. Stetsonville \$25 for gym.
- g. Actual cost.
- h. Plus \$100 per hour for field lights, if used.
- i. Users shall pay the listed fee, PLUS 10% of the gross gate.
- j. No rental agreement required.
- k. Fees may be waived by the district administrator under extenuating circumstances.
- l. Any adult recreational league, i.e. basketball, volleyball, will pay a \$100 seasonal fee for any district facilities.
- m. AV equipment will be approved on an individual basis and charged accordingly.

## **B. Athletic User Classes**

### Class 1

- All school sponsored and funded athletic teams.
- Camps that are administered under the umbrella of school coaches and team members for the District's youth program – "in-house" clinicians

### Class 2

- Athletic clubs or teams that consist of all district athletes and...
  - Is made available to all district students at grade level
  - May or may not be affiliated with the District
  - All camps that are administered under the umbrella of school coaches and team members for the District's youth programs
  - Examples include, but are not limited to, booster basketball, youth wrestling, archery, youth football, MYSA and youth baseball/ softball.

### Class 3

- Athletic clubs or teams that consist of district athletes, but...
  - Have athletes from other districts or
  - Hosts tryouts to make the team or
  - Athletes are hand selected by coaches/parents/adults
  - Examples include, but are not limited to, AAU, select baseball teams, swim team

### Class 4

- Athletic clubs or teams that consist of district athletes but...
  - Pay coaches and/ or
  - Consist of athletes from outside the district or have no in-district athletes
  - Are a business, whether they are for profit or not for profit
  - Camps that are run completely separate from district supported teams
  - Examples include, but are not limited to, Storm volleyball, Rainbow Gymnastics Club, Attack the Rack camp

### Class 5

- Adult leagues
- Alumni Tournaments
  - Examples include, but are not limited to, women's volleyball and men's basketball leagues on Wednesday nights

### Athletic Tier Pricing

Facility	Class 1	Class 2	Class 3	Class 4	Class 5
Gym < 2 hours (example: practice)	\$0	\$0	\$25 (d)(f)	\$35 (d) (f)	\$0
Gym > 2 hours (example: tournaments)	\$0	\$50 (d)(f)	\$100 (d)(f)	\$150 (b)(d)(f)(i)	\$50
Gym-seasonal use, not including custodial charges	N/A	N/A	\$500 (m)	\$800 (m)	\$100
Pool	N/A	\$30/hr (a)(d)	\$40/hr (a)(d)	\$60/hr (a)(b)(d)(i)	
Cafeteria	\$0	\$0	\$30	\$50	N/A
Kitchen	\$0	\$15 (c)(d)	\$30 (c)(d)	\$50 (b)(d)(i)	N/A
Kitchen/Cafeteria	\$0	\$20 (c)(d)	\$40 (c)(d)	\$60 (b)(d)(i)	N/A
Outside Athletic Facilities *(more than 2 hours)					
Track/Bleachers, Football/ Soccer Fields/Bleachers+ or any other district land	\$0	<2 hrs=\$0 >2 hrs=\$25 (h)(i)	<2 hrs=\$25 >2 hrs=\$100 (h)(i)	<2 hrs=\$35 >2 hrs=\$150(b)(h)(i)	N/A
Baseball/Softball Fields	\$0	<2 hrs=\$0 >2 hrs=\$25 (i)	<2 hrs=\$25 >2 hrs=\$100 (i)	<2 hrs=\$35 >2 hrs=\$150 (b)(i)	N/A
Tennis Courts	\$0	<2 hrs=\$0 >2 hrs=\$25 (i)	<2 hrs=\$25 >2 hrs=\$100 (i)	<2 hrs=\$35 >2 hrs=\$150 (b)(i)	N/A
Red/White Theater (MASH)	\$0	<2 hrs=\$0 (d) >2 hrs=\$25(d)(i)	<2 hrs=\$25 (d) >2 hrs=\$100 (d)(i)	<2 hrs=\$35 (d) >2 hrs=\$150 (d)(b)(i)	N/A
District Office & conference rooms	\$0	<2 hrs=\$0 (d) >2 hrs=\$25(d)(i)	<2 hrs=\$25 (d) >2 hrs=\$100 (d)(i)	<2 hrs=\$35 (d) >2 hrs=\$150 (d)(b)(i)	N/A

NOTE: All fees are on a per day basis unless otherwise noted. Such extra charges will include actual costs incurred by the district for extra staffing or clean-up including, but not limited to, alarm calls caused by the user and field clean up if left unacceptable. Any activity or program over two (2) hours may require a custodian as determined by the building principal and/or district administrator. Any all-day tournaments or activities will require a custodian on duty. The custodial rate is \$15.00 per hour. In the event a custodial staff member is not available, the organization may use a trained volunteer and not be charged. + This facility is available during the school football/ soccer season on a limited basis only and depending upon the condition of the field. Groups using cleats, or planning on frequent or continued use may be granted rental of the field based on a determination of the district administrator or his/her designee. The district administrator or his/her designee will monitor the field conditions and determine additional cleanup costs, if necessary.

- a. Includes locker rooms and three lifeguards.
- b. Insurance and damage bond required.
- c. If equipment is not used, no rental is charged.
- d. When equipment is used, an employee of the district must be on duty and salary costs will be charged if the staff member is paid. Equipment charges will be determined on an individual basis.
- e. Minimum charge of \$15.00 plus materials. Rates may increase according to profit potential.
- f. Stetsonville \$25 for gym.
- g. Actual cost.
- h. Plus \$100 per hour for field lights, if used.
- i. Users shall pay the listed fee, PLUS 10% of the gross gate.
- j. No rental agreement required.
- k. Fees may be waived by the district administrator under extenuating circumstances.
- l. Any adult recreational league, i.e. basketball, volleyball, will pay a \$100 seasonal fee for any district facilities.
- m. If the charge per season is less than the total of the sum of the individual rentals