

**SCHOOL FACILITY USE**

The Platteville School District encourages the responsible use of school facilities by local school and community groups and will allocate staff through the school district's community service fund to schedule and coordinate activities and to ensure that school facilities remain secure, properly maintained and appropriately monitored when being used for non-school purposes.

The right to authorize the use of school facilities shall be retained by the Board of Education and/or district administrator. Such use will be determined by district policy and procedures and will be permitted only at times as the facilities are free from district curricular and extracurricular activities.

The Board, or its representative, reserves the right to reassign or cancel usage of school facilities when necessary due to conflicts with school activities or when it appears to be in the best interests of the school district.

The Board of Education may charge a rental fee on the use of school facilities according to a fee schedule established for that purpose.

Requests for the use of school facilities shall be made through the district administrator or his/her designee.

Regulations governing the use of school facilities shall be adhered to by all individuals and groups using school facilities.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization nor the purpose it represents.

The Platteville School District shall not discriminate in access to school facilities on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF: Sections 120.10(9) & (10) Wisconsin Statutes  
120.13(17), (19) & (21)

CROSS REF.: KG-R, Use of School Facilities Procedures  
KG-E, Community Use of Facilities Request Form  
KGC, Smoking on School Premises

APPROVED: Initial Policy Approved September 14, 1981  
Policy Revision Approved May 17, 1994  
Policy Revision Approved November 8, 2004  
Policy Revision Approved June 11, 2007

**SCHOOL FACILITY USE  
Regulations**

**Classifications of Use**

**School Activities**

School district curricular and extra curricular activities and district supported staff activities have priority access to school facilities during and after school hours. Any specially scheduled activities may be canceled or modified to accommodate school activities.

**Restricted Areas**

To protect district liability and security concerns the following areas are not available to employees for personal/family use, to sanctioned users or to rental users: The District Maintenance Shop, boiler rooms, technology closets, custodial closets, science labs/science storage rooms and agriculture/construction/mechanical shops.

**Employee Activities**

Employees and officials of the school district may utilize school facilities free of charge after school hours for reasonable personal/family purposes provided that such use does not interfere with regularly scheduled or specially approved activities. This privilege is not to be extended to groups or organizations outside of the employee's family.

**Sanctioned Activities**

Selected civic, educational or youth group organizations have been sanctioned by the school district for facility use free of rent during times when the school is regularly open. Special assessments will be charged when the school is otherwise closed if it is necessary to provide staff for opening/closing, for facility security, or for special services (i.e. set-up and clean-up). Sanctioned groups may secure a building key for an annual charge.

**Other Activities**

Local citizens, religious groups, service clubs, private schools and commercial enterprises may be approved for facility rental to conduct responsible activities. A standard rental fee from the school district's Facility Fee Schedule will be applied. Special assessments will be charged when the school is otherwise closed to provide staff for opening/closing, for facility security, or for special services (i.e. set-up and clean-up).

## Application Procedures

1. All parties wishing to use school district facilities are required to complete a **Facility Use Permit** at the school district office at least 48 hours in advance.
  - a) The district administrator, or his/her designee, will determine whether the application is approvable and what fees, if any, are applicable.
  - b) The district administrator, or his/her designee, will consult with the appropriate school principal(s) as to the availability of suitable facilities and staff for the date and purpose of the application. Principals are directly responsible for scheduling their facilities when school is in session and are responsible for coordinating with the district office the utilization of their facilities when school is not in session. Coordination includes responsibility for the special arrangements necessary to conduct approved activities.
  - c) Upon determining the availability (or lack thereof) of school facilities, the district administrator, or his/her designee, will provide notification to the applicant and principal at the earliest convenience.
2. Groups using the facilities on a continuing or regular basis may submit an application for the entire year. All such applications shall expire annually on July 1.
3. Civic, educational or youth group organizations wishing to be sanctioned for free facility use may make application to the school district policy committee by submitting a written request to the district administrator. The written request should contain as much information as necessary to provide the organization's rationale for being sanctioned.

## General Provisions

### 1. **Liability**

Permit holders shall agree to indemnify the school district for any and all damage by any person or persons attending the activity and indemnify the school against any and all liability and any and all damages to any person or persons. Upon request, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity.

### 2. **Facility Security, Opening and Closing**

School principals or their designees are responsible for facility security whenever school facilities are in use for school sponsored activities. When the school is otherwise closed, a special assessment will be charged to the permit holder to provide for facility security, opening and closing. Some sanctioned groups may rent a key in lieu of paying for opening and closing services.

### 3. **Supervision**

Permit holders are responsible to provide competent and adequate supervision for all participants and their activities.

**4. Special Arrangements**

Furniture and equipment needs should be detailed on the Special Arrangements form. A special assessment will be charged for special set ups or clean ups as necessary for a particular activity.

**5. Expendable Supplies**

Permit holders are expected to furnish their own expendable supplies.

**6. Ordinances and Laws**

All local and state ordinances and laws of the police and fire departments must be observed along with any rules unique to the school or district.

a) The use of tobacco on school premises is prohibited.

b) Intoxicating beverages and controlled substances are prohibited on school premises.

**7. Failure to Comply**

Any permit holder that does not comply with these regulations may be denied future use of school district facilities.

**SCHOOL FACILITY USE  
Schedule of Fees  
Effective Beginning September 1, 2007**

Reservation fees are to be paid in advance and any other fees are payable within thirty days after the event unless other arrangements are approved by the business manager.

Long term and recurring rental of school facilities during business hours will be negotiated on a case-by-case basis with the district administrator.

**Reservation Fee**

Reservation Fee (Scheduling and coordination)	\$10.00 per event for occasional use \$ 5.00 per event for multiple use (5/more yearly)
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**Rental Fees**

Classrooms, common areas and athletic fields	\$ 5.00 per hour
Westview and Wilkins School Gyms, PHS and PMS Kitchens/Commons, Computer Labs, PHS Fitness Center	\$10.00 per hour
PHS and PMS Gyms, and PHS Auditorium	\$20.00 per hour

**Service Fees**

Security and Monitoring	\$ 15.00 per hour
Special Services (set up, clean up, food svc., technical svc.)	\$ 15.00 per hour straight time \$ 22.50 time and one half \$ 30.00 double time

Received \_\_\_\_\_  
Date

**Platteville School District  
School Facility Use Request**

1) Sponsoring Organization \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Phone(s) \_\_\_\_\_

2) Is the sponsoring organization directly affiliated with the district? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (i.e. Music Boosters, Sports Boosters, Parent/Teacher Organizations)

3) Is the sponsoring organization a reciprocal agency? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (i.e. City of Platteville, Southwest Wisconsin Technical College)

4) Is the sponsoring organization sanctioned by the school district? \_\_\_\_\_ Yes \_\_\_\_\_ No

5) Has the sponsoring organization provided proof of insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

6) Do the event participants include non-residents? \_\_\_\_\_ Yes \_\_\_\_\_ No

7) Does the event charge fees, sell concessions or promote products? \_\_\_\_\_ Yes \_\_\_\_\_ No

8) Event Attendance (estimated) \_\_\_\_\_  
 Event Description (purpose) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9) Facility Request (check the requested facility at the preferred school site)

High School	Middle School	Wilkins School	Westview School	OE Gray School
<input type="checkbox"/> Classroom <input type="checkbox"/> Commons <input type="checkbox"/> Athletic Field	<input type="checkbox"/> Classroom <input type="checkbox"/> Commons <input type="checkbox"/> Athletic Field	<input type="checkbox"/> Classroom <input type="checkbox"/> Commons <input type="checkbox"/> Athletic Field	<input type="checkbox"/> Classroom <input type="checkbox"/> Commons	<input type="checkbox"/> Classroom
<input type="checkbox"/> Computer Lab <input type="checkbox"/> Kitchen <input type="checkbox"/> Fitness Center	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Kitchen	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Computer Lab	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Computer Lab	<input type="checkbox"/> Indoor Play Ground
<input type="checkbox"/> North Gym <input type="checkbox"/> South Gym <input type="checkbox"/> Auditorium	<input type="checkbox"/> Gymnasium			

10) Date, Time and Person In Charge

Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:
Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:
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Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:

11) Special Requests

a) Equipment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b) Set-Up \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c) Technical Services (required with the use of the auditorium, kitchens and computer labs)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requests must be submitted at least one week in advance of the event to allow for scheduling staff assignments. Facilities are to be used as designated on the **Facility Use Request**. Deviation from the request or misrepresentation of the group and its purpose may result in additional charges, termination of the event or denial of future requests.

**Platteville School District  
Sanctioned Status Application**

1) Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

2) Mission/Purpose \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Are you affiliated with other organizations or service providers? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

4) Expected Participants (gender, age, residency) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5) What is the membership fee for participants? \_\_\_\_\_

6) Are accommodations made for participants who cannot afford membership? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit this application to: School District Superintendent  
780 North Second Street  
Platteville, WI 53818