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USE OF SCHOOL FACILITIES

Mission Statement:

The Evansville Community School District is committed to planning and implementing programs for the benefit of the greater Evansville community. The Evansville Community School District is committed to making District facilities a resource for the community and to fostering the delivery of programs that enhance lifelong learning, improve the quality of life for all ages, and create an enriched sense of community collaboration.

General Terms and Conditions:

All individuals and groups using school facilities must adhere to the policies and procedures adopted by the Evansville Community School District. Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity or the organization or the purpose it represents by the School District. The District is committed to an equal educational opportunity for all members of the greater Evansville community.

Terms for use of facilities may vary by times in relationship to school schedules and activities. Generally conditions fall into three categories:

Active School Hours – when teachers and students are using buildings, generally from 7:30 a.m. to 3:30 p.m. on days when school is held.

Before and After School Hours – hours before and after active school hours, generally on days when school is in session, beginning at 6:00 a.m. going until 9:00 p.m. or until 10:45 p.m. in special circumstances.

Weekends and Other Non-School Days – hours on days when school is not in session.

Users are responsible for the completion and submission of necessary forms and for supplying a Certificate of Insurance when deemed necessary. Background checks will be performed on the person filling out the form for any groups. Groups are responsible for completing background checks on their volunteers and personnel.

Routine governmental meetings with fewer than 25 in attendance and organizations affiliated with the District such as PTO and Booster groups will be exempt from the fee schedule. Youth related organizations may have fees waived in recognition or in conjunction with donations that support their overall program in the District. Donations must meet or exceed fees on an annual basis.

Supervision:

The user group or organization shall designate one approved adult to be in charge of and responsible for the program activity. Examples of those in charge include a Community Supervisor, district staff, Evansville School District co-curricular supervisor, or person who submitted the request.

The Community Supervisor, or the event supervisor responsible for the activity, must be at least 21 years of age. S/he is responsible for the area or room from the time the group enters the building, until they

leave. The Community Supervisor is responsible for knowing who else has scheduled use of the building. Supervision will require two responsible persons, one to supervise the activity and one to supervise the rest of the open building area, unless otherwise determined during the facility use agreement process. The Community Supervisor is also responsible for anyone who enters their building or areas as a result of the activity.

- If someone is in the building, not affiliated with the group or another of the scheduled groups, the Community Supervisor is responsible for them and may ask them to leave. If they do not leave, the Community Supervisor is to call the police (882-2292).

Keys/Swipe Key:

- For hours Monday – Friday – 6:00 a.m. – 10:45 p.m. on school days, general access to the building may be granted by each building principal or designee. Access to particular facilities will be determined in the scheduling process with most ending at 9:00 p.m. Access will be granted only to those who have reserved the facility through a Facility Use Agreement form. During weekend and other non-school hours a staff member or access card holder may open and secure the facility. All large events require a staff person cleared for access to relevant supplies and equipment. Custodial services will usually be required to monitor and/or secure the facilities for groups over 100 and will be paid by the group using the facility.
- At the District Office and high school, the scheduler will check keys and/or swipe keys through a sign-out procedure. Swipe key or keys to open a building for use during weekends and non-school hours will only be issued to community supervisors who have been trained for the particular area. The keys are the property of the Evansville School District. Keys shall not be duplicated. Keys cannot be loaned to other individuals without prior approval. Failure to comply with these rules may result in loss of privileges.
- Keys must be returned within two working days of the completion of the scheduled activity unless otherwise specified on the Key and Swipe Key Checkout Form. Failure to return keys within two days, unless otherwise specified, will result in a \$25 late fee and may jeopardize future use.
- If a key is lost or stolen, the user must report it immediately to the scheduler, building principal or district office. A lost or stolen key will result in a \$25 fee and may result in additional charges, incurred to restore/re-key the area.

Maintenance:

- All areas must be left in the same or better condition as they were found. Furniture and other equipment must be returned to the location where it was found before the activity so that the area is prepared for the next class or activity. Building areas are inspected on a daily basis by the custodial/maintenance staff. Maintenance fees will be assessed for any destruction, vandalism, or damage, including marks, scratches, and dents, that are found following the activity. Additional fees will be charged for maintenance costs incurred.

Facility Use Guidelines:

1. Community users will schedule events through the scheduler who coordinates with the building office staff.
2. Staff in each building office is responsible for scheduling all school district uses and for approving all community programs/activities that occur in their building facilities. Building office staff will

work cooperatively with all school staff and the community scheduler to accomplish this task. The master facilities schedule is available on the District website.

3. Non-school related activities and programs should submit facilities requests before June 15 for fall semester, October 15 for spring semester, and summer session by March 15 to the community scheduler. Generally, requests for facilities will be granted on a first-come-first served basis, although they may be adjusted for greater access by more groups. Other requests submitted after deadline dates will be granted space as possible.
4. Any non-school activities or programs requiring large blocks of time and/or multiple facility use may schedule requests for up to one school semester.
 - o The Evansville School District reserves the right to alter facility use requests to accommodate one time and/or infrequent use requests. If a change is necessary, the District will provide as much as possible, notice and assistance in locating other accommodations.
5. Use of kitchen facilities requires the presence of at least one food service employee.
6. If additional custodial help is required by the user or the District, the user will pay the cost.
7. Locker room facilities are available in the intermediate school, middle school, and high school. Please specify your need to use them on your facility use form. Adequate supervision and custodial support may be required for locker room use. High school phy-ed locker rooms are available until 9:00 p.m. on active school days.
8. Fees will be assessed for programs and activities occurring at School District Facilities according to the rates in this policy. The event fee must accompany the Facility Use Agreement Form, remaining charges will be invoiced and due within one month of receipt. Those activities and programs requiring fees must pay the event fee before facilities are considered scheduled. Payment may be negotiated to fit special circumstances.
9. When employees are required to be on site, outside of the normal working hours, charges will be at the average hourly overtime rate of the employee group.
10. Rates will be reviewed on an annual basis by the Evansville School Board.
11. Use of facilities on school district observed holidays or emergency closure days is not allowed. The holidays include:

Christmas Eve, Christmas, New Year's Eve, New Years, Good Friday, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving.
12. Facility use cancellation guidelines include:
 - o School day reservations require one school day notice to cancel.
 - o Weekend and other non-school day reservations need three contract school days to cancel.

Failure to meet cancellation deadlines above may result in assessment of appropriate fees, and forfeiture of future use.

Repeated changes may result in additional fees.

13. Food and beverages shall be allowed in designated areas only.
14. Smoking and alcoholic beverages are not permitted in any school building or on school grounds as per Wisconsin State Statutes 120.12(20) and 125.09(2).
15. All users are required to use designated entrances and areas only. Specific information regarding the requested area is stated on the facility use form. For security reasons, using other entrances or propping doors is not allowed. Propping doors open may result in forfeiture of future use.
16. Groups that do not have a certificate of insurance will sign a waiver of liability.
17. Use of facilities will be permitted only during approved dates and times.

Fee Schedule and Guidelines:

- Facility use fee assessment is based on the following Fee Chart. If the space needed is not listed on this fee schedule, a Facility Use Agreement between the parties will be negotiated.
- In conjunction with the scheduler, the business manager, district administrator, or designee may negotiate contracts for fees and facility usage with non-profit community groups who use District facilities on a regular or a long term basis. All direct costs associated with that use must be covered and the contract must be approved by the District Business Manager.
- Damages to the facility or its equipment will be assessed to the facility user in a timely manner. These damages may lead to an additional fee to cover repair or replacement costs. Future facility use may also be prohibited.
- Fees are subject to change without notice.

Community Walkers:

Community members interested in using school facilities for a walking exercise program are welcome to do so during the hours designated at each building open to walkers. Hours are 6:00 a.m. to 7:00 a.m. and/or 4:00 p.m. to 9:00 p.m. unless otherwise posted. We ask that walkers sign in each time they walk and that they do not interrupt staff and students during their planning time or work. We reserve the right to conduct background checks on walkers and may request the information we need to complete background checks. Walkers will be asked to sign an agreement indicating they agree to the restrictions, and that walking privileges may be revoked at the discretion of the principal if procedures are not followed.

	Category I	Category 2	Category 3
General Area	For Profit, Non Community*	Non-Profit, Non-Community, or For Profit Community* (includes parties)	Non-Profit Community User*
Event Fee (per application)	\$75.00 to cover wear and tear on fixtures and equipment for future replacement costs.	\$50.00 to cover wear and tear on fixtures and equipment for future replacement costs.	\$15.00 to cover scheduling costs.
Gym and Intermediate Band Room	Per divide/Total area/Hr \$40.00/\$100.00	Per divide/Total area/Hr \$20.00/\$50.00	** \$15/event use fee for single use up to 4 hours. Contracts will be negotiated for repeat users (usually \$1 per participant per use).
Grove Campus (Field House)	\$75.00	\$50.00	
Middle School	\$75.00	\$20.00/\$50.00	
Intermediate School	\$40.00/\$100.00		
High School			
Kitchens			
Room Fee	\$40.00/hr	\$20.00/hr	**
Staffing Fee	Per hour per person based on average overtime rate and fringes for kitchen support staff unit. Per hour per person for double time.	Per hour per person based on average overtime rate and fringes for kitchen support staff unit. Per hour per person for double time.	Per hour per person based on average overtime rate and fringes for kitchen support staff unit. Per hour per person for double time.
Orientation & Check-In	Charged an hourly rate to be determined annually for orientation check in and check out with Food Service Director/Manager if group organization has a licensed/professional chef.	Charged an hourly rate to be determined annually for orientation check in and check out with Food Service Director/Manager if group organization has a licensed/professional chef.	Charged an hourly rate to be determined annually for orientation check in and check out with Food Service Director/Manager if group organization has a licensed/professional chef.
Classroom	\$10.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use submitted on the same form. No charge for school age groups.
Computer Lab (includes supplies and support staff)	\$50.00/hr	\$50.00/hr	Support costs and supplies (per person).

	Category I	Category 2	Category 3
General Area	For Profit, Non Community*	Non-Profit, Non-Community, or For Profit Community* (includes parties)	Non-Profit Community User*
Outdoor Facilities (i.e. soccerfields)	Neg./event based on number of participants	Neg/event based on number of participants	** \$15 Event Fee plus \$5 for each event scheduled at the same time. We will mow/maintain fields during appropriate school athletic season. Lining must be done by the user or a fee of \$25/ hour paid. Mowing charges outside the school athletic season of season preparation will be on an hourly adult group use charge of \$25/hour unless overtime is required.
Grove Campus Commons	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus custodial charges as needed. No charge for school age groups.
Middle School Commons	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus custodial charges as needed. No charge for school age groups.
High School Commons	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus custodial charges as needed. No charge for school age groups.
Community Room	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus custodial charges as needed. No charge for school age groups. This space not available to school age groups without special arrangements.

	Category I	Category 2	Category 3
General Area	For Profit, Non-Community*	Non-Profit, Non-Community, or For Profit Community* (includes parties)	Non-Profit Community User*
High School Media Room	\$15.00/hr	\$5.00/hr	** Event Fee for single use up to 4 hours. \$5 for each additional adult group use plus custodial charges as needed. No charge for school age groups.
<p>* Definition: Community as it relates to the fee schedule means the organization is largely made up of Evansville School District Residents.</p> <p>** Set up/take down charges and supplies may be charged per use.</p>			

Equipment Charges (not included in rental)	For Profit-Non-Community* Per hour unless noted	Non-Profit/Non-Community, Services, or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
(a) Slide Projector	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
(b) Overhead Projector	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
(c) ½" VCR Projection Unit	\$25.00 (per day)	\$10.00 (per day)	\$5.00 (per day)
(d) Power Point Projector	\$25.00	\$10.00	\$5.00
(e) Acoustical Shell (plus set-up/takedown charges)	\$25.00	\$10.00	\$5.00
(f) Projector Screen	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
(g) Closed Circuit Television	\$50.00 – same for all groups		
(h) Other as negotiated			

AUDITORIUMS

Middle School	For Profit, Non-Community* Per hour unless noted	Non-Profit, Non-Community, or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
(a) Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)	\$15.00	\$5.00	\$5.00
(b) Minimal Stage Lighting and Stage Audio (set-up, rehearsal, etc., prorated in half-hour increments)	\$10.00	\$5.00	\$2.50
(c) Front of curtain (full stage)	\$30.00	\$10.00	\$5.00
(d) Percentage Fee (assessed on all income derived from event, including, but not limited to admission fees, registration fees, donations, concessions, novelty sales, etc. "Net" income is defined as gross income less state and county taxes.)	6% of net income	3% of net income	\$0.25 per ticket or as negotiated

Performing Arts Center (PAC)	For Profit, Non-Community* Per hour unless noted	Non-Profit, Non-Community, or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
(a) Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)	\$30.00	\$15.00	\$15.00
(b) Minimal Stage Lighting and Stage Audio (set-up, rehearsal, etc., prorated in half-hour increments)	\$20.00	\$5.00	\$2.50
(c) Front of curtain (full stage)	\$40.00	\$20.00	\$5.00
(d) Percentage Fee (assessed on all income derived from event, including, but not limited to admission fees, registration fees, donations, concessions, novelty sales, etc. "Net" income is defined as gross income less state and county taxes.)	6% of net income	3% of net income	\$0.25 per ticket or as negotiated sold
(e) Orchestra pit cover	Per removal labor costs estimated at \$25/hour x 15 hours for removal and replacement		
(f) Individual Room Charges (when PAC is not rented)			
(1) Dressing Rooms/Green Room	\$10.00 (each day)	\$2.00 (each day)	No charge

Performing Arts Center Only

- (a) A house technician is required at all times at \$10/hour; \$15/OT unless organization has someone trained by the district available.
- (b) PAC stage crew \$7/hour; \$10.50/OT.
- (c) Front of house manager required for all ticketed events at \$10/hour unless organization has someone trained by the district available.
- (d) Ushers \$6/hour.

PAC reserves the right to add additional labor and breaks if the crew call is not within realistic limits.

Equipment needs must be at least 48 hours in advance.

Labor Charges

When employees are required to be on site, charges will be at the average hourly overtime rate of the employee group. Generally when more than 30 people are expected at an event, a custodian should be on duty. The fee schedule is available in the business office.

For All Rentals

The custodial staff fee will be based on the average hourly overtime rate or double time rate as appropriate with a two hour minimum on weekends.

Food Service staff fee will be based on the average hourly overtime rate or double time rate as appropriate.

Facility Keys or Swipe Key

Replacement of \$25.00.

Local Ref.: Policy #830 Form 4
Policy #860, Visitors to the Schools

Legal Ref.: Sections 120.12(9) Wisconsin Statutes
120.13(17), (19) and (21)