

Policy #: 835

SCHOOL DISTRICT OF WEBSTER

Date Adopted:

Date Revised: November 24, 2011

Policy Title: Use of Facilities

I. Legal

A. The building and properties of the school district shall be available for community use under conditions prescribed by law as in accordance with the adopted policies of the Board of Education.

B. All applications for the use of such school facilities must comply with legal requirements as prescribed by the Wisconsin Statutes.

II. Use of Buildings, Properties, and Facilities

A. School buildings and facilities are available for community use provided it does not conflict with school activities.

B. An application for the use of any school building or parts thereof, shall be filed on forms provided by the school district office.

C. The following shall not be charged for the use of school facilities:

1. School and student groups
2. Non-profit organizations
3. Civic groups

D. The use of school facilities by religious organizations shall be governed by Article I, Section 24 of the Wisconsin Constitution and S.120.3 (17) and the general provisions of this policy.

E. Schedule of Fees for Use of Buildings and Grounds:

	School and Student Groups Non-Profit Organizations Civic Groups	Private Individuals and Groups within the Webster School District	Income Generating Groups	Commercial Groups
Gym/Weight Room	\$0	\$10	\$30	\$90
Classroom	\$0	\$10	\$30	\$90
Kitchen	\$0	\$10	\$30	\$90
Cafetorium	\$0	\$20	\$60	\$180
Computer Lab	\$0	\$10	\$30	\$90
IMC	\$0	\$10	\$30	\$90
Shop	<i>Not Available</i>	<i>Not Available</i>	<i>Not Available</i>	<i>Not Available</i>

****Extra fees may apply if kitchen or janitorial service is required****

- F. Any organizations using school facilities shall be responsible for any damage or breakage to property resulting during the period of use by such organization. Responsible adults must supervise all activities held in school buildings or on school grounds.
- G. No intoxicating beverages are permitted in school buildings or on school grounds.
- H. Use of tobacco products are not permitted throughout all school buildings.
- I. Use of the school buildings will not be granted for public dancing.
- J. Costs of copying:
 - 1. \$.25 per page.
 - 2. There will be no cost charged for clerical employees time in photocopying fewer than 5 copies.
 - 3. If more than 5 pages are to be copied, then an hourly charge of \$8.00/hour shall be paid in advance by the person making the request on ¼ hourly basis.
- K. School telephones are for business calls only, except in case of emergency.
- L. School facilities will be made available to all prospective piano teachers of the district to give lessons to students in grades 1 through 12.
- M. Use of School Equipment:
 - 1. Electronic equipment is NOT available to the general public unless used on school premises.
 - 2. Equipment such as tables, chairs, kitchen utensils, risers, etc. is NOT available to the general public unless used on school premises.

III. Final Authority

- A. Complete and final authority rests with the Board of Education and its designated representatives. The School District shall not discriminate in facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Bus Rental Fees:

- \$45/hour (bus only)
- \$60/hour (bus and driver)

Cross Reference:

Legal Reference: