



Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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7510.01 - **USE OF DISTRICT FACILITIES**

FACILITIES USE PROCEDURES

Requests to use School District of Waupaca facilities will be considered using the following guidelines:

- A. School activities will always have top priority. All school-sponsored activities approved by the District Administrator/designee shall have precedence over other requests for the use of facilities. Significant consideration, however, should be given to the scheduling of school-sponsored events, activities or practices during times when the school's custodian is normally on duty. A district employee or designee, whenever possible, will be present for all school-sponsored events. If a custodian(s) is needed outside of his/her regularly scheduled time, approval must be obtained from the District Administrator/designee.
- B. Use by non-school groups must always have prior approval
- C. Acceptance by the Board of the organization's application for facility use pursuant to the Board's approved facility use agreement form.
- D. Acceptance by the Board of the organization's application for recreational use pursuant to the Board's approved recreational use agreement form.

The order of preference for use of facilities:

A. Waupaca Associated Groups and Waupaca School Sponsored Activities

Waupaca School associated groups include all directly related organizations whose sole purpose and function is for the purpose of improving and/or expanding opportunities for Waupaca students. Students enrolled in the District classes, resident homeschool school students and resident private school students are all considered "district students" for this purpose.

Examples: School associated groups include parent-teacher organizations (PTG's), parent leadership teams, booster organizations, youth athletic/activity organizations, etc.

District facilities will be made available to these groups without charge.

B. Community Associated Groups for Waupaca Students and/or parents only

Organizations which are non-profit* and whose purpose is the promotion of activities for the Waupaca students and/or their parents are included in this category.

Designated Community Associated non-profit groups/organizations include, but are not limited by enumeration, the following:

1. Recognized civic youth groups which include District students (Boy Scouts, Girl Scouts, Cub Scouts, 4-H, etc.)

2. Resident Neighborhood Associations

District facilities will be available at the Category A rate. Entities that have ninety percent (90%) or more of their members from Waupaca shall qualify underneath this section. The District in its sole discretion shall determine the entities that meet this criteria.

C. Community Associated Groups with a mix of Waupaca students and/or parents and students and/or parents not residents of Waupaca.

This category consists of organizations which are non-profit and whose purpose is the promotion of activities for a mix of some Waupaca students and/or their parents along with students and/or adults who are non-residents of Waupaca School.

Examples: Recreation Department, YMCA, church organizations, political party organizations, etc. District facilities will be available at the Category A rate.

D. Other Organizations – Resident and Non-resident for-profit Groups

Any organized, recognized, and active for profit organization that operates for the benefit of a restricted group is in this category. Any organization that charges admission is included in this category.

Examples: Business organizations, etc.

District facilities will be available at the Category B rate for organizations that are for-profit.

RENTAL FEE

Rental fee rates, one for non-profits (A*) and one for organizations that are for profit (B*):

Facility Type (Indoor)	Category A (Non-Profit)		Category B (For-Profit)	
	Hourly	Daily	Hourly	Daily
Theater	\$40	\$250	\$80	\$500
Gym	\$10 per court	\$250	\$20 per court	\$500
Commons	\$35	\$200	\$35	\$400
Kitchen	\$25	\$150	\$25	\$300
Art	\$25	\$150	\$25	\$300
Music/Band	\$25	\$150	\$25	\$300
Library	\$25	\$150	\$25	\$300
Classroom	NA	\$25	NA	\$50
Facility Type (Outdoor)	Category A (Non-Profit) Daily Event/Contest Fee		Category B (For-Profit) Daily Event/Contest Fee	

Comet Field	\$400	\$800
WIAA/Other School Rate:	\$200	
Baseball/Softball Field	\$75 Per Field	\$150 Per Field
Practice Fields	\$75 Per Field	\$150 Per Field

****Custodial or food service services above and beyond the basic rental fee will be billed at the current rate of total compensation per each employee. Additional charges and fees are delineated on the applicable facility use or recreational use agreement.**

**Rental of the theater/PAC does not include the use of electronic equipment. The PAC coordinator or a building administrator may require a district employee to operate technical equipment during a performance/event. A \$25 per hour fee will be charged for this additional service.

**All users/organizations required to pay under this policy will be charged a minimum fee of \$25.

**For outdoor facilities needing to be prepped for contests there will be a \$25 additional fee on weekdays and a \$50 fee on weekends.

**Building administration will have the ability to use their professional judgment in facility use requests that deviate from what is outlined in this schedule.

*Non-profit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Service (IRS). The District may request a copy of the appropriate documentation to verify non-profit status.

All fees are payable upon receipt of invoice. Checks shall be made payable to the School District of Waupaca and sent directly to the Business Office. Payments not received within sixty (60) days of the invoice date will be subject to a late fee of fifteen percent (15%) of the total invoice amount or \$25.00 (whichever is greater).

Failure to pay facility use fees will result in automatic denial of future facility use requests until the delinquent fee balance is fully paid. The District reserves the right to require a fee deposit OR the estimated facility use fee to be prepaid. The District also reserves the right to utilize a collection firm or legal system to collect payment.

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Legal 120.13(17), Wis. Stats.
 895.523, Wis. Stats.