

## FACILITIES USE PROCEDURES

- A. Requests to use School District of Waupaca [Waupaca] facilities will be considered using the following guidelines:
1. School activities will always have top priority. All school-sponsored activities approved by the District Administrator 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.
  2. Use by non-school groups must always have prior approval
  3. Acceptance by the Board of the organization's application for facility use pursuant to the Board's approved facility use agreement form.
  4. Acceptance by the Board of the organization's application for recreational use pursuant to the Board's approved recreational use agreement form.

- B. The order of preference for use of facilities:

**1. 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.

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

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

**2. 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:

- a. Recognized civic youth groups which include District students (Boy Scouts, Girl Scouts, Cub Scouts, 4-H, etc.)
- b. Recognized youth athletic groups/organizations
- c. 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.

**3. 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.

**4. 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.

**C. RENTAL FEE**

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

<b>Hourly Rate</b>	<b><u>A*</u></b>	<b><u>B **</u></b>
<i>Theater</i>	\$250	\$500
<i>Multipurpose Room</i>	\$200	\$350
<i>Gym</i>	\$250	\$500
<i>Kitchen</i>	\$150	\$300
<i>Art</i>	\$150	\$300
<i>Music/Band</i>	\$150	\$300
<i>Classroom</i>	\$ 25	\$ 50

***\*\*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.***

\*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 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.

## **Legal References:**

### **Wisconsin Statutes**

[120.12\(1\) \[Management of School District\]](#)

[120.12\(9\) \[Discussion of Public Questions\]](#)

[120.13\(17\) \[Temporary Use of School Facilities\]](#)

[120.13\(19\) \[Community Programs and Services\]](#)

[120.13\(21\) \[Lectures\]](#)

[121.02\(1\)j \[Healthy and Safe Facilities\]](#)

[895.52 \[Recreational Activities; Limitation on Property Owner's Liability\]](#)

[895.523 \[Recreational Activities in a School Building or on School Grounds, Limitation of Liability\]](#)

[895.525 \[Participation in Recreational Activities; Restrictions on Civil Liability, Assumption of Risk\]](#)

[Equal Access Act of 1984](#)

[Boy Scouts of America Equal Access Act Of 2001](#)

Cross Reference: 830-Rule, Facility Use Regulations

830-Exhibit, Facility Use Agreement

**Adopted: 12/13/16**

**Revised:**

**Reviewed:**

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, mental or parental status, sexual orientation, or physical, mental, emotional or learning disability.