

Sparta Area School District

Article 603 - Use of School Facilities

Requests for specific use of District facilities may be considered provided they do not interfere with previously scheduled events. The Board of Educations, or its designee, will select a designee at each building (“Building Designee”) who will maintain a current calendar of scheduled activities and events in the building under his/her control using the District’s Facility Scheduling System. All facility requests should go through the appropriate Building Designee.

The philosophy of the Board of Education is to encourage school property use by organizations during non-school hours provided that such use does not interfere with use for school purposes or school related functions. All groups will be responsible to comply with all components of this policy and will be charged the applicable fees. The policies applicable to facility use will differ depending on the type of group. Groups who may use District facilities include:

1. School related functions and groups
2. Parent teacher organizations and booster groups endorsed by the Board
3. Community non-profit organizations
4. For profit organizations or individuals

The use of school property by religious organizations shall be governed by Section 120.13 (17) Wisconsin Statutes and the following criteria.

The Building Designee shall have the authority to permit or deny use of District facilities by non-school related functions and groups. The Superintendent will make the final determination in the event that a requestor appeals a decision concerning facility use, taking into consideration the following criteria:

- The philosophy of the Board of Education is to encourage the wide spread use of District facilities for worthwhile community purposes.
- The use shall not interfere with use for school purposes or school related functions.
- The use must be beneficial to students and/or residents of the Sparta Area School District. (Accommodating persons and activities, accessibility, presence of facilities for intended use and parking availability.)
- The use must be for a limited, specified period of time, not to exceed ten months in length.
- The District will be non-discriminatory in the application of this policy.

Explanation of Groups and Applicable Fees

School Related Groups

- **Priority** - School related functions and groups will be given first priority to use District facilities.
- **Facility Fee** – None.
- **Custodial Fees** – None.
- **Nutrition Services Fees** – Nutrition Services fees will only be charged if use of the kitchen, including serving lines, sinks, and/or equipment is needed. The fee will be assessed at the cook hourly rate.

Parent Teacher Organizations and Booster Groups

- **Definition** – Groups specifically approved by the Board of Education, as listed in Article 617.
- **Priority** - These groups will be given second priority to use District facilities.
- **Facility Fee** – None.
- **Custodial Fees** – Custodial fees will only be charged if events are held outside of normal custodial hours or if additional custodial staffing is needed. The normal custodial hours vary by building; please contact the applicable Building Designee for a custodial schedule. The fee will be assessed at the custodial hourly rate.
- **Nutrition Services Fees** – Nutrition Services fees will only be charged if use of the kitchen, including serving lines, sinks, and/or equipment is needed. The fee will be assessed at the cook hourly rate.

Community Non-Profit Organizations

- **Definition** - Community non-profit organization means a natural person, sole proprietorship, partnership, corporation, association, and all bodies politic, whose principal place of operation is located within the Sparta Area School District and whose income is not distributable to its members, directors or officers. Community non-profit organizations shall be permitted and encouraged to use school grounds, buildings, facilities or equipment on a temporary basis.
- **Priority** – These groups will be given third priority to use District facilities.
- **Facility Fee** – None, unless admission fees, fundraising, exhibitor fees, or any other type of revenue to the group is associated with use of the facility. If revenue is associated with the event, facility fees will be assessed at the current hourly rate, per the facility fee schedule. All facility fees will be invoiced prior to the event and must be paid to confirm the reservation.
- **Custodial Fees** – Custodial fees will only be charged if events are held outside of normal custodial hours or if additional custodial staffing is needed. The normal custodial hours vary by building; please contact the applicable Building Designee for a custodial schedule. The fee will be assessed at the custodial hourly rate.
- **Nutrition Services Fees** – Nutrition Services fees will only be charged if use of the kitchen, including serving lines, sinks, and/or equipment is needed. The fee will be assessed at the cook hourly rate.

For Profit Organizations or Individuals

- **Definition** - For profit organization means a natural person, sole proprietorship, partnership, corporation, or association whose income is distributable to its members, directors or officers. For profit organizations shall be permitted to use school grounds, buildings, facilities or equipment on a temporary basis. However, it is not the intent of the District to compete with area businesses who also have space available for rent.
- **Priority** – These groups will be given last priority to use District facilities.
- **Facility Fee** – Facility fees will be assessed at the current hourly rate, per the facility fee schedule. All facility fees will be invoiced prior to the event and must be paid to confirm the reservation.
- **Custodial Fees** – Custodial fees will only be charged if events are held outside of normal custodial hours or if additional custodial staffing is needed. Please verify custodial hours with the Building Designee. The fee will be assessed at the custodial hourly rate.

