

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.

- **AV Tech Fees** – AV Tech fees will be charged for any facility use requests that require: a laptop or PC be provided, access to classroom technology (such as SMART boards or TVs), setup or support of any other technology for an event. An AV Tech is mandatory for use of the High School Auditorium. The fee will be assessed at the A/V Tech hourly rate with a two hour minimum.

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.
- **AV Tech Fees** – AV Tech fees will be charged for any facility use requests that require: a laptop or PC be provided, access to classroom technology (such as SMART boards or TVs), setup or support of any other technology for an event. An AV Tech is mandatory for use of the High School Auditorium. The fee will be assessed at the A/V Tech hourly rate with a two hour minimum.

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.
- **AV Tech Fees** – AV Tech fees will be charged for any facility use requests that require: a laptop or PC be provided, access to classroom technology (such as SMART boards or TVs), setup or support of any other technology for an event. An AV Tech is mandatory for use of the High School Auditorium. The fee will be assessed at the A/V Tech hourly rate with a two hour minimum.

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.
- **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.
- **AV Tech Fees** – AV Tech fees will be charged for any facility use requests that require: a laptop or PC be provided, access to classroom technology (such as SMART boards or TVs), setup or support of any other technology for an event. An AV Tech is mandatory for use of the High School Auditorium. The fee will be assessed at the A/V Tech hourly rate with a two hour minimum.

Instructions to Groups for Use

1. The group must designate and identify a person who is in charge and responsible for facility use. If the designated person is a district staff member or coach, the custodial fees may be waived. In order for the custodial fees to be waived, the designated person must be pre-approved by the Director of Buildings and Grounds and the Director of Business Services.
2. The group shall hold the Sparta Area School District, its agents and employees, harmless from any and all liability which may arise out of such use.
3. The group will be required to provide a certificate of liability insurance coverage before the facility will be reserved. Groups must provide evidence of insurance to the extent of \$100,000/\$300,000 bodily injury liability and \$25,000 property damage wherein the Sparta Area School District is named the insured. The District reserves the right to waive insurance criteria for community non-profit organization events that are only for the purposes of meeting, use only one room suited for a meeting, take place less than 12 times per year, and each use lasts less than 90 minutes.
4. The group shall be responsible for any damages resulting from facility use and shall reimburse the Sparta Area School District for any expense incurred by the Sparta Area School District as a result of such use.
5. The group must provide adequate means for crowd control and safety; which means shall be disclosed to the Building Designee.
6. The group must pay the applicable fees as described in this policy. All applicable fees will be invoiced by the District's business office at the conclusion of the event.

Legal Reference: Section 120.13(17)

Cross Reference: Approved Group List (617)

Approved:

Revised:

May 25, 2006
September 27, 2011
November 27, 2012
January 28, 2014
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