

SCHOOL COMMUNITY RELATIONS

Series 800

Policy Title . . . FACILITY USE POLICY

Code No. 830.0

Burlington Area School District School Board encourages the use of public school facilities as community centers to promote educational, cultural and civic activities. Building use and rentals will not be subsidized by the school district. Fees for use of district facilities may take into consideration building security, public safety, cost to the district and other appropriate factors as approved by the School Board.

School facility rules and regulations under this policy shall apply to all property owned and managed by the school district and shall be in effect at all times when school property is used for non district functions before and after regular school hours. The school board has ultimate approval over any fee charged through the budget process. Building student and staff activities shall have first priority use of building facilities with Burlington Area School District Community Education Department having secondary priority.

FACILITY USE POLICY ADMINISTRATIVE PROCEDURES

Code No. R-830.0

- A. All requests for Burlington Area School District facilities, except K - 12 instructional programs, must be requested and scheduled through the Burlington Area School District. Request forms can be picked up at any district building.
- B. Requests for building usage should be made at least 10 days in advance of the proposed date of usage. No function can be bumped within 28 days of the event (exception: any school event canceled and rescheduled due to weather).
- C. Building use agreements shall be arranged through the district building that is being requested and signed by an authorized representative of the organization requesting the facilities.
- D. Groups requesting use of facilities between June 15 and July 1, for the upcoming academic year, will be given priority.
- E. The contract shall list facilities and equipment to be used by an organization. They will be responsible for replacement or repair costs in the event of damage.
- F. Burlington Area School District reserves the right to refuse the use of school facilities when it has been determined that such use is not in the best interest of the Burlington Area School District or does not fit with school programs.
- G. Applications will be good for one academic year only.

USAGE

Priority usage will be given to the earliest request based on categories listed below. Categories listed below may be charged fees if appropriate.

Category A:

School, school district, and school related activities, such as athletic contests, musical events and school productions. (No charges assessed)

Category B:

Burlington Area School District Community Education Department Activities (No charges assessed)

Category C:

Community/Government Agencies/Non-profit Youth/Adult Activities and Organizations in which Burlington Area School District enjoys a reciprocal agreement.

Examples:

- Organized youth/adult groups/non-Burlington Area School District athletic teams
- College and Universities
- City and town use
- Fundraisers for school purposes (booster clubs, etc.)
- Burlington Area School District based civic groups/non-profit groups (Custodial and supervision charges will be assessed if custodial and/or supervision is required for the event.)

***Category D:**

All others.

*Category D is limited to no more than six rentals at Burlington High School per year.

FACILITY SPECIFICS

Classroom: Shall be limited to educational purposes or meetings of such a nature as to be consistent with their current use and furnishings.

Computer Labs: Can be utilized by groups with appropriate Burlington Area School District staff or staff approved by Burlington Area School District Community Education Department.

Gymnasiums: Are designed for specific recreational purposes, but may be used for other approved activities that will not cause damage to the floor. The movement of large and heavy equipment on gymnasium floors must be done only by school personnel.

Auditorium/Stages: Burlington Area School District shall have the right to limit activities in the auditoriums consistent with their equipment and furnishings. Groups will be responsible to hire a district lighting technician if auditorium lights are needed.

*Kitchen: Use of kitchens by community members requires a food service employee to be present at all times while the kitchen is being used. The obligation of school district food service personnel is primarily to supervise the use of kitchen facilities. Any additional work required by food service staff will be discussed and negotiated at the time of application. Service of light refreshments or meals in multi-purpose rooms or cafeterias is permitted without charge if kitchen facilities and equipment are not used. Any food served should comply with the Department of Health Regulations.

**Food or drink must be served and consumed only in lunchrooms or other designated appropriate areas and must appear on the contract.*

GENERAL RULES AND REGULATIONS

Security/Supervision:

1. Contract holders are responsible for providing competent and adequate supervision for all activities at all times.
2. Security will be assigned for all buildings at user's expense and at the discretion of the Burlington Area School District.
3. A rate of \$23.00/hour will be assessed for groups in Category D, extending beyond normal custodial hours.
4. Disorderly conduct is prohibited. This includes foul language, damaging or defacing school or personal properties.
5. Groups using Burlington Area School District facilities shall observe local and state ordinances and laws of the police and fire departments:
 - Candles will not be permitted
 - Highly flammable or explosive materials are not permitted
 - Exits, aisles, and hallways must remain free of any obstructions
6. Damage deposits may be required.

Rules: The following rules shall be observed.

1. Groups must maintain supervision and enforce facility use guidelines.
2. All accidents/incidents must be reported to the District Office within 24 hours. If emergency services are required, notify 911, immediately.
3. All contract holders must report facility or equipment breakage or repair needs to the site supervisor or custodian and the Burlington Area School District Office, (262) 763-0210. Damage to district property must be paid by the contract holder or their insurance carrier.
4. Rooms and areas used shall be left as found. Specific facility use guidelines will be sent with the contract.
5. Failure to comply with the above rules will result in revoked privileges for using district buildings and grounds. Each contract holder will be allowed one warning from the Burlington Area School District Office for any violation of contract/facility rules and regulations. Second violations will result in lost privileges of district building use.
6. Any person without proper business or authorization to be on school premises shall be considered to be trespassing and will be asked to leave the school immediately.

Cancellations:

1. Contracts are non transferable and are expected to adhere to the stated hours and intended use of facility as stated on the contract.
2. Changes, additions or cancellations must be made through the Burlington Area School District Office at least 3 days in advance of scheduled use. Failure to do so may result in a charge to the user at a rate of \$10.00 or 50% of the estimated charges, which ever is less.
3. An approved contract shall not be considered by the holder as a lease and the school district reserves the right to cancel or revoke any contract at any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage or expense whatsoever.

Liability:

1. Contract holders shall agree to indemnify the school district for any and all damages by any person or persons attending the activity, and indemnify the school district against any and all liability and any and all damage to persons or person.
2. Burlington Area School District may require groups in Category D, to provide Comprehensive General Liability insurance coverage for \$1,000,000.00 for bodily injury and property damage. Governments must carry a minimum of \$600,000.00. Other categories may be required to provide insurance depending on size and content of event.
3. Burlington Area School District may not be held liable for loss or destruction of personal items.
4. In the event of damage to school property, contract holder shall accept the school district's estimate of the amount of damage and shall pay all appropriate costs.

Weather:

Contracts will be canceled when schools are closed due to inclement weather. All activities will be canceled on emergency closing days with no additional charges assessed upon re-schedule. Weather announcements will be made on all area radio and television stations.

Illegal Behavior:

1. Use of tobacco products is prohibited in all school buildings and district grounds.
2. Contract holder shall assume full responsibility for any unlawful act committed on the premises during their activity.
3. The use of intoxicating beverages or controlled substances anywhere in or on the premises is prohibited. Violation constitutes immediate revocation of contract.
4. All ordinances and state laws and regulations of the police and fire departments must be observed.

Equipment:

1. The use of school equipment is for contract holders only and must be requested at the time of scheduling.
2. Equipment is generally limited to volleyball standards, chairs and tables at no charge. Physical Education equipment and other curriculum equipment must be specified in the rental contract. Fees will be assessed for undue wear or damage.
3. Furniture equipment owned by the district shall not be moved unless requested in advance through Burlington Area Schools District Office. Generally, contract holder must set up and take down equipment, leaving the room in the same condition as found. Permission to move equipment may be given on site by building custodian or supervisor.
4. Any apparatus or other equipment moved into the building must have prior approval by both Burlington Area Schools District Community Education Department and the building principal and must be removed promptly after each use so as not to interfere with the regular school program.
5. A limited amount of audio/visual equipment may be available for a minimal charge. Requests must be listed on the contract. Charges for equipment are based on cost of supply and operation and reasonable rates of depreciation.
6. Any use of computer, internet or any other instructional equipment must be specified in the contract.

APPEAL PROCEDURE

If a person or group feels they have been unfairly treated by a school regarding their building use or request for use, the concern should be lodged in writing to the Superintendent of Schools. The Superintendent will respond within fifteen days to the complaint.

If the parties do not receive any satisfaction to their complaint from the Superintendent, a hearing before the Building and Grounds Committee of the Board will be scheduled, if requested in writing, after the party has spoken with the Superintendent.

Date of Adoption:
January 24, 1977
Revised:
May 13, 1991
November 17, 2008

Legal Reference: Code of WI
118.13(1), 120.12(9), 120.13(17)

FACILITY FEES AND CHARGES

A group may not be issued a facility use permit if there is an outstanding bill.

Personnel:

District Maintenance Services	\$23.00/hr
Kitchen Services Personnel	\$13.00/hr
Lighting Technician	\$10.00/hr
Kitchen Cook	\$12.00/hr

Indoor Facilities*:

Auditorium	
BHS	\$12.00/hr
Karcher	\$ 8.00/hr
Cafeteria/Commons	
Cooper, Lyons, Waller, Winkler	
w/kitchen	\$8.00/hr
w/o kitchen	\$8.00/hr
Dyer and Karcher	
w/kitchen	\$12.00/hr
w/o kitchen	\$ 8.00/hr
BHS	
w/kitchen	\$24.00/hr
w/o kitchen	\$16.00/hr
Classrooms	
General	\$4.00/hr
Library	\$8.00/hr
F/CE/Tech Ed.	\$8.00/hr

Gymnasiums

Cooper, Lyons, Waller, Winkler	\$12.00/hr
Dyer and Karcher	\$20.00/hr
BHS (undivided)	\$54.00/hr

Weight Room \$8.00/hr

*Technical Colleges using our facilities will pay the standard statewide rate for such usage.

Outdoor Facilities:

Baseball Field – school year**	\$25.00/field
Baseball Field – summer**	\$15.00/field
Football Field – nights w/lights + maintenance	\$30.00/hr
Football Field – day	\$65.00/game
Soccer Field – school year**	\$25.00/field
Soccer Field – summer**	\$15.00/field
Softball Field – school year**	\$25.00/field
Softball Field – summer**	\$15.00/field
Tennis Courts	\$1.25/hr/court
Track	\$15.00/hr

**Per field for up to 3 hours of use

Rental Equipment:

Computer labs of 15 or less	\$50.00/use
Computer labs of 16 or more	\$75.00/use
Computer Station	\$ 5.00/use/each
Filmstrip/Overhead Projectors/Screen	\$ 5.00/use
Microphone & Sound System	\$ 5.00/use
Movie Projectors & Screen	\$ 5.00/use
Phonographs/Compact Disc Players	\$ 5.00/use
Pianos	\$10.00/use
Slide Projector & Screen	\$ 5.00/use
Stage Lighting	\$10.00/use
Tape Recorders	\$ 5.00/use
VCR & TV Monitor	\$10.00/use