

## USE OF SCHOOL FACILITIES

The Board of Education recognizes the capital investment the community has in its school buildings and facilities and believes that such facilities should be used for legitimate community purposes according to the provisions of this policy, established procedures, and applicable state laws.

School facilities may be used by organizations; state, county and local governmental agencies; and by post-secondary educational institutions. Permission to use school facilities must be granted by the building principal and Director of Business Services. For purposes of this policy, local organization is defined as having at least 51 percent of the members of the organization reside in the School District of Jefferson.

Arrangements for use of district equipment (e.g., audio-visual, physical education, pianos, tables), and for the moving of any such equipment must be approved by the building principal. Such arrangements must be made well in advance of the use of school facilities. The principal may approve the use of the equipment if he/she is satisfied that the person(s) making the request is familiar with the operation of the equipment. The user shall be completely responsible for any damage done to the school equipment and shall be required to pay for the repair or replacement of damaged equipment.

School facilities are generally not available for community use during regularly scheduled school hours or when otherwise in use for school activities. The Superintendent may make school facilities available for community use during regularly scheduled school hours or when otherwise in use for school activities provided such community use does not unduly interfere with or disrupt regular instruction, extracurricular activities, or any other scheduled school activity.

The Board of Education retains the right to deny use of school facilities and shall be the final authority in all cases. Facility uses not covered by this policy shall be brought to the Board for determination.

ADOPTED: March 24, 1980

REVISED: December 27, 1982  
January 27, 1986  
April 25, 1988  
December 18, 1995  
January 22, 2001  
November 28, 2011

LEGAL REF.: Wisconsin Statutes: 120.12(9)  
120.13(17), (19) & (21)  
120.44(2)

CROSS REF.: KG-R, Guidelines for Community Use of School Facilities  
KG-E, Facility Use Permit  
KGC, Use of Tobacco Products by Employees and Visitors

## GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES

### A. Rental Fees

1. The following organizations shall be granted free use of school facilities with the exception of the swimming pool. Except as otherwise provided in (4) below, such organizations using the high school swimming pool shall be charged in accordance with Schedule 1.
  - a. School-related organizations (e.g., Parent-teacher organizations, District Booster Clubs, Jefferson Education Association (JEA), Jefferson Support Staff Federation (JSSF), Student Activity Clubs)
  - b. Local civic groups for activities provided for school children or for fundraising when the proceeds will go entirely to support school activities and local teams/organizations [at the discretion of the superintendent] with district students as members
  - c. Local scout groups, 4-H organizations, and local parochial schoolsAll other local organizations shall be charged a rental fee.
2. The following organizations shall be charged a rental fee in accordance with Schedule 1:
  - a. Local civic organizations
  - b. Governmental agencies
  - c. Adult vocational education institutions
  - d. Universities, colleges
  - e. Non-profit organizationsAll other local organizations shall be charged a rental fee in accordance with Schedule 2.
3. The following organizations shall be charged a rental fee in accordance with Schedule 3:
  - a. Any group, business, organization, or individual that intends to use District facilities for a lawful non-school purpose and does not fall within any of the other classifications stated herein.
4. School-related organizations, as defined above, shall be permitted free use of the high school swimming pool when sponsoring a swimming party or event for district students. For such a party or event, the organization shall be charged only the actual cost of providing a lifeguard.
5. Fee Schedules (Does not include lifeguard, custodian, and/or food service personnel when required.)

| AREA  | SCHEDULE 1                                    | SCHEDULE 2                                     | SCHEDULE 3                                      |
|---|---|--|---|
| Classroom (regular)   | \$20 for first 4 hours<br>\$5/hour thereafter | \$40 for first 4 hours<br>\$10/hour thereafter | \$60 for first 4 hours<br>\$15/hour thereafter  |
| Classroom (vocational)  | \$40 for first 4 hours<br>10/hour thereafter  | \$80 for first 4 hours<br>\$20/hour thereafter | \$120 for first 4 hours<br>\$30/hour thereafter |
| Kitchen/cafeteria   | \$10/hour                                     | \$20/hour                                      | \$30/hour                                       |
| High school auditorium  | \$50/hour                                     | \$100/hour                                     | \$150/hour                                      |
| Gymnasiums, including<br>locker rooms   | \$25/hour                                     | \$50/hour                                      | \$75/hour                                       |
| Swimming pool, including<br>locker rooms  | \$25/hour                                     | \$50/hour                                      | \$75/hour                                       |
| <b><i>Any portion of an hour of facility use shall be treated as a full hour for rental purposes.</i></b> |   |  |   |

6. Piano Use Fee

Non school-related organizations wishing to use the concert grand piano shall pay a fee of \$300 per event. Fee shall include setup in the auditorium and tuning.

B. Supervision

- Groups qualifying for free use of school facilities must be accompanied by a qualified school district employee(s) (approved by the building principal) who will assume responsibility for building security and proper care of school facilities and equipment. This requirement is met when the school employee is directly involved with the activity, when a building administrator is present and is aware of the activity or when a building custodian/cleaner is present and performing his/her regular duties. The organization using the school facility is required to provide responsible adult supervision at all times.

This clause does not apply when district facilities are used to host tournaments or events.

- Whenever a school kitchen is used for heating and/or preparing food a school food service employee must be present. The cost of the food service employee, based upon existing wage agreements, shall be charged to the using group.
- Except as specified in (1) above, whenever school facilities are used during periods when regular school custodians are not on duty, a custodian shall be hired to supervise the use of school facilities. The custodian shall be responsible for opening the building, securing the building, and the general protection of school district facilities and equipment. The cost of the custodian, based upon existing wage agreements, shall be charged to the using group.
- Whenever the high school swimming pool is used a qualified lifeguard and adult supervisor must be present. If the lifeguard and/or supervisor is/are employed by the district the cost will be charged to the using group.

C. Insurance

School-sponsored organizations are under the direct supervision of the district and are covered by the district's regular insurance policies. Non-school-sponsored organizations operate independent of the district. The district may require non-school-sponsored organizations to obtain special insurance coverage when:

- a. The activity planned is unrelated to the normally expected use of the school facility; or
- b. The activity is determined by the Superintendent to be a high-risk activity

When a non-school-sponsored user is required to provide insurance, the district shall be named as an additional insured on the user's policy. Certificates of insurance shall be required in advance of the activity for worker's compensation and comprehensive general liability in the amount of:

|                  |                          |
|------------------|--------------------------|
| Bodily injury:   | 1,000,000 per occurrence |
| Property damage: | 1,000,000 per occurrence |

D. Conditions of School Facility Use

1. Unlawful activities are not allowed.
2. The user shall be responsible for the conduct and control of both patrons and participants. Groups must provide adequate adult supervision at all times.
3. It shall be the responsibility of the user to pay for all damages as the result of improper use of the equipment or building. Any group abusing the privilege of using school facilities may be denied use in the future.
4. Generally school facility users are not allowed to install any decorations that require the use of nails, screws, bolts, scotch tape, etc. If the user wishes to display materials in the building, special permission of the principal must be received.
5. Alcoholic beverages of any type are prohibited from being either carried or consumed anywhere on school property except on Fischer Field during such times as the property is leased to the City of Jefferson.
6. There shall be no tobacco use in any of the school buildings or anywhere on school property.
7. Gym shoes must be worn by all participants in sports or games in the gymnasiums.
8. The following areas shall be off-limits to all visitors and students: boiler rooms; equipment rooms; maintenance storage areas; kitchen and related equipment (unless arranged); roofs; attics; employee lounges; work rooms; computer labs, and all offices.
9. No persons, other than maintenance and custodial/cleaning personnel shall tamper with or adjust mechanical equipment such as, but not limited to, thermostats, cafeteria/kitchen equipment, fans, blowers, radiators, valves, pool equipment, door locks and lights.
10. School facilities shall not be used to support or maintain private businesses on a regular, reoccurring basis without a signed contract with the School District of Jefferson Board of Education.
11. School facility users shall clean the building after use and shall leave the facility as they found it.

12. School facilities shall not be made available for funerals during regularly scheduled school hours. A memorial service which is clearly outside of school hours may be permissible.
13. The Superintendent may impose other conditions as he/she deems necessary and appropriate.

E. Hold Harmless Agreement

All users of school facilities shall be required to sign an indemnification and hold harmless agreement when using school facilities.

F. Use by the Jefferson Council for the Performing Arts and City of Jefferson Recreation Department

The Jefferson Council for the Performing Arts (CPA) and the City of Jefferson Recreation Department shall be allowed use of school facilities under separate agreements between those organizations and the Board. However, both the CPA and the Recreation Department shall be expected to comply with the conditions for school facility use as outlined in these guidelines.

10/8/12

# FACILITY USE PERMIT

Name of Organization Requesting Use: \_\_\_\_\_  
 Type of Organization, Describe: \_\_\_\_\_  
 Individual Making Request: (Name) \_\_\_\_\_  
 (Address) \_\_\_\_\_  
 (Telephone) \_\_\_\_\_  
 (E-mail Address) \_\_\_\_\_  
 School Employee Responsible: (if applicable) \_\_\_\_\_  
 Facility Requested: \_\_\_\_\_  
 Type of Activity Planned: \_\_\_\_\_  
 Approximate Number of Participants: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Finish: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Finish: \_\_\_\_\_

*(If you are requesting more than two dates, please attach a separate list.)*

Are there any members in your group certified in CPR? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are there any members in your group certified in AED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please refer to the Automatic External Defibrillator information contained on the reverse side of this form.

**REQUESTER MUST READ AND SIGN**

The undersigned applicant has received a copy of School Board Policy KG (Community Use of School Facilities) and its accompanying guidelines and agrees to abide by all rules and regulations adopted by the Board governing the use of school facilities and to see that the same are carried out and obeyed by others, said rules and regulations being made a part and portion hereof by reference: to indemnify and to forever save harmless the Board of Education and its officers, agents and employees from any and all claims arising out of the use of any of the school facilities of the School District of Jefferson, 206 S. Taft Avenue, Jefferson, Wisconsin.

I understand that charges for the use of school facilities and supervisory personnel may be assessed by the district according to policy and I agree to pay such charges.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

## OFFICE USE ONLY

| PRINCIPAL APPROVAL   |     |  |    |  |
|--|-----|--|----|--|
| The applicant qualifies for free use and will not require kitchen worker, custodian or insurance coverage. Facility is available on date(s) requested. |     |  |    |  |
| Principal:   |     |  |    |  |
| Approved:  | Yes |  | No |  |
| Date:  |     |  |    |  |

OR

| Facility Available:   | Yes |            | No |  |
|---|-----|------------|----|--|
| Principal's Signature:  |     |            |    |  |
| DISTRICT OFFICE APPROVAL  |     |            |    |  |
| Rental Fee:   |     |            |    |  |
| Kitchen Worker:   | Yes |            | No |  |
| Custodian:  | Yes |            | No |  |
| Insurance Required:   | Yes |            | No |  |
| <i>Certificate of Insurance or binder must be submitted prior to approval of request.</i> |     |            |    |  |
| Director of Business Services:  |     |            |    |  |
| Approved:   | Yes |            | No |  |
| Date:   |     |            |    |  |
| Billing Date:   |     | Paid Date: |    |  |

**DISTRIBUTION OF COPIES AFTER APPROVAL:**

\_\_\_\_Principal      \_\_\_\_District Office      \_\_\_\_Custodian      \_\_\_\_Maintenance      \_\_\_\_Kitchen      \_\_\_\_Applicant

# AUTOMATIC EXTERNAL DEFIBRILLATORS AVAILABILITY NOTICE

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**TO:** Individuals/groups using the School District of Jefferson's Facilities

**FROM:** Lynn Zaspel, RN  
School District of Jefferson Nurse

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The School District of Jefferson is committed to providing students, guests, and employees with a safe learning and working environment. We have joined a community effort to implement a Public Access Defibrillation program in our facilities. We have trained staff available during regular school hours, however, trained staff **MAY NOT** be available to assist you in the event of an emergency outside regular school hours.

Automatic External Defibrillators (AED) are currently housed in the following locations:

|                      |  |
|----------------------|--|
| High School:         | Outside the entrance to Gym #1 / Commons Area<br>Outside the entrances to the auditorium restrooms<br>South hall across from Room 155. |
| Middle School:       | In the hallway between the gym and the main office   |
| East Elementary:     | Inside the main entrance   |
| West Elementary:     | In the hallway outside the custodian's workroom – Room 29  |
| Sullivan Elementary: | Outside the main office  |

If possible, a building map will be provided to all facility users showing the exact location(s) of the AED(s). Please familiarize yourself with the above-noted location(s) of the AED(s).

In the event of a cardiac emergency, call 9-1-1, begin CPR (Hands only CPR: push hard and fast in the center of the chest about 100 times/minute), and retrieve and use the nearest AED. A second rescuer should direct EMS to the scene. Continue supporting the victim until the local EMS arrives and takes over care.

If the AED is used, please contact the school nurse office at (920) 675-1094 so that we can replace any materials used in the resuscitation effort.

We encourage all groups to have CPR and AED trained members at school use events. It could be the difference between life and death. For information on classes scheduled in your area, please call the Fort HealthCare Education Department at (920) 568-5244 or the American Heart Association at (800) 242-8721.

**8/13/18**