

1101.00 COMMUNITY USE

(Revised 7/25/05, 03/02/09, 8/3/09)

Requests for use of District facilities and equipment are to be made to the Facility Use Coordinator through the District's website.

1101.11 The Board of Education shall permit the use of school buildings, grounds, and equipment by individuals, organizations, or groups, provided that such use:

- A. Does not interfere with the primary purpose of the facility;
- B. Shall not damage, or, present an unreasonable risk of damaging, the property of the District, or the property of a member of the community;
- C. Does not endanger, present an unreasonable risk of endangering, the safety and well being of any individual(s);
- D. Is properly supervised; classrooms and other areas with specialized equipment must be supervised by an adult; and,
- E. Is for educational, recreational, and/or community purposes.

Authorization for use of school facilities by entities or individuals shall not be considered an endorsement or approval of the activity, a group, an organization, any individual, or the purpose(s) of such entities or individuals.

Priority for use of District facilities shall be as follows:

A.	Priority	Type of Event
First District/School-sponsored events (commercial)	Second	Educational events (non-
	Third	Recreational events (non-commercial)
(commercial)	Fourth	Community events (non-commercial)
	Fifth	Educational and recreational events

B. In the event of competing events within the same priority level under Paragraph A preference shall be given to events sponsored for the benefit of students.

C. In the event of competing events within the same priority level under Paragraph A secondary consideration shall be given to individuals or groups residing within the SASD.

D. In the event of unforeseeable circumstances resulting in scheduling conflicts the Facility Use Coordinator will work with all parties toward resolution.

1101.12 Responsibility for Damage

Any individual or group which has been authorized use of school facilities and/or equipment shall pay for the repair of any damage done to such facilities and/or equipment during the time of use. Repairs shall be as directed by the Superintendent of Schools, and the costs of such repairs shall be paid by the individual or group concerned. Failure to reimburse the district for damages may result in denial of future use of facilities/equipment.

#### 1101.13 Liability

The renting organization shall assume liability for injuries or harmful acts which occur during the rental of facilities or equipment. Groups or organizations renting SASD facilities must provide a certificate of liability insurance of at least \$1,000,000.00 listing the SASD as an additional insured, which is satisfactory to the District. The certificate of insurance must be provided to the Facility Use Coordinator.

#### 1101.14 Fees for Use of School Facilities

Fees for use of District facilities are reviewed periodically and subject to change without notice. See Exhibit 1101.00 for most current fee schedule.

1101.15 Incidental use of a school facility to which a staff member has routine access is permitted for the staff member and his/her immediate family as long as the facility is not being used by a group, organization or school-sponsored activity and the staff member is present. The employee will be responsible for any custodial costs or damage caused by the use. Due to concern for liability, use of school facilities with specialized equipment, e.g. auto shop, woodworking shop, maintenance shop, and bus garage, are permitted for a staff member who has routine access but not for his/her immediate family: use of the swimming pool and weight training room are not permitted for a staff member who has routine access or for his/her immediate family. Permission to use school facilities under this clause may be withdrawn for individual staff members by the superintendent.

1101.16 Use of District-owned equipment for personal profit is not permitted.

#### 1101.17 Checking Out Equipment

Individual(s) or group(s) checking out equipment will complete the External Borrowing Agreement.

CROSS REFERENCE: Policy 501.00	Nondiscrimination Statement
Policy 1002.00	Employee Alcohol and Drug Use
Exhibit 1101.13	External Borrowing Agreement Form
Exhibit 1101.00	Fee Schedules

LEGAL REFERENCE: Wis. Stat. § 120.13(17)

**STOUGHTON AREA SCHOOL DISTRICT  
FACILITY USE POLICY**

The Board of Education subscribes to the philosophy that school facilities are owned and available for use by residents of the district and are an integral part of the community in terms of its intellectual and social expression and development. Reasonable cost recovery fees will be assessed to maintain district facilities for the future.

The Board of Education recognizes that its buildings can be a valuable asset to the community and encourages their use for worthwhile purposes when such uses do not interfere with regular school activities. School facilities may be used beginning at 4:00 p.m. on days when school is in session.

Organizations or individuals using district facilities will be held responsible for costs of repair of damage resulting from use of a school facility. A \$10.00 non-refundable reservation fee will be assessed for each request. Failure to use the facility on one of the requested dates without 24-hour cancellation notice will void the permit.

**FACILITY USER FEE WORKSHEET**

		<b>Per hour Resident</b>	<b>Per Hour Non-resident</b>
<b>Elementary buildings</b>	Classroom/halls	<b>\$5.00</b>	<b>\$6.00</b>
	Gym	<b>\$7.00</b>	<b>\$9.00</b>
	Cafetorium	<b>\$7.00</b>	<b>\$9.00</b>
	IMC	<b>\$6.00</b>	<b>\$8.00</b>
<b>Sandhill/River Bluff</b>	Classroom/halls	<b>\$5.00</b>	<b>\$6.00</b>
	Gym	<b>\$8.00</b>	<b>\$10.00</b>
	Cafetorium	<b>\$6.00</b>	<b>\$8.00</b>
	IMC	<b>\$6.00</b>	<b>\$8.00</b>
	Home Ec. Room	<b>\$5.00</b>	<b>\$6.00</b>
<b>Community/Administration</b>	Gym	<b>\$10.00</b>	<b>\$12.00</b>
	Conference Room	<b>\$5.00</b>	<b>\$6.00</b>
	Board Room	<b>\$5.00</b>	<b>\$6.00</b>
<b>High School</b>	Classroom/halls	<b>\$7.00</b>	<b>\$8.00</b>
	Gym	<b>\$11.00</b>	<b>\$13.00</b>
	Field house	<b>\$12.00</b>	<b>\$15.00</b>
	Locker-room/showers	<b>\$7.00</b>	<b>\$8.00</b>
	<i>Without Gym or Field house rental</i>		
	Cafetorium	<b>\$8.00</b>	<b>\$9.00</b>
	<i>With Technical Assistance</i>	<b>\$35.00</b>	<b>\$37.00</b>
	Commons	<b>\$7.00</b>	<b>\$8.00</b>
	Weight room	<b>\$7.00</b>	<b>\$8.00</b>
	Wrestling room	<b>\$7.00</b>	<b>\$9.00</b>
	Home Ec. Room	<b>\$7.00</b>	<b>\$8.00</b>
<b>Football Field/Track</b>	With lights, concession stand, and/or restrooms	<b>\$13.00</b>	<b>\$16.00</b>

All rentals require a one (1) hour minimum. Rental Fees are subject to change without notice and may be revised by the Board of Education annually.

**All other specialty areas will be assigned a fee by the Athletic/Community Services Director.****Resident/Non-Resident Fee**

A resident fee is charged for residents of the Stoughton Area School District when the group renting the facility is comprised predominately of district residents and the party reserving the facility is a district resident (physically residing in the district). A non-resident fee is charged to all groups or individuals not meeting the resident requirements.

**Prorating**

Organizations or individual users of Stoughton Area School District facilities may have their fees prorated based on space used. The prorating must ensure the district recovers all costs associated with the use.

**Liability**

Groups or organizations renting SASD facilities must provide a certificate of liability insurance of at least one million dollars listing the SASD as an additional insured. The certificate of insurance must be provided to the Athletics and Community Services Director prior to using the facility.

**Exclusions (Revised 6/5/06)**

The following groups or activities that provide direct support to the District or are provided as a Community Service are exempt from facility use fees. Custodial fees will apply.

FFA Alumni	Norwegian Dancer Parents	Working For Kids	SEA
Center Ice Club	Stoughton Sports Booster Club Inc.	Syttende Mai Committee	EAAS
Holiday Fund	Stoughton Viking Wrestling Club	AFSCME Local 2506	

**CUSTODIAL FEES**

Organizations or individuals may not use district facilities without having a custodian on duty. When regularly scheduled custodial services are not available, a charge for the actual costs of custodial services will be made for all building users. Any overtime or additional costs incurred by the district, as a result of the agreement, will be billed to the renter. The facility coordinator will provide a reasonable estimate of anticipated additional costs at the time of the reservation. A portion of this fee is recovered through Fund 80.

**High Volume Users**

The Board of Education may set annual use fees for groups or organizations that use the facilities more than 500 hours per year.

**POLICIES REGARDING USE OF ALL DISTRICT FACILITIES**

- 1) Application for use of a District facility is made to the Athletic and Community Services Director at the High School. (877-5622)
- 2) District facilities may not be used for public dances.
- 3) When a kitchen is used, a food service employee must be employed at his/her usual hourly rate.
- 4) A request to use school equipment must be indicated on the "Facility Use Request" form. The use of district facilities does not include the use of specialized equipment.
- 5) Adult supervision is required at all times.
- 6) The Stoughton Area School District will provide a clean and unobstructed area for the event. It shall be the responsibility of the renting organization to maintain and restore the area to its original condition.
- 7) The renting organization shall not post signs or affix banners to the building without the prior consent of the Building Administrator. No items may be attached or mounted to the physical structure.
- 8) The Stoughton Area School District, and/or any agent or employee, shall not be liable for damage to or loss of property belonging to, or in the care of, the user organization using the facility.

**Stoughton Area School District  
Swimming Pool Hourly Rental Fees**

<b>Group Size</b>	<b>First 2 Hours Resident*</b>	<b>Each Additional Hour Resident</b>	<b>First 2 Hours Non-resident*</b>	<b>Each Additional Hour Non-resident</b>	<b>Staffing Requirements</b>
1 to 30	\$216	\$108	\$238	\$123	2 lifeguards/cashier
31 to 50	\$233	\$116.50	\$259	\$132.50	3 lifeguards/cashier
51 to 75	\$250	\$125	\$280	\$144	4 lifeguards/cashier
76 to 100	\$267	\$133.50	\$301	\$154.50	5 lifeguards/cashier
101 to 125	\$284	\$142	\$322	\$165	6 lifeguards/cashier

Resident rental fee add \$8.50 per hour per lifeguard for each 25 patrons beyond 125 to 237;  
Non-resident rental add \$10.50 per hour per lifeguard for each 25 patrons beyond 125 to 237.

Resident fee is charged for residents of the Stoughton Area School District when the group renting the facility is comprised predominately of district residents and the party reserving the facility is a district resident (physically residing in the district). A non-resident fee is charged to all groups or organizations not meeting the resident requirements.

\* A two-hour minimum rental is required.

Custodial Fees

Organizations or individuals may not use district facilities without having a custodian on duty. When regularly scheduled custodial services are not available, a charge for the actual costs of custodial services will be made for all building users. Any overtime or additional costs incurred by the district, as a result of the agreement will be billed to the renter. The facility coordinator will provide a reasonable estimate of the anticipated additional costs at the time of the reservation.

Use of Timing System

Organizations or individuals may use the District's Hi-Tek Meet Manager timing system in one of two ways:

- Organizations with trained and experienced operators, approved by the Aquatics Program Director, will pay a flat fee of \$40.00 per day.
- Organizations without trained and experienced operators will be charged \$20.00 per hour for use of the timing equipment, which includes an operator to run the timing system.

Prorating

Organizations or individual(s) using the swimming pool, may have their fees prorated based on space used. The prorating must ensure the district recovers all costs associated with the use.

**Policies Regarding Use of the Swimming Pool**

1. The Aquatics Program Director must approve all activities and equipment used in the swimming pool area.
2. The Stoughton Area School District has the right to refuse any organization the use of the swimming pool.
3. The swimming pool is operated by the Stoughton Area School District. When scheduling events, priority will be given to school activities and school-affiliated groups.
4. Absolutely no food or drink is allowed inside the pool area.
5. The user organization is responsible for the conduct of all persons (including audience members) associated with the event.
6. The Stoughton Area School District will provide a clean and unobstructed area for the event. It shall be the responsibility of the renting organization to maintain and restore the area to its original condition.
7. The renting organization shall not post signs or affix banners to the building without the prior consent of the Aquatics Program Director.
8. The Aquatics Program Director shall approve any tables or displays placed in the lobbies.
9. The Stoughton Area School District, and/or any agent or employee, shall not be liable for damage to or loss of property belonging to, or in the care of, the user organization.

**RENTAL FEES PER HOUR FOR THE HIGH SCHOOL AUDITORIUM**

<b>Auditorium</b>		<b>Per hour Resident</b>	<b>Per Hour Non-resident</b>
	<b>Auditorium**</b>	<b>\$46.00</b>	<b>\$54.00</b>
	<i>Without stage use</i>		
	<b>Auditorium**</b>	<b>\$48.00</b>	<b>\$56.00</b>
	<i>With general use stage lighting</i>		
	<b>Auditorium**</b>	<b>\$55.00</b>	<b>\$64.00</b>
	<i>Theatrical Production/Concert lighting</i>		

\*\* Additional charges will be made for actual custodial clean-up costs and additional equipment usage.

All rentals require a one (1) hour minimum.

Orchestra Pit Cover Removal/Installation - \$ 100.00 each removal/installation (same for all groups)

Sound Shell Removal/Installation - \$50 each removal/installation (same for all groups)

**\*Resident/Non Resident fee**

A resident fee is charged for residents of the Stoughton Area School District when the group renting the facility is comprised predominately of district residents and the party reserving the facility is a district resident (physically residing in the district). A non-resident fee is charged to all groups or individuals not meeting the resident requirements.

**Liability**

Groups or organizations renting SASD facilities must provide a certificate of liability insurance of at least one million dollars listing the SASD as an additional insured. The certificate of insurance must be provided to the Athletics and Community Services Director prior to using the facility.

**Custodial Fees**

Organizations or individuals may not use district facilities without having a custodian on duty. When regularly scheduled custodial services are not available, a charge for the actual costs of custodial services will be made for all building users. Any overtime or additional costs incurred by the district, as a result of the agreement, will be billed to the renter. The facility coordinator will provide a reasonable estimate of anticipated additional costs at the time of the reservation.

**Policies Regarding Use of High School Auditorium**

1. All activities and equipment being used in the auditorium must be approved by the Auditorium Coordinator prior to its use.
2. The Stoughton Area School District has the right to refuse any organization the use of the Auditorium. If an application is denied, an explanation will be provided to the applicant.
3. The Auditorium is operated by the Stoughton Area School District. When scheduling events, priority will be given to school affiliated groups. Only dates/times that do not conflict with the school calendar will be considered for rental.
4. Alcoholic beverages and tobacco are not permitted on the school premises (Wis. Stat. 120.12 (20); 125.09(2). Absolutely no food or drink is allowed inside the auditorium, including inside the back stage doors.
5. The user organization is responsible for the conduct of all persons (including audience members) associated with the event. Minors involved must be actively supervised at all times.
6. The renting organization shall follow all fire and code regulations regarding public performance, including the use of flame resistant materials for scenic or design purposes.
7. Any use of open flame, pyrotechnics, smoke or chemical fog is prohibited. If any aforementioned materials are used, the Auditorium staff shall have the right to stop the performance until the items are extinguished and removed from the stage.
8. Any tables or displays placed in the lobbies shall be approved by the Auditorium Coordinator prior to setup.
9. The renting organization is responsible for all licensing rights for the performance.
10. The Stoughton Area School District will provide a clean and unobstructed area for the event. It shall be the responsibility of the renting organization to maintain and restore the area to its original condition.
11. The renting organization shall not post signs or affix banners to the building without the prior consent of the building Administrator. No items may be attached or mounted on the physical structure.
12. No painting is allowed on fixed surfaces.
13. No removal, relocation, or alteration of stage curtains is allowed.
14. Any equipment required for the event, other than what is supplied by the Auditorium, shall be the responsibility of the renting organization.
15. No one is allowed to operate any equipment, unless previously trained by the Auditorium Coordinator.
16. No one is allowed on the catwalks, balcony areas, and rigging stairs without the training and approval of the Auditorium Coordinator.
17. All facility time, labor and equipment required for an event must be identified on the Facility Use Request. Meeting last minute requests for additional time and labor may not be possible nor is it guaranteed that additional equipment will be available. Please check the inventory of lighting, sound and materials needed before returning the Facility Use Request.
18. All staging, electric and sound plots must be approved by the Auditorium Coordinator.
19. The Stoughton Area School District, and/or any agent or employee, shall not be liable for damage to or loss of property belonging to, or in the care of, the user organization using the facility.
20. No feet or shoes are allowed on the auditorium seats and backs of seats.
21. Climbing over or jumping off the stage lip (front edge of stage) is not allowed.

Report any problems in the Auditorium to the Auditorium Coordinator.

**STOUGHTON AREA SCHOOL DISTRICT**

**EXTERNAL BORROWING AGREEMENT**

CHECK-OUT DATE \_\_\_\_\_ REQUEST DATE \_\_\_\_\_

EXPECTED RETURN DATE \_\_\_\_\_ ACTUAL RETURN DATE \_\_\_\_\_

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

Location of intended use: \_\_\_\_\_

EQUIPMENT	SCHOOL ID#	REPLACEMENT PRICE
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<b>Condition of Equipment at Check-out:</b>	Lender initial _____
	Borrower initial _____

<b>Condition of Equipment upon Return:</b>	Lender initial _____
	Borrower initial _____

<b>Auxiliary Pieces and Supplies Included:</b>	Lender initial _____
	Borrower initial _____

<b>Items all returned:</b>	Lender initial _____
	Borrower initial _____

I hereby accept full responsibility for the above equipment while borrowing it from the Stoughton Area School District. I also agree to pay for any damage or replacement price of equipment to the satisfaction of the district. I declare that the intended use meets the requirements of Board Policy 1101.00.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Parent/Guardian Signature  
(for those under 21 years of age)

**Training has/has not taken place.**

\_\_\_\_\_  
Borrower initial

\_\_\_\_\_  
Lender initial

\_\_\_\_\_  
Lender Signature