

**PUBLIC ACTIVITIES INVOLVING SCHOOL PERSONNEL, STUDENTS, OR
SCHOOL FACILITIES****USE OF SCHOOL FACILITIES - REGULATIONS**

It is the policy of the Board to collaborate with community agencies and organizations to the fullest extent, consistent with appropriate use of facilities, in making school facilities available to serve community needs, provided that such usage does not interfere with the regular academic pursuits, extra-curricular activities or maintenance functions of the District.

The right to authorize the use of school facilities shall be exercised by the Superintendent or his/her designee. Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization or the purpose they represent.

Such authorization shall not be construed to allow the permanent institutionalization of community groups or organizations within District facilities. Usage that will likely cause substantial disruption or materially interfere with the proper and orderly operation and discipline of the District or the District's reputation shall be strictly prohibited.

The following classification of groups listed in priority order shall be used in determining eligibility for use and fees to be charged for use of facilities:

Group I: West Bend School District Groups

Any organization whose function is to work with the school or District for the purpose of improving instruction and pupil welfare and which has a direct connection with the District. Examples: Staff development, parent-teacher conferences and all school sponsored curricular and extra-curricular activities and athletics, including dances, award ceremonies and inter-school meets, events and competitions.

Fee: None (Tier 1)

Custodial Charge: None

Group II: Recreation Department Sponsored Groups

Any groups or programs that are directly sponsored and administered by the City of West Bend or Village of Jackson Recreation Departments. Examples: All youth and adult recreation-sponsored programs.

Fee: None (Tier 1)

Custodial Charge: May apply if event takes place outside of regularly scheduled hours.

Group III: School Related Activity Groups

Any groups not under the direct sponsorship of the school or District, but related to the schools in that they are organized for the sole purpose of supporting the District's schools and improving District education. Examples: PTO, parent booster clubs.

Fee: None (Tier 1)

Custodial Charge: May apply if event takes place outside of regularly scheduled hours.

Group IV: West Bend School District Community Youth Groups

Any non-profit group or organization whose primary purpose is to serve children and youth of the West Bend School District community. The focus of the use of District facilities must be to provide a program that actively involves young people who reside within the boundaries of the District. Examples: Scouts, non-school sponsored sport teams, Little League, Boys/Girls Club.

Fee: None (Tier 1)

Custodial Charge: May apply if event takes place outside of regularly scheduled hours.

Group V: West Bend School District Community Groups

Any non-profit West Bend School District community group that intends to use the District facilities for a lawful non-school purpose. To qualify as a West Bend School District community group, the group must be located within the District. Example: Churches, Spotlight Theater, Decorah Valley Condo Association.

Fee: Will apply (Tier 2)

Custodial Charge: Will apply if event takes place outside of regularly scheduled hours.

Group VI: Non-Profit Groups outside of the West Bend School District

Any non-profit group that does not meet the characteristics of a West Bend School District Community Group that intends to use the facilities for a lawful non-school purpose. Example: Other school districts, churches, service clubs.

Fee: Will apply (Tier 3)

Custodial Charge: Will apply.

Group VII: West Bend School District For-Profit Groups

Any group, 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. To qualify as a West Bend School District For-Profit Group, the group must be located in West Bend School District boundaries. A limitation of use of the facilities is that a business may not use the facilities as a location for the business. Rentals may be made for one-time or short-term use only. Certified lists of members, owners or attendees may be requested by the District at any time. Example: A-Alert Driving School, Just Drive

Fee: Will apply (Tier 3)

Custodial Charge: Will apply.

Group VIII: Other Groups

Any group, 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. The District retains the right to prioritize requests from groups, organizations, individuals or events that fall within this classification. A limitation of use of the facilities is that a business may not use the facilities as a location for the business. Rentals may be made for one-time or short-term use only. Example: Any non-profit or for-profit user organization not within the West Bend School District such as Wisconsin Conservatory of Music, Jostens.

Fee: Will apply

Custodial Charge: Will apply. (Tier 4)

Groups, as defined above, shall refer exclusively to organized groups which, by their nature, are recognized and have organizational by-laws. Use of facilities by individuals or small ad hoc groups of individuals is not permitted.

Buildings and facilities are to be used only for the purpose designated in the application. In all cases, the group must be supervised by a responsible adult who has been designated by the organization renting the facilities as the person in charge. A current West Bend student may not be the designated person in charge. The District may require a District employee to be present during the use of the facility, as set forth in AR 830 or AR 830-SLAC.

The applicant shall assume responsibility for, and compensate for, any damage done to buildings, sites or equipment during the period of usage. The applicant shall indemnify and forever hold harmless the Board and its officers, agents and employees from any and all claims of whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said

Board, pursuant to the application or any modification thereof.

All non-school organizations must file a group certificate of insurance at the time of registration as set forth in Administrative Rule 830.1 when the request for facility use is completed online.

Responsible organizations may use school facilities in accordance with this policy and rule.

Users shall adhere to all expectations, rules, regulations or policies of the District and/or unique to an individual building. Failure to follow the policy and rule requirements, misrepresentation, fraudulent application or failure to pay fees may preclude a group from future use of school facilities.

Use of sites, facilities and equipment may be denied because of scheduling, non-availability of staff, building maintenance, operation, security, weather conditions, failure to pay previous charges in full, failure to follow any District or school policy or procedure, the requested use interferes with the use of property for school purposes or school related functions, or any other non-arbitrary reason made in good faith.

Facility use fees to be charged, as delineated in AR 830 or AR 830SLAC, may be modified as necessary with Board approval. Admission fees amounts, if any, are to be determined by individual organizations, subject to the limitations as listed in AR 8340 and AR 830 SLAC.

The Silver Lining Arts Center (SLAC) has specific use regulations related directly to use of the SLAC that may be more specific than this policy. See AR 830-SLAC.

When any group is granted use of a school facility and when publicity of the meeting is disseminated by the news media or other means, the group must agree to fully identify itself and the name of the person who is the official representative of that group.

CROSS REF:

- 411 – Equality of Educational Opportunity
- 832 – Weapons on School Property

LEGAL REF:

Wisconsin Statutes:
118.13 (Pupil Non Discrimination)
125.09(2) (General Restrictions)
175.22 (Privacy in Locker Rooms)

Adopted: November 8, 1982

Revised: 05/14/2001, 01/11/2010, 03/06/2017