

## VERONA AREA SCHOOL DISTRICT

830-Rule

### PROCEDURES FOR USE OF SCHOOL FACILITIES

#### A. Scheduling Facility Use

1. The scheduling of school facilities shall be coordinated by the Director of Community Services in consultation with the building principals and subject to review by the District Administrator.
2. Scheduling of the Verona Area High School Performing Arts Center and the Natatorium are done through those facilities. The same use expectations hold for user groups using the Performing Arts Center and the Natatorium.
3. Approval of requests for use of District facilities will use the following priority:
  - a. Verona Area School District activities and school-related activities
  - b. Municipal recreation program use
  - c. District resident youth, civic and service organizations
  - d. Resident individuals or non-profit organizations
  - e. Resident for-profit or non-resident non-profit groups
  - f. Other users
4. Applications for use of school facilities must be made using the appropriate facilities use request/agreement and submitted to the District office at least 10 working days prior to the anticipated use date. A separate request must be made for each facility being requested. A processing fee will be assessed to all groups, other than school district or school-related groups, whenever charges are billed in connection with facility use fees.
  - a. Non-school organizations, groups or individuals requesting use of school facilities for recreational activities, other than swimming, gymnastics or weight training, will be required to complete and sign the Recreational Use of Facilities Request /Agreement. "Recreational activities" are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity.
  - b. Non-school organizations, groups or individuals requesting use of gymnastics equipment or weight training facilities or equipment, or requesting use of school facilities for activities other than recreational activities as defined above will be required to complete and sign the General Facility Use Request/Agreement.
5. Staff requesting use of school facilities for the next school year should submit requests between January 1 and May 1 to receive priority in scheduling. Requests may be submitted at anytime but will be granted on a space available basis for the upcoming school year.
6. Requests for non-school related use of facilities will be accepted beginning August 1. These requests will be scheduled on a first come basis. Users requesting additional advance planning may make tentative reservations with confirmation given after August 1. The following guidelines apply to non-school organizations requesting large blocks of time and/or multiple facilities: (a) scheduling requests can be for up to six months at a time, and (b) the District reserves the right to alter the organization's facility use to accommodate individual/infrequent use situations, with as much notice given as possible.
7. Following approval of the facility use request, the Director of Community Services or designee shall enter the scheduled use in the District's facility management data base and send a copy of the approved use request/agreement to the designated representative of the user group. A copy of the approved use request/agreement will also be sent to the building principal, site custodians and Supervisor of Buildings and Grounds.
8. If access to school facilities is denied based on any of the grounds stated in Board policy, the individual or organization/group may appeal the decision by filing a written appeal for

reconsideration to the District Administrator's office within 10 business days from the date of denial.

9. All facility use requests/agreements shall expire annually on June 30, unless otherwise noted. No agreement is transferable to another party. Users are prohibited from any attempt to rent, sublet, assign or transfer their use of school facilities, or cover other groups within their use of school facilities.
10. The District reserves the right to cancel facility use request/agreements upon 24 hours notice or to reassign a user to a different room or site.
11. During winter months, if school is closed due to inclement weather, all events held in school facilities are cancelled, unless prior arrangements have been made.

#### B. Supervision and Protection of School Facilities

1. The building principal, Director of Community Services or Supervisor of Buildings and Grounds are responsible for the supervision and protection of the school facilities. Careful judgment shall be used when delegating this responsibility.
2. A District custodian or authorized District employee designated for this purpose must be present while facilities are in use during non-custodial hours. This requirement may be waived by the building principal, Director of Community Services or Supervisor of Buildings and Grounds when sufficient appropriate alternatives exist to secure the facilities and the individual in charge has proper instructions to see that the school facility and property are secure and protected. Each user group shall designate an on-site representative. The representative shall be present when the facility is opened and remain on-site at all times during the activity and until the custodial or authorized District employee arrives to close the facility and lock it using the issued key.
3. School facilities must be supervised by an adequate number of responsible adults to insure proper use and care of school property. When a user group reaches 50 participants during weekend use, it shall be customary to require one custodian to be present during the event. If a user group reaches 200 or more participants, it will be customary to require two custodians to be present during the event.
4. Sponsoring organizations, groups or individuals are responsible for supervising/controlling event participants and spectators.
5. User groups shall be held financially responsible for damage to school facilities or property, including damages created by any member, guest or invitee of the user while using school district property. The District has liability insurance that will cover only the school district. The District reserves the right to require a certificate of insurance to verify coverage where it is deemed appropriate prior to granting use of facilities. The certificate, in the minimum amount of one million dollars (or additional amount as requested by the Business Office), shall name the "Verona Area School District" as an additional insured. The certificate shall be sent to the District office a minimum of 10 days prior to the scheduled facility use.
6. The individual or user group shall agree to indemnify, save and hold free and harmless, the Verona Area School District, its officers, agents and employees, from and against all claims and demands, loss, liability, cost or expense of any kind or nature whatsoever the District, its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with or attributable to rental, use and occupancy of District facilities.
7. Local, state and federal laws/ordinances, fire codes and safety regulations must be observed.
8. Unauthorized use will be considered theft and the party will be held responsible for damages, all custodial costs incurred to secure and clean the building, and possible loss of future facility use opportunities.

#### C. Facility Use Regulations

1. District facilities are to be used only as designated on the facilities use request/agreement. The purpose of use must be stated on the facility use request/agreement; deviation will be considered a breach of contract and may result in denial of future use of District Facilities.
2. All cancellations or changes must be made through the District office at least 72 hours prior to the scheduled usage or the user may be billed for the entire facility use fee or the actual costs incurred by the District
3. Applications are approved for specific facilities, areas and date(s)/time(s). Facilities will be opened by designated District personnel upon the presentation of an approved facilities use request/agreement during regular working hours. Users are responsible for ensuring that unauthorized areas/portions of the building are not entered and the premises are vacated as scheduled. Specific procedures for use of keys during non-custodial hours follow in the “Key Use” section.
4. Use of tobacco products is prohibited in District facilities or on District premises.
5. The possession or use of alcoholic beverages or illegal controlled substances is prohibited on District property. Persons under the influence of intoxicants or controlled substances are not permitted in District facilities or on District grounds.
6. Firearms or other weapons of any type, concealed or unconcealed, are prohibited on District property. The only exceptions are law enforcement officers on or off duty and where state law prohibits a school district from restricting an individual’s right to possess a firearm or other weapon on District property
7. The District prohibits latex products from being brought into school buildings, specifically latex balloons and gloves.
8. Casino Night and raffles may be conducted on school premises in accordance with state law.
9. The building principal or designee must give prior approval to any group for installation of any decorations, which require the use of nails, screws, bolts, etc. Tape, wax or glue shall not be used on any drywall, block construction, walls or wood floors. Reasonable safety precautions shall always be followed.
10. Property of non-school groups or organizations may not be stored in District facilities or premises without the prior approval of the building principal. The District is not responsible for lost, stolen or damaged user property stored in District facilities or on District premises.
11. Users will generally be responsible for any special set-up that is required. Special set-up that is performed by District personnel will be charged directly to the individual or group/organization using the facility.
12. Refreshments/food may be served only with prior approval and in designated areas (as identified by the building principal or designee). Due to the increasing incidences of life threatening food allergies, users should keep in mind and plan for snacks, meals and activities that do not contain peanut or tree nut products.
13. Users are expected to clean up following use of the facility. Any clean up, beyond normal duties, performed by District personnel will be charged to the individual or group/organization using the facility at an hourly rate (overtime rates will apply on weekends).
14. Only those printed materials approved by the individual or group authorized to use school facilities may be distributed within a school building or area during such use. Any other public distribution of printed materials shall be subject to the District’s policy on public distribution of non-school-sponsored handbills and other printed materials (Policy 852).
15. No street shoes shall be used on gym floors.
16. Athletic fields should not be used in wet conditions. An additional fee will be charged if the fields need to be re-conditioned.

D. Use of Issued Keys

1. A key may be issued to adults 18 years of age or older who request to use a school facility during non-custodial hours.

2. Requests for key use during non-custodial hours should be made five working days before the requested facilities use date.
3. A deposit will be required to secure the use of a building key.
4. A key will be given out one day before a weekend or no-school day activity. The key must be returned on the next business day following the activity, unless other arrangements have been agreed to in writing.
5. Failure to return the key according to this procedure will result in the loss of the key deposit and possible loss of facility use privileges or other District actions. It will be considered theft to not return or to duplicate a school district issued key. These actions or any other negligent use of the key will result in the user being held responsible for damages, custodial costs incurred to secure and clean the building, and the cost to re-key the school building.
6. The party that has been issued a key is responsible to designate a site supervisor to do the following:
  - a. Contact a building custodian regarding use of lights, location of emergency phones and bathrooms, appropriate doors to use, and any other important information at the building.
  - b. Be responsible for the security of the building during the times of use, inspecting the facility before and after a scheduled use, making sure only areas on the facility use request/agreement are used and checking that all doors are secure upon leaving. Under no circumstances shall users block open outside doors of the schools.
  - c. Report any injuries to users or damage to the building in writing to the District office as soon as possible.

#### E. Use of School Kitchens

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards. These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. To insure that the standards are met, food service personnel must be on duty when food service kitchens are used.
2. Cost for District food service staff assigned by the District shall be borne by the user group. Rates shall be based on no less than one-hour increments of work.
3. Food service equipment shall always be operated by District personnel.
4. If a kitchen is not used (all serving and other equipment is set-up in dining areas), no food service personnel will need to be employed. If kitchen equipment is requested (e.g., carts, tables, portable service), the user should speak to the food service staff about availability and rental cost(s).
5. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the dishwashing area (not the dishwasher) in each kitchen. Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

#### F. Natatorium Use

The following criteria shall be followed for Natatorium rental by the Verona Aquatic Club:

1. A current certificate of insurance coverage shall be required on an annual basis, with the Natatorium and the Verona Area School District as an additionally insured.
2. A rental fee will be charged for all scheduled practices in accordance with the District's approved fee schedule.
3. All practices must be scheduled with the Natatorium Manager in advance.
4. The Verona Aquatic Club shall reimburse the District for the wages of the Head Guards and Lifeguards scheduled during any hours prior to or after Natatorium Community Swim Time. If the meet will extend beyond 1:00 p.m., the entire afternoon's activities will need to be cancelled and the Verona Area Aquatic Club shall be assessed a set charge approved by the Board based

on lost revenue for four hours.

APPROVED: February 16, 1987

REVISED: September 1, 1992  
August 18, 1997  
January 5, 2004  
June 18, 2012