

RENTAL OF BUILDINGS AND GROUNDS – OOSTBURG SCHOOL DISTRICT

Requests for the use of the school buildings and grounds may be granted to responsible individuals and organizations whose purpose is to furnish educational, recreational, and civic or cultural interest to the school community.

All requests for the use of buildings or grounds must be made on the district rental form developed for this purpose.

It is to be understood that the availability of school buildings and grounds must not interfere with the curricular or extra-curricular activities of the school.

It is the policy of the School Board to encourage the widest possible use of the school buildings and grounds for the activities of school and civic organizations. However, in all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

The use of District grounds and facilities will not be granted for any purpose which is prohibited by law or for profit.

When a charge is assessed, it is made not for the purpose of discouraging the use of the buildings and grounds, but rather to make it possible for organizations to utilize the facilities by sharing a portion of the expense involved.

Anyone outside of the District who would like to rent school facilities must complete a rental application and receive approval from the district office.

FACILITY RENTAL FEE FOR NON-SCHOOL ACTIVITIES

- The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- The use of District facilities by any community nonprofit group that otherwise meets the criteria for use of District facilities shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employee fees and for any police fees.
- All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

Elementary/Middle Schools	Fee
Gymnasium	\$90
Cafeteria/Kitchen	\$90
Library/Classroom	\$40
High School	
Auditorium	\$90
Classroom	\$40
Athletic Field	\$90
Gymnasium	\$90
Cafeteria/Kitchen	\$90

- Fee may be waived by the Administration or the Board of Education.
- For employees, a fee may be waived or pro-rated after discussion with the District Administrator or Business Manager.
- Charge for a custodian may be made if the event takes place outside of regularly scheduled work hours and required additional set up or clean up time.

Damage to property:

- In the case of damage by the group, such damage shall be paid for by the persons or organization who signed the rental agreement. The user will be charged accordingly for the damage and payment made immediately upon demand.
- Rooms or grounds must be left in good order for the next user.

Supervision: Each group requesting the use of District facilities **must** indicate an individual(s) satisfactory to the District Administrator to supervise event. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

Ineligible Users:

Groups or persons will not be granted permission to use District facilities for unlawful purposes; if the use would interfere with use for school purposes by school related groups; for school-related functions; if endorsement or approval of a particular message; for any purpose which is prohibited by law; or anything for profit.

Recurring Use of School Facilities:

In addition to the regular requested information, recommendations for recurring facility use (beyond six (6) months) will include a contracted agreement which addresses the following:

1. Anticipated length of recurring use
2. Annual board approval for recurring use beyond one (1) year
3. Any special fee considerations related to recurring/ongoing use
4. Rationale for recommendation of recurring/ongoing agreement

Snow removal will not be provided outside of what is necessary for normal school functions and events. When rental occurs outside of that time the group is responsible for coordinating and paying for appropriate snow removal using the same contractor used by the district for regular snow removal times.

Organizations are not allowed to store equipment in school facilities.

Organizations are required to provide a certificate of insurance demonstrating existing liability coverage.

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

- No intoxicants, smoking or use of tobacco products is allowed on school premises.
- All doors and windows must be closed/secured; keys must be returned; lights must be turned off.
- Furniture must be placed back as found, floors swept, and garbage removed.
- Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by District Administrator.
- Use of buildings or grounds may require hiring a janitor or supervisor. The expense must be paid by the group requesting services. Staff members may be used for supervisor purposes.
- Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property.
- Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission for the fire marshal.
- Use of stage, furniture, and equipment must be arranged in advance. Set-up and clean-up may be performed by the members of the group using the facility. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- Use during summer vacation, holidays, or during other vacation periods shall not conflict with building cleaning and renovation programs and will depend on the availability of building service personnel for supervision.
- Corridors, exits, and stairways must be free from obstruction at all times. Exits are to be lighted when facilities are in use. Audience must never stand, sit, or block these areas.
- The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- Responsibility for enforcement of rules/regulations for use of District facilities rests with the user group. Any infractions of the above regulations may be grounds for refusing to grant subsequent requests for District facilities.
- The District will not be responsible for any loss of valuables or personal property.

USER AGREEMENT – SCHOOL DISTRICT OF OOSTBURG FACILITIES

Date(s) requested: _____

Room(s)/Grounds requested: _____

Time requested: _____ (Preparation and clean up time included)

Activity/Event: _____ Number Attending: _____

Custodial Help Needed: _____ Yes _____ No If yes, when? _____

Will food/beverage be served? _____ Yes _____ No

(Note: Alcoholic beverages may not be served or consumed on school premises. No food or drink is allowed in gyms. No smoking or use of tobacco products is allowed on premises.)

Person(s) responsible: _____

Address: _____

Phone: _____ Email: _____

Responsible adults must supervise all activities held in school buildings or on school grounds and are responsible for enforcement of all rules and procedures regarding facility use.

A separate User Agreement is required for each event. Signature of this User Agreement acknowledges all conditions/terms of the User Agreement conditions (Board Policy 7510A attached).

In no case will those who have been granted use, transfer or charge a fee to others for the use of school property. A 24-hour cancellation notice is required to receive a refund of rental fee.

Total Fee(s): \$ _____ Date received: _____

*Checks payable to Oostburg School District

Signature of user: _____ Date: _____

*Accepts financial responsibility

Signature of school official: _____ Date: _____