Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active
Adopted	July 13, 2005
Last Revised	March 15, 2016

7510 - **USE OF DISTRICT FACILITIES**

It is the policy of the District to encourage civic, recreational, social, and cultural use of District facilities by service groups operating as nonprofit organizations within the District, when the facilities are available and upon specific request.

The right to authorize the use of school facilities shall be retained by the Board through its designee, the District Administrator. Facility use shall be authorized in accordance with Board policy and guidelines, and shall be permitted only at such times as the facilities requested are not being used for District curricular and extracurricular activities. Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity group or organization, or the purpose it represents.

Individuals or groups desiring to use school facilities shall make written request to the school administration in accordance with the written guidelines for facility usage. The District Administrator shall approve or deny the use of the requested facility(s) to any individual or group. If the requested is approved to the requestor will be provided rules for the use of the facilities. Failure to abide by the facility use rules may result in actions against the individual or group including but not limited to revocation of deposit fee, immediate removal from the building, and/or revocation of future use privileges. If the request is denied, the individual or group may appeal the decision to the Board at its next regularly scheduled monthly business meeting.

The District may levy a fee, in accordance with a fee schedule maintained by the District Administrator, to cover actual expenses incurred by the District, or to protect the District from potential liability.

The District shall require that one (1) individual from each requesting group be designated as the official representative. The designated representative shall be responsible for reading and understanding the guidelines for facility use, for enforcing all facility use rules and regulations, paying for any damages to district property, and paying for any financial obligations which may be incurred as a result of facility usage. This individual shall be present during the facility use.

Any of the above requirements may be waived by special action of the Board.

The District shall not discriminate in granting use of the school facilities to the public on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Recreational Activity

Any non-school sponsored group requesting to use District facilities for recreational activity must complete Form 7510 F3 prior to such usage.

"Recreational activity" includes 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.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the appropriate Kenosha County officials to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities by non-school sponsored groups or for non-school sponsored activities, including a schedule of fees. Such guidelines are to include the following:

A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.

B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

Revised 3/12/13

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Legal 120.13(17), Wis. Stats.

895.523, Wis. Stats.

Salem School District Facility Usage Fee Schedule				
Group Priority Ranking	**Group Description**	**Facility Usage Fee Hourly Rate (School Days 4pm-9pm)**	**Facility Usage Fee Hourly Rate (Non-School Days)**	**Need for Insurance Certificate**
1	Salem School District-Sponsored Sports & Activities			
2	Non-District Sponsored Youth Sports & Activities (Grades 4K-8)	$5/participant per year	$30	X
3	Non-District Sponsored Sports & Activities (All Other Grade Levels/Ages)	$10/participant per year	$30	X
4	Non-Profit Organizations within Salem	$10	$30	X
5	Non-Profit Organizations outside of Salem Community	$10	$30	X
6	For Profit Organizations within Salem	$10	$30	X
7	For-Profit Organizations outside of Salem Community	$10	$30	X

Rooms/Areas Available	
North Gym (Middle School)	South Cafeteria (Elementary)
South Gym (Intermediate)	South Kitchen (Elementary)
North Cafeteria (Middle School)	Middle School Library
North Kitchen (Middle School)	Large Group Instruction (LGI)
Other (*Fee will be determined depending on request)	

Schedule Effective July 1, 2023 - June 30, 2024