

Administrative Rules & Procedures: Use of School Facilities & Equipment

A. Application/Scheduling

1. The scheduling of all District facilities shall be the responsibility of the Building Principal.
2. The administration is authorized to permit school, community, public and civic groups to use District facilities when such use meets established facility use criteria and does not conflict with the regularly scheduled programs of the school. In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school activity will have precedence. The Building Principal shall contact the designated representative of the non-school user as soon as possible. The school district has no obligation to find a substitute facility.
3. Approval of requests for use of District facilities shall be governed on the following priority basis:
 - a. Deerfield School-Sponsored Activities
 - b. Deerfield School-Affiliated Groups, (i.e. PTA's, Booster Organizations)
 - c. Deerfield Community Center
 - d. District Resident Civic and Service Organizations or Organizations Benefiting Deerfield Youth
 - e. Resident Individuals or Resident Non-Profit Groups
 - f. Resident For-Profit Groups
 - g. Non-Resident Non-Profit Groups
 - h. Non-Resident For-Profit Groups
 - i. Other users
4. Requests to use school facilities for all non school-sponsored activities or events should be made using the online facilities reservation program a minimum of ten (10) working days prior to anticipated use. A separate application must be made for each facility being requested.

Applications for use by groups other than Group 1 may be made beginning as follows each year (See Note #1 on Fee Schedule for Special Arrangements):

Dates of Use

Sept. 1 – Oct. 31

Nov. 1 – Feb. 28

Mar. 1 – June 15

June 16 – Aug. 31

Application Period Opens

August 15

October 15

January 31

May 15

5. If the facility is available for use and the Building Principal recommends approval of the usage, he/she should approve the application online and it will be forwarded to the Business Manager for final review and approval (Exception - Group 1 facility use requests). The approved application will be posted on the online calendar and an email will be sent to the requestor confirming the reservation.
6. The District reserves the right to deny any facility use or terminate any agreement at any time with or without cause. In the event of such denial or termination, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred. Use of facilities and/or equipment can be denied because of, but not limited to building maintenance, operations, security, weather conditions, lack of staff availability, failure to pay previous charges in full.
7. District facilities are to be used only as designated in the online application. The purpose of use must be stated on the application; deviation will be considered a breach of contract and may result in denial of future use of District facilities. Use of District facilities shall be restricted to activities that will not create unusual wear or depreciation on the facilities or equipment.
8. All cancellations or changes must be made through the appropriate building office or website at least three (3) business days 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.
9. Use of facilities on school observed holidays or emergency closure days (i.e. inclement weather) are generally not available. Facility use requests for these days must be authorized by the Superintendent or designee. In the event of an emergency closure, facility rental charges will be waived for each day of closure. Facility users will, however, be invoiced for costs related to moving of furniture or equipment that was required for the activity or event. If school is open during inclement weather, it is the responsibility of the facility user to determine their use of the space. The District shall not be liable for any loss of income due to inclement weather, public emergencies, acts of God, or for any other reason whatsoever. In the event any fault or neglect by the District or its failure to satisfy any obligations under the agreement, the liability of the District shall be exclusively limited to the refund of any amounts paid by the facility user.
10. Overnight use of school district facilities is discouraged. Requests for overnight use of school district facilities must be acceptable to the Building Principal and approved by the Superintendent or designee.
11. All Facility Use Agreements shall expire annually on June 30th. No agreement is transferable to another party.

B. Supervision

1. The Building Principal or designee is responsible for the supervision and overseeing the protection of District facilities. The Building Principal shall use sound judgment and authority in exercising this responsibility.
2. A District custodian or other authorized district employee shall be on duty and available during non-school time use of District facilities. The District custodian or other authorized employee will be responsible for opening the facility and areas to be utilized (including deactivating the alarm system), periodically checking each facility, facilitating the resolution of any problems, and closing/locking-up the facility (including activating the alarm system). The school district employee shall not, however, serve as a supervisor for the group or organization using the facilities. The cost of District personnel shall be reimbursed by the group or organization at the rate(s) identified in the Facility Use Fee schedule.

Facility users shall designate one or more on-site representative(s) as person(s) in charge. The person(s) in charge shall be present when the facility is opened for their use and remain on-site at all times during the activity and until the custodian or authorized District employee arrives to close the facility.

In the event of an emergency situation, such as fire or severe weather, the adult(s) in charge shall direct all attendees per posted emergency procedures. The designated adult(s) in charge shall be responsible for the welfare of all attendees in the event of an emergency.

3. Facility users shall provide a sufficient number of responsible adults (age 21 or over) to serve as supervisors, chaperones or crowd control to ensure that the activity or event will be safely controlled and to ensure proper use/care of District property for the duration of the facility use.
4. Applications are approved for specific facilities, areas and date(s)/time(s). Only the approved facilities will be opened by designated District personnel. Users are responsible for ensuring that unauthorized areas/portions of the building are not entered and the premises are vacated as scheduled.

C. Facility Use Regulations/Limitations

1. The Building Principal must give prior approval to any group for installation of any decorations that require the use of tape, nails, screws, bolts, etc. Wax or glue shall not be used on any drywall, block construction, walls or wood floors. Reasonable safety precautions shall always be followed.
2. Use of tobacco products is prohibited in District facilities or on District premises.
3. The possession or use of alcoholic beverages or controlled substances is not allowed on District property. Persons under the influence of intoxicants or controlled substances are not permitted in District facilities or on District grounds.

4. Gambling of any kind is not allowed.
5. School representatives and local safety officials shall have the right to inspect any facility at any and all times and require compliance with the rules that may be necessary for the safety of such facilities and the occupants.
6. Property of non-school groups or organizations may not be stored in District facilities or premises without the prior approval of the Buildings & Grounds Supervisor. The District is not responsible for lost, stolen or damaged used property stored in District facilities or on District premises.
7. 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.
8. Refreshments/food may be served only in designated areas (as identified by the Building Principal).
9. For security purposes, all users are required to use designated entrances only.
10. Users are expected to clean up and return all furniture/equipment to its original location/configuration following use of the facility. Any clean up beyond normal duties or moving of furniture/equipment performed by District personnel will be charged directly to the individual or group/organization using the facility.
11. Failure to comply with District facility use regulations/limitations, District policies or procedures and local, state, and federal laws/ordinances, fire codes, and safety regulations may result in termination of the facility use agreement and possible denial of future facility use requests.

D. Liability/Insurance/Damages

1. The District has liability insurance that covers only the school district. Facility use applicants shall be required to provide proof of insurance. Proof of insurance must name the "Deerfield Community School District" as "Additional Insured". The certificate of "additional insured" shall be sent to the District Business Office a minimum of ten (10) days PRIOR to the scheduled facility use.

The Business Manager has the authority to waive the insurance requirement with appropriate rationale.

2. Individuals or groups using District facilities or premises shall agree to indemnify, save and hold free and harmless, the Deerfield Community School District, its officers, agents and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which 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 Deerfield Community School District facilities and equipment.

3. Local, state, and federal laws/ordinances, fire codes, and safety regulations must be observed. Users are responsible for becoming informed of applicable ordinances, codes or regulations. Users are required to report any unsafe conditions immediately to the appropriate school representative.

Users are responsible for any citations and fines as a result of their non-compliance with ordinances, codes or safety regulations. Users are also responsible for any injuries and/or damages that result from their non-compliance with laws, ordinances, codes or safety regulations.

4. Users shall be responsible for reimbursing the District for all costs associated with fire/police/EMS response to false alarms resulting from the individual or group's use of District facilities.
5. Users shall be liable to the District for any expenses incurred as the result of damage to school property over and above normal wear. Users who fail to reimburse the District for damage to school property shall be denied future use of school facilities. The District will not be responsible for loss of property on the part of groups/organizations or individuals using school facilities, nor for personal injury incurred while on school property. Users are expected to provide proper supervision to avoid such losses and injuries and to carry appropriate insurance protection against such contingencies.

E. Use of the School Kitchen

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HFS 196 - Restaurants). These standards must be met at all times, including the use of food service facilities for functions other than school meal preparation.
2. Food service equipment shall be operated only by trained personnel.
3. Strict requirements for school kitchen use are also necessary so the facility is left in an orderly manner and ready for regular use by the food service staff.
4. The kitchens used for school meal preparation or serving may be used for school and non-school functions contingent upon approval of the Nutrition Services Manager. The following procedure should be used for kitchen use:
 - a. The Nutrition Services Manager shall be notified a minimum of three (3) weeks in advance of the requested date(s) for use. The Nutrition Services Manager will notify the Building Principal whether or not the request to utilize the kitchen facility should be approved.

- b. Food and paper supplies may be purchased from the Nutrition Services Department by school sponsored groups by advanced arrangements with the Nutrition Services Manager. Arrangements should be made at least three (3) weeks before the function.
- c. If any major food service equipment is needed, a District food service employee familiar with the equipment and sanitation procedures will be required to operate, help clean and sanitize the equipment.
- d. Cleaning supplies, towels and aprons can be provided for an additional fee.
- e. The cost of food service personnel shall be reimbursed by the group or organization at the rates identified in the Facility Use Fee Schedule.
- f. The kitchen must be left as clean as it is found, and all equipment should be returned to the proper places.
- g. Garbage must be placed in the dumpster by the user or building custodian (if on duty) the day of the event.
- h. All other facility use regulations shall apply.

F. User Groups and Their Activities

GROUP 1 – DEERFIELD SCHOOL-SPONSORED ACTIVITIES

All school-sponsored activities approved by the building principal shall have precedence over other requests for the use of facilities. Significant consideration, however, should be given to the scheduling of school-sponsored events, activities or practices during times when the school's custodial is normally on duty.

A school employee must be present for all school-sponsored events. If a custodian(s) is needed outside of his/her regularly scheduled time, approval must be obtained from the Buildings & Grounds Supervisor.

GROUP 2 – DEERFIELD SCHOOL-AFFILIATED GROUPS; RESIDENT NON-PROFIT GROUPS; AND FEDERAL, STATE OR LOCAL GOVERNMENTAL AGENCIES

School affiliated groups include parent-teacher organizations (PTA's), booster organizations, parent teams, etc.

Resident non-profit groups may include but are not limited to:

- a. Recognized civic youth groups which include a majority (65%) of District students (Boy Scouts, Girl Scouts, Cub Scouts, etc.)
- b. Recognized youth athletic groups/organizations (Deerfield Youth Soccer, Deerfield Youth Basketball, Deerfield Baseball, Deerfield Youth Football Programs, Deerfield Softball, etc.)

- c. Local community service organizations (Lions, etc.)
- d. Deerfield Chamber of Commerce
- e. Deerfield Community Center

Use of District facilities for Class 2 and Class 3 facilities requests at no charge MUST be during hours when the building custodian is normally on duty. When students are in attendance, normal hours are Monday through Friday from 7:30 a.m. to 10:00 p.m. When students are not in attendance, normal hours are 7:30 a.m. to 8:00 p.m. District reserves the right to change these hours as needed based on staffing availability. Groups or organizations using District facilities beyond normal working hours and/or requiring special setup will be charged custodial fees.

GROUP 3 – RESIDENT FOR-PROFIT GROUPS

GROUP 4 – NON-RESIDENT NON-PROFIT GROUPS

GROUP 5 – NON-RESIDENT FOR-PROFIT GROUPS

H. Facility Use Fees and Charges

- 1. Facility use fees shall be charged to those individuals or groups/organizations in accordance with the above procedures and Board-approved fee schedule. For purposes of describing and designating the various facilities of the school district and fees to be charged, the following classifications and definitions have been established:

CLASS 1 FACILITIES

- High School Competition (Large) Gymnasium
- High School Small Gymnasium
- Elementary Gymnasium
- High School Stadium (without lights, scoreboard or sound system use, does NOT include field preparation)
- Computer Labs (does NOT include tech support)
- Technology Education Lab (does NOT include required staff supervision costs)

CLASS 2 FACILITIES

- Baseball Field (without lights, scoreboard or sound system use, does NOT include field preparation)
- Batting Cage
- High School Commons
- Elementary Commons & Stage
- High School Weight Room (does NOT include required staff supervision costs)
- Science Labs (does NOT include required staff supervision costs)
- Family & Consumer Education Labs (does NOT include required staff supervision costs)
- School Kitchens (does NOT include required kitchen staff costs)

CLASS 3 FACILITIES

Classrooms

Conference Rooms

Field Use [other than those listed above]

(does NOT include field preparation costs)

Parking Lots (events being held in the parking lots)

2. All fees are payable upon receipt of invoice. Checks shall be made payable to the Deerfield Community School District and sent directly to the Business Services Office.
3. Failure to pay facility use fees will result in automatic denial of future facility use requests until the delinquent fee balance is fully paid. The District reserves the right to require a fee deposit OR the estimated facility use fee to be prepaid.

I have read and agree to the above noted Facility Use Rules & Procedures.

**DEERFIELD COMMUNITY SCHOOL DISTRICT
FACILITY USER GROUP & FACILITIES CLASSIFICATIONS**

USER GROUP CLASSIFICATIONS

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