

School District of Lodi  
**Policy 830 Rule 1**  
**Public Use of School Facilities Procedures**

Reference Policy No. 830

(A) 3-7-94

(R) 7-22-02

(R) 03-10-03

(R) 1-16-06

(R) 8-17-06

(R) 7-7-08\*

*\*Performing Arts Center Fees only were revised on this date*

(R) 03-11-13

(R) 12-14-15

(R) 4-9-18

It is not the intent of these procedures to place undue expectations/hardships on community members wishing to use the facilities but rather to ensure the safety and well being of those participating as well as to protect and maintain the District's investment in these facilities.

**A. SCHEDULING FACILITY USE**

1. The scheduling of all District facilities shall be the responsibility of the district administrator or designee.
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.
3. In the event of scheduling conflicts, the order of priority for use of school facilities shall be as follows: 1) school-sponsored events; 2) preapproved events serving district children 3) non-school events sponsored by persons or organizations residing within the District; 4) governmental institutions; 5) non-school events sponsored by persons or organizations residing outside the District. 6) District facilities shall not be used by staff for personal use, private parties, or performances, unless properly requested through the district administrator or designee within these established guidelines.
4. Application for the use of school facilities shall be made via the Internet at the School District of Lodi website: [www.lodi.k12.wi](http://www.lodi.k12.wi). Requests to use school facilities may be filed after August 15 for the ensuing school year, and after March 1, for the summer season. Any one (1) group may not monopolize the use of available facilities, when other groups have an interest in using the same facility.
5. The District reserves the right to restrict use of its facilities in accordance with Policy No. 830.
  - Indoor facilities are generally made available for public use only when District personnel or district-approved supervision is present.
  - The District facilities available for public use are: athletic fields, school gymnasiums, commons areas, designated classrooms, and the high school auditorium. By special arrangement, the food service facilities may be made available for public use.
  - STEAM Labs are available for public use only when District personnel or district-approved supervision is present. Usage fees may apply depending on the desired activity.
6. Use of District facilities shall be restricted to activities that will not create unusual wear or depreciation on the facilities or equipment.
7. In addition to other restrictions, the District reserves the right to reject any application for facility use or terminate any agreement without advance notice upon evidence of violation of Board policy or procedure or irresponsible use of any District facility or equipment, or if it is determined that use will produce undue burden upon any aspect of the school's regular operation.
8. Any person who has had a facility use request denied may appeal to the Board of Education.

**B. RETAINING PRIVILEGE OF FACILITY USE**

1. Those using the facilities are expected to follow procedures outlined in sections A. through G. of this document (Procedure 830).
2. Any violation of rules established under this Procedure or Policy No. 830 may serve as a basis for denying current or future use of District facilities.

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3. Failure to pay for previous facility use may result in suspension of facility use privileges.

### C. SUPERVISION OF FACILITIES AND ACTIVITIES

1. A District custodian or other District employee designated by the District administrator or his designee shall be present and on duty during non-school time use of District facilities. This requirement may be waived upon request to the District administrator or designee when sufficient alternatives are used to secure the facility. However, in no event shall on-duty District staff members be responsible for supervision of a user group or a user group's activities.
2. Organizations and groups using District facilities must be supervised by an adequate number of responsible adults to insure proper use and care of District property.
3. The group supervisor must be the first person in the building and the last one out. The supervisor should arrive at least fifteen minutes prior to the arrival of the other members of the group. Note: this is especially necessary for youth groups.
4. No door to the building may be propped open at any time. Group members should be admitted by those in charge or a designee.
5. Proper supervision **MUST** be maintained at all times, before the activity, during the activity and after the activity. ***Proper supervision of individuals and activities is the sole responsibility of the organization, group and/or individual scheduling facility use.***
6. All members of the group must stay in the facility stated on the permit; i.e., if a group is using the gym, members should not be running in the halls or found in other parts of the building.
7. If it is determined by the Food Service Director that the food service area or equipment requires additional cleaning, after the completion of use, the event sponsor will be billed for the time of a food service staff to complete the cleanup. Due to the specialized food service equipment, it is the person(s)/organization's responsibility to notify the Director of Food Service of any equipment that may be utilized (i.e., ovens, dish machines & serving units). This equipment requires special skills and knowledge to operate and therefore a training time **MUST** be completed with a food service staff prior to use.
8. Trained district personnel or district-approved supervisor must be present within the STEAM lab at all times.

### D. GENERAL FACILITY USE REGULATIONS

1. District facilities are to be used only as designated on the Facilities Usage Authorization Form.
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. District authorized personnel shall have the right to inspect any facility at any and all times and require compliance with 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 written approval of the building principal. The District is not responsible for lost, stolen or damaged property stored in District facilities or on District premises.
7. The user/lessor, in addition to the rental fee, shall assume full responsibility for any damages to the facilities and for replacement cost of equipment in the event of damage(s) or loss. The District has liability insurance, which will cover only the school District. The Board of Education reserves the right, through the District administrator, to require a certificate of insurance to verify coverage due to the nature of a proposed use. In determining whether to allow or deny facility use in the absence of required insurance, the District Administrator shall take into account the nature of the activities at the proposed event, the size or scope of the proposed event, whether the person or entity requesting facility use has established a history of responsible facility use, and other similar factors bearing upon the risk(s) that a proposed event poses to the School District. If an individual or organization is denied access to school

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facilities due to lack of insurance, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the District administrator's office within ten (10) business days from the date of the District administrator's denial.

8. Individuals or groups reserving District facilities or premises agree by making a reservation to indemnify, save and hold free and harmless, the School District of Lodi, 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 School District of Lodi facilities.
9. The district will issue non-transferable electronic access cards or keys in only limited circumstances.
10. Fire and safety regulations must be observed and followed.
11. Refreshments may be served only in designated areas.

#### **E. FEES FOR USE OF FACILITIES**

1. Fees shall be charged as authorized in the fee schedule at the end of these procedures. Consideration should be given to the scheduling of events, activities or practices during times when the school is staffed by custodial personnel. Custodial overtime may be charged to clubs/activities using facilities for activities scheduled beyond normal working hours. (Note: Normal building hours are as follows: During the school year on days when school is in session: 6:30 a.m.-10:30 p.m. Normal and summer hours may vary and availability of facilities will be determined in accordance with the maintenance/cleaning schedules.)
2. Cancellation fee: Any group which cancels a reservation less than two (2) days (48 hours) prior to the event may be assessed a \$25.00 fee.
3. The classification of a group requesting to use a school district facility shall be based on the nature of the organization and the activity. A facility user may be placed in a different classification for different activities.
4. Classification of Groups:

**Group I: School-Community Groups**

Organizations not directly connected to the School District of Lodi but whose primary purpose is to provide programs or support to District students, or is school related. A group wishing to be considered group I may request approval by the board outside the annual review timeline.

**Group II. Community Non-Profit Groups**

Any governmental, civic, educational, fraternal or cultural groups primarily comprised of District residents providing an activity for which there is no admission charged

**Group III. Community For-Profit Groups**

Any governmental, civic, educational, fraternal, cultural or other group primarily comprised of District residents that sponsors an event at which an admission is charged.

**Group IV. Non-Resident, Non-Profit Groups:** Any governmental, civic, educational, fraternal or cultural groups primarily comprised of non-District residents providing an activity that does not charge an admission.

**Group V. Non-Resident For-Profit Groups:** Any non-District resident group, organization or agency whose interests are limited primarily for profit. (i.e., private businesses, vendors, entrepreneurs, commercial institutions, private agencies, etc.)

5. Security Deposit

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A security deposit will be required of all non-school employees (or later imposed) based on the number of access keys signed out to a group/individual (\$10.00 per key) or to cover any potential cost to the District in time or materials.

6. All fees, except when agreed upon otherwise with the District administrator or designee, are payable prior to the day of the facility use. Checks shall be made payable to the School District of Lodi and sent directly to the Business Office, 115 School Street, Lodi, WI 53555). Organizations will be billed separately for any additions, costs or damages incurred following the event.

**G. FINAL AUTHORITY**

The board grants administrative discretion in applying the procedures of this policy with the understanding that any deviation from the procedures will be reported to the board at the next scheduled regular board meeting along with the rationale or need to modify the application of the procedures. Final authority with respect to facility usage rests with the Board of Education.