



Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active
Legal	120.13(17), Wis. Stats. 895.523, Wis. Stats.
Adopted	February 22, 2021

7510 - **USE OF DISTRICT FACILITIES**

The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Education.

USE OF BUILDINGS AND FACILITIES

- A. School buildings and facilities may be available for community use at no expense to the individual or organization, provided:
1. That the building is scheduled for the hours it is normally open and staffed.
 2. That no admission is charged collected, taken or no other attempts made to raise money.
 3. That the request for use of the buildings for the designated purpose is congruent with the district's educational mission and is approved by the superintendent or designee.
 4. That permission is not granted for ongoing and continued use.
 5. That use of the building will not interfere with the regular school program.
- B. School buildings and facilities may be available at no charge to citizen groups during hours when a building is usually closed, provided:
1. A fee is paid equal to the extra costs created by opening and use; and
 2. The number of employees required to support an event is district determined; and
 3. The necessary employees agree to work the additional time required.
- C. Hunting In School Forests – hunting privileges may be granted by the superintendent in season for game within the confines of the Colby School District Forests. A student or adult with permission to hunt in school forests is exempt from the Gun Free School Act (Act 290 04/21/06).

Following is a list of current or potential users of the school facilities. Examples of some of the groups have been given.

- A. **School SPONSORED:** No Charge

1. Student school groups (not fundraising) - e.g. athletics including tournaments, clubs, concerts, student meetings.
2. School sponsored groups - e.g. workshops, classes, teacher committee meetings, education advisory committees, recreations classes, Community Recreation Program, W.I.A.A. and programs
3. Student support groups - e.g. PTA, booster club, community arts groups
4. Education meeting/workshop requests with local involvement- e.g. CESA, DPI, other schools

B. Community NOT FOR PROFIT: MINIMAL Charges will be Incurred

1. Above school sponsored groups which use the facilities for money raising ventures, which charge team entry fees, collect donations, or charge admissions
2. Non-school adult education
3. Non-school community student groups
4. Structured community adult groups
5. Churches within the District for organizational activities
6. Unstructured community adult groups
7. Pool use will require life guarding fees. Life guarding fees may be received when scheduling pool.

C. Community FOR PROFIT: Charges will be Incurred

1. Non-school adult education
2. Non-school community student groups
3. Local Businesses
4. Churches within the District for private events (weddings, etc.)
5. Unstructured community adult groups
6. Pool use will require life guarding fees. Life guarding fees may be received when scheduling pool.

D. Non- District NON PROFIT AND FOR PROFIT Groups: Charges will be Incurred

1. Non-community student groups
2. Non-community non-profit adult groups
3. Non-community private parties
4. Non-community businesses

Rental Rate Schedule (As of FEBRUARY 1, 2013)

Facility	Group I	Group II	Group III	Group IV
Gymnasium	n/a	40.00/Day 1	20.00/Hr 1	40.00/Hr 1
Auditorium	n/a	40.00/Day 1	20.00/Hr 1	40.00/Hr 1
Cafeteria	n/a	35.00/Day 1	20.00/Hr 1	35.00/Hr 1
Kitchen	n/a 2	40.00/Day 2	30.00/Hr 2	40.00/Hr 2
Pool	n/a 3	45.00/Day 3	30.00/Hr 3	45.00/Hr 3
Classroom	n/a	15.00/Day 1	10.00/Hr 1	15.00/Hr 1

- 1 Additional charges to be incurred for Custodial coverage (\$25.00/hr./per employee)
- 2 Additional charges to be incurred for Food Service Staff (\$25.00/hr./per employee)
- 3 Additional charges to be incurred for Life Guards (\$15.00/hr./per employee)

FACILITY USE PROCESS

- A. User/Group completes request form

- B. Administrator schedules building and signs form and gives renter one (1) copy
- C. Sends one (1) copy to Director of Building & Grounds for assessed charges and final approval
- D. Two (2) copies go to central office for records and billing