

# GUIDELINES FOR USE OF SCHOOL FACILITIES

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The indoor and outdoor facilities of the School District of Slinger shall be made available to various groups and individuals using the following guidelines:

1. Individual building principals or their designees shall be responsible for scheduling all activities in their buildings and on their grounds and determining the type and level of supervision needed. An activity should be "age-appropriate" to the building in which it is scheduled. Regular school-sponsored activities shall be given first preference in scheduling the use of all facilities. Once a group has been scheduled to use a facility, that activity shall take precedence over all other events. However, in the event of an emergency scheduling conflict, the district administrator or his/her designee shall seek to resolve the conflict in the best interest of the district. The manager of building and grounds shall be responsible for determining the type and level of clean up needed.

## 2. Fee Schedule

a. School-sponsored student groups (funded by the district for district students only, with paid advisors or coaches, and are listed in the school's student handbooks, i.e., student council, academic decathlon, and basketball teams) shall not be charged a fee to use school facilities, if supervised by their advisor or coach.

b. School-affiliated adult groups (who are recognized by the district and organized to support or serve district students or employees, i.e., Slinger Education Association (SEA), Slinger Education Support Personnel Association (SESPA), and People Behind the Owls (PBO) shall not be charged a fee to use school facilities during normal school operations or when a district employee acts as a supervisor of the activity, and there is no need for additional set-up or cleaning.

c. Community-sponsored student and adult groups (who are legally constituted and organized to serve children or adults not necessarily limited to residents, i.e., Slinger Area Recreation Association (SARA), Scouts, Rotary Club) shall not be charged any fee to use school facilities during the hours of normal school operations. To use indoor school facilities beyond the hours of normal school operations, community-sponsored student and adult groups shall pay for district supervision unless a district employee, SARA representative, or other district-designated person is present and acts as a supervisor of the activity. The cost of additional setup, cleaning, and equipment use, shall be determined by the

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manager of building and grounds and be borne by the community-sponsored student and adult group.

d. All other student and adult groups not meeting the criteria above and all other "for profit" groups and individuals shall be charged a fee to use school facilities. This fee will be determined by the number and type of district personnel needed to set-up and clean the facility, equipment rental, additional utilities, and other costs directly related to the event.

Baseball and softball activities in a gymnasium shall be restricted to school-sponsored student groups only.

3. All groups and individuals shall make written requests to use school facilities. Such written requests shall only be considered after regular school activities have been scheduled. All groups shall also present a certificate of liability insurance when requesting the use of athletic fields, computer labs, gymnasiums, shops, and the track. All groups shall be responsible for any and all people who attend and/or participate in their events and for any damage done to the facility.

## Legal References:

## Cross References:

**Adoption Date:** 8/18/2014