

**SPOONER AREA SCHOOL DISTRICT BOARD POLICY
CONDITIONS OF USE OF SCHOOL FACILITIES**

1. **CONDITIONS OF USE:**

- a. The school facilities of the Spooner Area School District may be made available for community use under conditions prescribed or permitted in accordance with policies adopted by the Board of Education;
- b. ***All school sponsored activities approved by the building principal or district administrator shall have precedence over all other requests for the use of facilities;***
- c. The organization's representative must verify the availability of facility with building principal;
- d. The organization's authorized representative shall complete this application and return it to the District Office;
- e. Organizations outside the boundaries of the Spooner Area School District shall complete the application form and return to the Business Manager who will present the request to the Board of Education at the regular monthly meeting – 3rd Monday of each month;
- f. The Business Manager, Agent of the Board of Education, may grant permission for use of the school facilities if the request is not in conflict with the school programs or Board of Education Policies;
- g. A custodian must be on duty when a building is used;
- h. A cook must be present when the kitchen is used;
- i. The District requires a certificate of insurance in which the School District is named insured for \$1,000,000 as the Spooner Area School District insurance does not cover outside organizations;
- j. The applicant shall make full restitution for any damage or breakage to property resulting during the period of use by such organization;
- k. Property of outside organizations may not be stored on school property;
- l. The sponsoring organization shall be responsible for the safety and conduct of the audience;
- m. All doors and aisles shall be unobstructed and not barred or bolted at any time while the building is occupied;
- n. All fire regulations must be adhered to;
- o. Furniture or equipment may not be removed from school premises;
- p. All vehicles parked on school property must remain fifteen (15) feet away from the buildings and entrances;
- q. There shall be no smoking or use of other tobacco products in school facilities or outside grounds including athletic fields;
- r. There shall be no ***intoxicating liquors, fermented malt beverages or controlled substances*** brought to or consumed in school facilities or outside grounds including athletic fields.

2. **SPOONER AREA SCHOOL DISTRICT TERMS OF USE:**

The above named organization, _____, being duly legally organized as a Select from list:, agrees to monitor and control the conduct of persons in and about the building and pay for any damage beyond ordinary wear and tear which may occur to this school property as a result of use by named organization. The named organization will carefully inspect the building prior to use and determine if it is configured and equipped so as to be safe for use by the persons who will be in the facility. The named organization further agrees that the school property will be used in accordance with rules and regulations of the school and School District. The named organization shall defend and hold the School District harmless from any accidents; injury claim; damage action; cause of action; judgment; or liability of any type arising directly or indirectly from the use of the district's possessive property. The named organization will pay the cost of defense and pay the court's award of damages. The named organization understands that the School District reserves the right to cancel this permit for school purposes or for other priority reasons. The named organization understands and agrees to the terms of use described above and on pages 2 and 3 of this application.

- **A COPY OF THIS AGREEMENT MUST ACCOMPANY THE ORGANIZATION WHEN THE BUILDING IS IN USE**
- **ATTACH COPY OF CERTIFICATE OF INSURANCE**
- **I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS FOR USING SCHOOL FACILITIES**

Name of Organization:

Authorized Representative:

Signature _____ Date _____

Adopted: September 21, 1987 – Board of Ed

Adopted: April 15, 1991 – Board of Ed

Adopted: Dec. 17, 2001 – Board of Ed

ORGANIZATION QUALIFICATIONS

1. **GROUP 1 CRITERIA:** NON-PROFIT organizations or groups
 Examples: Lions Club; Government Agencies; 4-H Groups; P.T.A.; Music Organizations
 - 1.1 Labor Rates: Apply when facility is closed - see #5
 - 1.2 Rental Fees: Apply when admission is charged - see #6 or #7

2. **GROUP 2 CRITERIA:** religious organizations or groups
 For recreational use when **NO** admission, fees or free-will offerings, etc. are collected:
 - 2.1 Labor Rates: Apply when facility is closed - see #5
 - 2.2 Rental Fees: \$5.00 per area, per event - see item #6 or #7

3. **GROUP 3 CRITERIA:** Religious organizations
 When admission fees or free-will offerings are collected:
 - 3.1 Labor Rates: See item #5
 - 3.2 Rental Fees: See item #6 or #7

4. **GROUP 4 CRITERIA:** Groups or organizations not qualifying under Groups 1, 2, or 3
 - 4.1 Labor Rates: See item #5
 - 4.2 Rental Fees: See item #6 or #7

5. **LABOR RATES:**
 - 5.1 Custodial Personnel Rate: \$31.50/hour (adjusted each September)
 - 5.11 Responsible for actual hours plus one hour prior and one hour after use
 - 5.2 Cafeteria Personnel Rate: \$17.50/hour (adjusted each September)
 - 5.21 Responsible for actual hours and clean-up

6. **RENTAL FEES:**

<u>Facility</u>	<u>Rental Fee/Day</u>	<u>Set-up/Day</u>
Antholz Gym	\$300.00 per event	\$150.00
Elementary Gym	\$225.00 per event	\$112.50
Old Gym	\$150.00 per event	\$ 75.00
Kitchens	\$ 80.00 per event	\$ 40.00
Classrooms	\$ 25.00 per room	\$ 12.50
Lobbies	\$ 25.00 per event	\$ 12.50
Cafeterias	\$ 50.00 per event	\$ 25.00

7. **FEES:** optional for Groups 1, 2, 3 & 4 @20% of gross receipts
 1. _____ No. Tickets Sold
 2. _____ Price/Ticket
 3. _____ Total (line 1 x line 2)
 4. _____ Other Money Received - including free-will
 5. _____ Gross Receipts (line 3 + line 4)
 6. _____ Due the School (line 5 x .20)

7. I certify this financial statement to be accurate under penalty of perjury.

Authorized Signature/Title for Organization