

# DRUMMOND AREA SCHOOL DISTRICT

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## COMMUNITY USE OF SCHOOL FACILITIES

The School Board is firmly committed to the idea that the schools belong to all residents of our school community, and encourages use of the facilities by community groups, organizations and individuals. Groups, organizations and agencies conducting programs and activities for our residents are considered valuable additions to developing a well-rounded community that serves the needs and interests of its residents.

For these reasons, the School Board encourages use of the school facilities beyond the normal school day. We do ask that groups and individuals that request use of the school facilities be aware of the procedures for this use and the responsibility that comes with the opportunity to utilize these facilities.

### PROCEDURES

1. A Facility Reservation Form must be completed and turned in to the District Office at least a week prior to the proposed use date. The Form must state the purpose and audience/participants for the activity, and must be signed by the person who will be responsible for the groups during the use of the facilities.
2. Upon approval of the facility use, the applicant will be notified of this approval and will be informed of any costs associated with the usage. Any charge will be for the actual costs of having the facility open for the group. If the request is turned down, the applicant will be notified and informed why the usage was not possible.
3. All activities must be under competent and responsible adult supervision, with the organization using the facilities assuming full responsibility for any damage or loss. A school staff member is also required to be on the premises during the usage.
4. Admittance to the designated area is not permitted until the adult supervisor is present. School personnel on duty will supervise the operation of the facilities, but will not be required to supervise the group or its activities.
5. The group will agree to comply with the Facility Usage Rules and Regulations. The group will also assume all responsibility for damage to the facility or liability of any kind.
6. The group agrees to hold the school district, its officers, and its employees harmless from any and all claims, damages, liabilities, or rights of action directly or indirectly growing out of the use of the school facilities under this agreement.
7. The school administration reserves the right to cancel or withhold use privileges if rules and regulations are violated.
8. School-sponsored activities will have priority over all other usage.

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## FACILITY USAGE

### RULES & REGULATIONS

1. All local and state ordinances and laws pertaining to use of public buildings must be observed.
2. Gambling and drinking/possession of intoxicants on school grounds and in school buildings is prohibited.
3. All school facilities and grounds are tobacco-free and smoke-free.
4. All activities must have competent adult supervision at all times.
5. Any equipment brought in to the facility must have approval of school administration and must be removed right after the activity unless other arrangements have been made.
6. The group is liable for personal injury and property damage.
7. All groups must clean up after themselves, returning the room to original condition. Additional custodial costs to get the facility in condition for school will be assessed if this is not done.
8. Soft-soled shoes must be worn on the gymnasium floors.
9. Decorations must be fire-proof, and use of decorations must be approved prior to the activity.
10. Serving of coffee/soft drinks and light refreshments is permitted in the commons area only.
11. School equipment may be used if the proper arrangements are made prior to the usage.
12. It is the responsibility of the usage group to assist the custodian with set up and take down of chairs and bleachers if they are used for an activity.
13. If additional time is required by the custodial or food service staff, the group may be charged for this time at the current hourly rate.
14. No community use can interfere with or interrupt the normal activities of the school.
15. The group must follow the direction of the custodian or other school personnel on duty during the activity.
16. Activities must be confined to the areas reserved in advance.

Board Policy 7510 – Use of District Facilities: The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools. The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator. See the full policy under the School Board Bylaws and Policies on our District website: [dasd.k12.wi.us](http://dasd.k12.wi.us)

Board Policy 5730 – Equal Access for Non-district-sponsored, Student Clubs and Activities: The Board of Education will generally not permit the use of school facilities by non-district-sponsored student clubs and activities or District-sponsored, extra-curricular clubs and activities during instructional hours, unless the activity will not interfere with instructional time for participating students. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity. See the full policy under the School Board Bylaws and Policies on our District website: [dasd.k12.wi.us](http://dasd.k12.wi.us)

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated.

Facility Rules & Regs: 8/2000

Reviewed: Annually

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## FACILITY USAGE

### FEE SCHEDULE PER USAGE

	CATEGORY I	<u>CATEGORY II</u>
	In-District School Group ( <u>Personnel on duty</u> )	Non-School Related <u>Groups</u>
Commons	No Charge	\$40
General Classroom	No Charge	\$40
Library	No Charge	\$50
Weight Room	No Charge	\$40
Elem / HS Gymnasium	No Charge	\$100
Kitchen	No Charge	\$75
Computer Lab	No Charge	\$75
Fiber Optic Room	No Charge	\$75
Auditorium	No Charge	\$250
Tech Ed Area	No Charge	\$100

#### Please Note:

Additional fees will be charged for school personnel required during the facility usage.

These charges assume that the group will set up and clean up. Additional fees will result if school personnel are utilized to participate in setting up and/or cleaning up.

All costs and fees listed above will be interpreted at the discretion of the Board of Education or their designee.