

DeForest Area School District Facility Use

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I. Application/Scheduling

- A. The primary person responsible for scheduling all District facilities is the Building Use Coordinator (BUC).

- B. The District allows our facilities to be scheduled for use of school sponsored activities, school affiliated groups, community groups, non-community groups, and for profit organizations provided that the use meets the facility use criteria and it does not conflict with regularly scheduled programs of the District. The District does not schedule youth activities on Wednesdays after 6:00 pm. In the event a school-sponsored activity is scheduled in conflict with previously scheduled non-school activity then the school-sponsored activity will have precedence. The BUC will contact the non-school activity's representative and the District will have no obligation to find a substitute facility.

The following priority will be followed when approving request:

- 1. School-sponsored activities (Curricular, co-curricular, In-service)
- 2. School affiliated groups (PTO's, Booster Clubs, civic group activities for DeForest students, municipal recreation departments, athletic groups)
- 3. Community groups (Non-school sponsored student organizations, local non-profit organizations, local civic groups, MATC for community programs)
- 4. Non-Community/Individual (Non-local civic organizations, non-local non-profit organizations,)
- 5. For profit organizations (Companies)

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- C. Application Process:
1. The event request process is an on-line web-based process available on the DASD website.
 2. The representative must request a password from the BUC that allows the requester to complete and submit an event request electronically.
 3. The Facility Web Calendar is available to the public to view events but the requester with password will have access to request modification to submit or modify events for approval.
 4. The electronically submitted application or request will be reviewed and when approved an e-mail will be sent to the requester.
 5. In the event that the requester has a question about the application process they should contact the BUC.
 6. The District reserves the right to deny and facility use request or terminate any agreement at any time with or without cause based on the following but not limited to building maintenance requirements, operational needs, security, weather conditions, lack of facility supervision being available, failure to pay previous charges in full, or other.
 7. The District facility will not be available for use if in conflict with already scheduled activities, school observed holidays, during emergency closings, and discouraged for overnight use.
- D. Supervision
1. The school BUC and Principal are responsible for assuring that appropriate supervision is provided for all facility use activities in their building.
 2. There shall be a custodian or other authorized District employee on duty during and available during all non-school times except for Village Recreation activities, DeForest Aquatic Club practices, YMCA Day Care, and Tri-County Basketball practices. (Custodians will be required to open and close facilities)
 3. Custodians or other authorized District employees will have the following responsibilities but not limited to:
 - a. Opening and closing facilities
 - b. Deactivating and activating the alarm system
 - c. Periodically checking each facility
 - d. Facilitating the resolution of any problems
 - e. Not to serve as supervisor of event activity
 - f. Respond to emergencies

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4. The group or organization shall have a person designated as in charge for the facility use who will be present for the opening and closing of the facility and the entire time the facility is opened for use.
5. The group or organization is required to provide sufficient number of responsible adults over twenty-one (21) years old as supervisors who have the following duties:
 - a. Chaperoning the event
 - b. Handle crowd control
 - c. Ensure that the only areas used for the event have been approved by the BUC
 - d. Responsible to ensure that there is no unauthorized areas/portions are entered.

E. Facility Use Regulations/Limitations

1. The facility user shall not install decorations that would require:
 - a. Nails, screws, bolts, etc.
 - b. Tape, wax, or glue should not be used on drywall, block walls, or wood floors
2. There is no use of tobacco products are allowed by state law on District grounds or in District facilities.
3. There is no possession or use of alcoholic beverages or controlled substances on District property. Anyone who is under the influence of intoxicants or controlled substances shall not be allowed to use District facilities.
4. Gambling of any kind is not allowed on District grounds. Casino nights where it is a non-money making activity may be approved.
5. At any time school representatives and local safety officials may inspect facilities and require compliance for the safety of occupants.
6. No property of non-school organizations may be stored in District facilities without the building principal's approval.
7. The normal setup of a facility use is the responsibility of the user. Special setup that is required to be performed by District personnel will be charged directly to the facility user.
8. Refreshments and food may be served only in areas designated by the BUF and approved by the BUC.
9. For security reasons, facility users are required to use designated entrances only for the event.

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10. The users are required to cleanup and return all furniture/equipment to its original location or configuration. If District personnel are required to move furniture/equipment and perform cleanup beyond their normal duties the user will be charged.
11. Failure to comply with District facility use regulations/limitations, District regulations or procedures and local, state, and federal law/ordinances, fire codes, and safety regulations may result in termination of the facility use agreement and possible denial of future facility use requests.

F. Liability/Insurance/Damages

1. Facility users are required to show proof of general liability and unemployment insurance prior to the facility use or receive a waiver, based on limited risk, by the BUC. The facility user continues to assume their liability during the use of the facility.
2. Groups or organizations using District facilities or grounds shall agree to indemnify, save and hold harmless, the DeForest Area School District, 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 DeForest Area School District facilities and equipment.
3. All laws, ordinances, codes and safety regulations must be observed. It is the facility user's responsibility to be informed about laws, ordinances, codes and safety regulations and report any unsafe conditions immediately to the appropriate school representative.
4. The facility user shall be responsible to reimburse the District for all cost associated with false alarms resulting from their use of facilities.
5. The user is liable for damage to school property over and above normal wear. Failing to reimburse the District for damage will result in denial of future use of school facilities. The District will not be responsible for loss or damage to property of the group or individuals using the facilities, nor for personal injury while on school property being used by the group. The users are expected to provide proper supervision and insurance to protect against such contingencies.

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G. Use of School Kitchen

1. State regulation requires the District to maintain food service facilities in conformance with all sanitation and health standards stated in the Wisconsin Administrative Code.
2. Major Food & Nutrition equipment shall only be operated by Food & Nutrition staff or approved trained personnel.
3. The use of school kitchens requires the approval of the Food & Nutrition supervisor at least three weeks in advance of the facility use.
4. After use the Food & Nutrition staff will be responsible to prepare the kitchen for regular use and such time charged to the kitchen user.
5. The use of incidental equipment may require a rental fee. Any lost or damaged incidental equipment will be repaired or replaced and changed back to the kitchen user.
6. All other facility use regulations shall apply.

H. Use of Swimming Pool

1. The rental of the High School swimming pool requires the approval of the pool manager at least three weeks prior to the scheduled use. The District will provide the appropriate number of life guards based upon the number of persons listed on the BUF and charged to the pool user organization.
2. All pool rules are to be strictly followed. Pool rules will be provided to the organization renting the pool.

Responsibility of the organization for supervising the pool area includes the following:

1. Provide a minimum of two (2) adult supervisors (additional supervisors dependent upon the group size) when groups involving individual under the age of 18.
2. Verify that all swimsuits, towels and clothing are removed from the locker rooms before leaving.
3. Check that all equipment, lockers and showers are in the same condition they were prior to the rental use. The pool manager or lifeguard will verify.

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4. The group will be required to pickup the pool area after the pool use.
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- I. Use of the High School Performing Arts Center
 1. Refer to DeFOREST AREA HIGH SCHOOL PERFORMING ARTS CENTER Rental Policies and Procedures Manual.

 - J. User Groups and Their Activities
 1. Level 1 – School Sponsored Activities – This level includes curricular, co-curricular and District in-service activities. They require a school employee to be present and supervise all events. If custodian overtime is required, approval of the Building & Ground supervisor in advance.
 2. Level 2 – School Affiliated Groups – This level includes school sponsored student organizations, PTO's, Booster Clubs, Civic Groups student activities (DeForest Students) and Municipal Recreation Departments.
 3. Level 3 – Community Groups – This level contains non-school sponsored student organizations, local non-profit organizations, local civic groups and MATC & Colleges (community programs).
 4. Level 4 – Non-Community Groups – This level includes non-local civic organizations and non-local non-profit organizations.
 5. Level 5 – For Profit Organizations – Local organizations.
 6. Specific Athletic Organization will have individual contracts.

 - K. Facility Use Fees and Charges
 1. Level 1 – No fees and Personnel Cost when Appropriate
 2. Level 2 – Limited Fees and Personnel Cost when Appropriate
 3. Level 3 – Fee Required and Personnel Cost when Appropriate
 4. Level 4 - Fee Required and Personnel Cost when Appropriate
 5. Level 5 - Fee Required and Personnel Cost when Appropriate
 6. Specific Athletic Organizations fees included in individual contracts.

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DeForest Area School District Facility Rental Fee Schedule

Facilities	Level 1	Level 2	Level 3	Level 4	Level 5
Gyms					
High School	N/C	N/C	\$60/Hr	\$72/Hr	\$100/Hr
Middle School	N/C	N/C	\$60/Hr	\$72/Hr	\$100/Hr
Elementary	N/C	N/C	\$40/Hr	\$48/Hr	\$100/Hr
Pool					
High School	N/C	\$20/Hr	\$50/Hr	\$60/Hr	\$100/Hr
Cafeterias					
High School (Includes Front of Kitchen)	N/C	N/C	\$35/Hr	\$42/Hr	\$75/Hr
Other School	N/C	N/C	\$35/Hr	\$42/Hr	\$75/Hr
Kitchens					
All Schools	N/C	\$10/Hr	\$35/Hr	\$42/Hr	\$75/Hr
Classrooms					
All Schools	N/C	N/C	\$25/Hr	\$30/Hr	\$50/Hr
Theatres					
High School Little Theatre	N/C	N/C	\$40/Hr	\$48/Hr	\$75/Hr
Performing Arts Center	See PAC Rental Policies and Procedures Manual				
Athletic Fields					
High School Football/Soccer (Main)	N/C	\$10/Hr	\$50/Hr	\$60/Hr	\$100/Hr
High School Baseball (Main)		\$10/Hr	\$50/Hr	\$60/Hr	\$100/Hr
Other Fields (including Tennis Courts)	N/C	N/C	\$40/Hr	\$48/Hr	\$100/Hr
Staff Reimbursements					
Food Service Staff	N/C	\$15/Hr	\$15/Hr	\$15/Hr	\$15/Hr
Custodial Staff	N/C	\$25/Hr	\$25/Hr	\$25/Hr	\$25/Hr