

830 COMMUNITY USE OF FACILITIES

The Williams Bay School Board subscribes to the philosophy that public schools are owned and operated by and for its citizens and that the schools become an integral part of the community in terms of its intellectual, social expression and development. To this end, the Williams Bay School Board encourages the public use of district facilities.

The right to authorize the use of the Williams Bay School District (WBSD) facilities shall be retained by the school board. Such use will be determined by this policy and will be permitted only at such times the facilities required are free from district sponsored curricular and extra-curricular activities.

It is the intent of the school board to encourage civic organizations and service groups operating as non-profit organizations within the school district boundaries to use the facilities when they are available. The school board also believes that the use of school facilities by outside groups should not be a financial burden to the taxpayers of the district. Therefore, this policy establishes rental fees and charges to cover costs incurred by the district for labor, utilities, and wear and tear for the use of facilities by user groups. Fees are established not for the purpose of discouraging the use of facilities, but to subsidize the additional costs incurred. The use of school facilities shall be in accordance with established procedures.

Access to School Facilities

The School Board authorizes the use of school facilities by outside groups subject to the limitations set forth herein. An application for the use of school facilities shall be denied if it is determined that:

- The proposed use of school facilities will interfere with the educational mission or extracurricular programs or activities of the district.
- The proposed use of school facilities poses an unreasonable risk of physical injury to students, staff, or participants.
- The proposed use of school facilities poses a substantial risk to school security.
- The proposed use of school facilities poses an imminent risk of illegal activities.
- The proposed activity involves subject matter, which is legally obscene, determined by reference to an activity's intended audience or participants.
- The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property.
- The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past.

If the Director of Buildings and Grounds or Athletic/Activities Director & Community Outreach Coordinator denies access to school facilities on any of the above grounds, the individual or organization denied use of school facilities may appeal the decision to the District Administrator by filing a written appeal for reconsideration with the District Administrator's office within ten (10) business days from the date of denial.

Scheduling Facility Use

The scheduling of school facilities shall be coordinated by the Athletic/Activities Director & Community Outreach Coordinator in coordination with the Director of Buildings and Grounds. Applications for the use of school facilities must be submitted through the RSchoolsToday portal. The portal can be accessed from the link below or through the link located in the Community tab of the Williams Bay School District website

<https://fs-williamsbayschools.rschoolday.com/authentication/credential/login/>

All applications must be submitted at least two (2) days prior to the event.

District facilities will be scheduled using the following priority:

- 1.) School building sponsored programs,
- 2.) School District use,
- 3.) Municipal recreational program use,
- 4.) Use by individuals or organizations residing within the district
- 5.) others.

Once an event is placed on the calendar, one group shall generally not be able to preempt another. However, scheduled, or rescheduled conference athletic or activity events and school-sponsored events shall take precedence over all other scheduled events.

School-sponsored events supervised by district employees should be scheduled during times when the school is normally staffed by custodial personnel in order to avoid incurring over-time custodial expenses.

Scheduled use of school facilities shall always take precedence over non-scheduled or informal use of buildings or outdoor areas.

Protection and Care of School Property

The Director of Buildings and Grounds and Athletic/Activities Director & Community Outreach Coordinator shall be responsible for the protection and care of school facilities and property when users are present. The Director of Buildings and Grounds and Athletic/Activities Director & Community Outreach Coordinator shall use careful judgment when delegating this responsibility.

Groups using school facilities must be supervised by an adequate number of responsible adults to insure proper use and care of school property.

User groups shall be held financially responsible for any damage to school facilities and property.

User groups, except for school-related activities, shall be financially responsible for disinfecting and/or decontaminating the used space due to infectious diseases or contaminants. The disinfecting or decontaminating will be done by a member of the Williams Bay Maintenance Department or an outside vendor and then charged to the user group.

Facility Use Regulations

- The use of tobacco and/or electronic cigarette products are not allowed in school buildings or on school grounds.
- Intoxicating beverages and illegal drugs are not allowed on any school premises. Persons under the influence of intoxicants or illegal drugs are not allowed in or upon school premises.
- Pets are not allowed within the school building and are only allowed on school grounds when written approval has been given by the Director of Buildings and Grounds on the Facilities Use Form.
- Weapons are not allowed on school grounds.

In addition to the regulations above, the Director of Buildings and Grounds is authorized to establish appropriate regulations governing the use of the school facilities which they oversee. All individuals or groups using school facilities are required to abide by the provisions of this policy and all other district policies and regulations, any facility use regulations established by the Director of Buildings and Grounds, and any additional conditions placed upon use of facilities contained within the approved application form.

Fees and Charges for Use of Facilities

The use of school facilities is subject to the rental fees and custodial charges which are identified below. School sponsored events supervised by district employees are exempt from the rental fees and other charges enumerated herein.

Rental Fees: Rental fees for facility use shall be assessed as follows:

- **Tier 1 - Public School Use:** School program activities within the district shall be given priority and charged no rental fee.
- **Tier 2 - The Williams Bay Recreation Department and governmental agencies:** Tier 2 entities shall be exempt from any rental fees, but they will be responsible for any damage done to school district property that may occur during their scheduled activities. The Williams Bay Recreation Department and governmental agencies will also be responsible for any custodial charges that were incurred because of either setting up, taking down or cleaning up after the activity. The Williams Bay Recreation Department and governmental agencies shall reserve building space at least one week in advance so that other groups have access to the facilities. Williams Bay Recreation Department personnel are only allowed to use the facilities under this provision when operating a scheduled and approved Recreation Department program. The Director of the Recreation Department will turn in a monthly calendar of events to the Athletic/Activities Director & Community Outreach Coordinator at the beginning of each month.
- **Tier 3 - Village Non-Profit Associations:** This tier includes all associations located within the Williams Bay School District boundaries, or all groups affiliated with the village of Williams Bay in a representative manner. Price Tier 3 groups will be charged 50% of total cost of location rental.
- **Tier 4 - All rentals not covered by Tiers 1 – 3:** Entities in this group will be responsible for 100% of total cost for location rental.

Based on the facility usage application, the Director of Buildings and Grounds, and the Athletics/Activities Director & Community Outreach Coordinator will determine what tier is applicable. If an individual or organization disagrees with the tier placement, they may appeal the decision to the District Administrator by filing a written appeal for reconsideration with the District Administrator's office within ten (10) business days from the date of approval.

Extra Charges

Extra charges can be added at the discretion of the Director of Buildings and Grounds, and the Athletics/Activities Director & Community Outreach Coordinator depending on the type of event and the necessity for district staff supervision. Other Extra Charges not listed below may be added if determined necessary by the Director of Buildings and Grounds or the Athletics/Activities Director & Community Outreach Coordinator.

PRICE TIER 4 RENTAL FEES PER HOUR/PER DAY		
Location	Hourly Cost	Daily Cost
Classrooms	\$25	\$175
Specialty Classroom	\$35	\$250
Commons	\$30	\$200
Lecture Center	\$30	\$200
Stage	\$50	\$375
Gym	\$50	\$375
Fitness Center	\$40	\$275
Practice Football Field	\$25	\$175
Athletic Fields	\$50	\$375
Parking Lot	N/A	\$50
Concession Stand	\$25	\$150
Additional Optional Fees		
Live-Streaming	N/A	\$40
Promethean Board use and setup	N/A	\$25
Extra Charges		
Classroom Supervisor	\$40	N/A
Classroom Supervisor (Specialty)	\$40	N/A
Maintenance Worker	\$40	N/A
Field Painting	N/A	\$100
Kitchen Use	N/A	\$50
Kitchen Supervisor	\$40	N/A

LEGAL REFERENCE: Wisconsin Statutes, Sections 120.12(9), 120.13 (17)

CROSS REFERENCE: 830 –Rule, Guidelines for Use of Facilities; 830 – Exhibit, Facility Use Agreement

APPROVED: February 21, 2002

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