

## Guidelines For Public Use of School Facilities

### DEFINITIONS OF CLASSES SUMMARY:

#### Class I:

All Prime Use under the jurisdiction of the individual building PRINCIPAL. Organizations or programs directly involved with the individual school and its education may obtain Class I Permits. District use authorized by the Superintendent or designee.

**Examples:** School athletic teams – Practices/WIAA competitions; Co-curricular activities – School Play practice/performance, Madrigal Dinner; School planning or advisory groups; Booster Club meetings; PTO meetings or school sponsored PTO fund-raising projects.

**Certificate of Insurance Required** – NO

#### Class II:

Activities organized and under the jurisdiction of the Monona Recreation Dept. and/or the Cottage Grove Parks and Recreation Department.

**Certificate of Insurance Required:** Yes, on file at Monona Grove School District Office

#### Class III:

Community groups, and neighborhood associations that are service, civic, recreational, and/or educational in nature and serve primarily students of the Monona Grove School District.

#### **(Additional Information about the group required to receive non-profit rates.)**

##### Class III A:

Non-profit status as defined by law – **MUST ATTACH 501(c) (3) FORM TO APPLICATION**

Not engaged in fund-raising

Not engaged in for profit activity

Do not charge admission fee

Do not charge tuition

**MUST MEET ALL REQUIREMENTS**

**Certificate of Insurance Required:** Yes, must include with application

##### Class III B:

Cannot prove non-profit status as defined by law.

Engaged in fund-raising

Engaged in for-profit activity

Charge admission

Charge tuition

**Certificate of Insurance Required:** Yes, must include with application

**Class IV:**

Local and locally sponsored organizations, community groups that are service, civic, and/or educational in nature that are located within the Monona Grove School District and that are primarily comprised of Monona Grove School District Adult Residents.

**(Additional Information about the group required to receive non-profit rates.)**

**Class IV A:**

Non-profit Status as defined by law – **MUST ATTACH 501(c)(3) FORM TO APPLICATION**

Not engaged in fund-raising

Not engaged in for profit activity

Do not charge admission fee

Do not charge tuition

**MUST MEET ALL REQUIREMENTS**

**Certificate of Insurance Required:** Yes, must include with application

**Class IV B:**

Cannot prove non-profit status as defined by law.

Engaged in fund-raising

Engaged in for-profit activity

Charge admission

Charge tuition

**Certificate of Insurance Required:** Yes, must include with application

**Class V:**

Governmental or quazi-governmental bodies

**Examples:** MATC Classes, UW Classes

**Certificate of Insurance Required:** Yes, must include with application

**Class VI:**

School-age child care programs provided that such programs meet all of the following requirements:

**(Additional Information about the group required to receive non-profit rates.)**

Incorporated as a non-stock organization (non-profit) within the State of WI; Licensed by the State of Wisconsin, Department of Health and Social Services as a day care center with a program for school-age children; Certified to received public funds for tuition assistance by Dane County Department of Social Services.

**Certificate of Insurance Required:** Yes, must include with application

**Class VII:**

Organizations or groups that are primarily comprised of adult residents of the Monona Grove School District.

**Certificate of Insurance Required:** Yes, must include with application

**Class VIII:**

Organizations or groups located outside the Monona Grove School District that are primarily comprised of Non-Monona Grove School District residents.

**Certificate of Insurance Required:** Yes, must include with application

**Class IX:**

Rental agreements with non-school groups who rent surplus school facilities.

Rates Negotiated by Director of Business Services.

