

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 830 (1)

GUIDELINES FOR PUBLIC USE OF SCHOOL FACILITIES OTHER THAN THE E.F. SCHWAN PERFORMING ARTS CENTER

Use of School Buildings and Facilities

It is the policy of the Monona Grove School District Board of Education to allow the public to access and use Monona Grove School District property consistent with the intent of the original acquisition of such property. However, the public's access and use of such property shall be in accordance with and subject to all Board policies as well as Administrative Procedures, Regulations, Rules, and Guidelines. The use of school buildings or facilities is by permit and is defined as prime and non-prime use. The prime use of school buildings and facilities is for the education of students of the Monona Grove School District. Non-prime use is all other use. Interference with the prime use of buildings or facilities for other use is not allowed.

It is the policy of the Board to make available for use by the community, space in non-operating school buildings, surplus space in operating schools, and vacant space in non-operating and operating schools through rentals and permits within statutory provisions.

Rental rates for building use are established to ensure that non-prime use of buildings or facilities is not subsidized by the educational budget.

Organizations, groups, or individuals who wish to use Monona Grove School District facilities must attach a copy of their insurance:

- a. Naming the Monona Grove School District, the Monona Grove School Board, and Administrators of the Monona Grove School District as co-insureds.
- b. Minimum Policy Limits:
 - ✓ General Liability
 - i. Each Occurrence \$1,000,000
 - ii. Fire Damage (Any one fire) \$50,000
 - iii. Medical Expense (Any one person) \$5,000
 - iv. Personal & Adv. Injury \$1,000,000
 - v. General Aggregate \$2,000,000
 - vi. Products \$2,000,000
 - ✓ Excess Liability
 - i. Each Occurrence \$5,000,000
 - ii. Aggregate \$5,000,000

All pertinent Board of Education policies, as well as Administrative Procedures, Regulations, Rules, and Guidelines apply to all permit use of school buildings and facilities. Failure to observe them is justification for revocation of the permit or refusal to issue future permits.

The Board may grant Facilities Use Permits that are exceptions to established policy, guidelines, rules, or regulations. Except as specifically designated, exceptions do not constitute changes to policy or alteration to rules and regulations.

The following evening hour limitations apply to all use of school buildings if one or both parents do not accompany a child:

AGE	MIDWEEK WEEKEND*	
7-10 inclusive	8:30p.m.	9:00p.m.
11-13 inclusive	9:00p.m.	9:30p.m.
14-18 inclusive	9:30p.m.	11:30p.m.

*Friday night or before school holiday.

The Superintendent or her/his designee may grant an exception to the evening hour limitation for school-sponsored activities that have been approved by the principal for the students at her/his school.

The Superintendent or her/his designees may grant permission to use school buildings and facilities. Facilities use requests that are exceptions to written policy or permits not included in any written rules or guidelines are referred to the Board. However, the Board delegates to the Superintendent or her/his designee the authority to waive fees for the use of District facilities in situations in which the Superintendent or her/his designee has determined that it is in the District's best interests.

The use of school facilities during non-school hours by religious organizations, upon payment of reasonable fees and upon such conditions as the Board determines, may be granted if such use does not interfere with the prime use of the school property.

Except for Class I, II, and VI permits, no permits will be issued during school-year vacation periods unless there are special circumstances.

The Board acknowledges the positive benefits school-age childcare programs have upon children and families, and, as a result, on schools. The Board supports the use of school building space for the operation of school-age childcare programs.

Facilities uses are classified and defined as follows:

Class I permits are issued for all prime use under the jurisdiction of the individual building principal. Organizations directly involved with the individual school and its education may obtain Class I permits, e.g., school athletic team practices and competitions, school co-curricular activities & school clubs, school Booster Club meeting, school PTO meetings, school-sponsored PTO fund-raising projects, school planning, or advisory groups. Board of Education and Monona Grove School District Administrative Office activities are included in Class I permits.

Class II permits are issued for activities organized and under the jurisdiction of the Monona Recreation Department and the Cottage Grove Recreation Department.

Class III A permits are issued to organizations, community groups, and neighborhood associations which are service, civic, recreational, and/or educational in nature and serve primarily students of the Monona Grove School District, e.g., Boy Scouts, Girl Scouts, youth oriented-service clubs. To receive a Class IIIA status, organizations must:

- a. Attach a copy of their 501(c)(3) form to the Facility Use Permit Request
- b. Not use Monona Grove School District facility for fund-raising

- c. Not use Monona Grove School District facility to engage in a for profit activity
- d. Not charge admission to the Monona Grove School District facility
- e. Not charge tuition for activities conducted at the Monona Grove School District facility

Class III B permits are issued to organizations, community groups, and neighborhood associations which are service, civic, recreational, and/or educational in nature and serve primarily students of the Monona Grove School District, but do not meet all the provisions of a-e above.

Class IV A permits are issued to local and locally sponsored organizations, community groups, and neighborhood associations which 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. To receive a Class IVA status, organizations must:

- a. Attach a copy of their 501(c)(3) form to the Facility Use Permit Request
- b. Not use Monona Grove School District facility for fund-raising
- c. Not use Monona Grove School District facility to engage in a for profit activity
- d. Not charge admission to the Monona Grove School District facility
- e. Not charge tuition for activities conducted at the Monona Grove School District facility

Class IV B permits are issued to local and locally sponsored organizations, community groups, and neighborhood associations which 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, but do not meet all the requirement of a-e above.

Class V permits are issued to governmental or quasi-governmental bodies. The Madison Area Technical College (MATC) and the University of Wisconsin may also be issued Class V permits for the purpose of conducting classes.

Class VI permits are issued to school age childcare programs provided that such programs meet all of the following requirements.

- Incorporated as a non-stock organization (non-profit) within the State of Wisconsin;
- 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 receive public funds for tuition assistance by Dane County Department of Social Services.

Class VII permits are issued to organizations or groups that are primarily comprised of adult residents of the Monona Grove School District.

Class VIII permits are issued to organizations or groups located outside the Monona Grove School District that are primarily comprised of non-Monona Grove School District residents.

Class IX rental agreements are issued to non-school groups who rent surplus school facilities.

Facilities use charges are made as follows:

Class I: No charges

Class II Permit users will be charged Facility Use Rate “**A**” plus custodial overtime.

Class III:

- A. Groups defined as Class III permit users (1) that have non-profit status as defined by law; or (2) that are not engaged in for-profit or fund-raising activities or who either do not charge tuition or an admission fee shall pay Facility Use Rate “**A**” plus custodial overtime and/or equipment costs.
- B. Groups defined as Class III permit users (1) that do not have non-profit status as defined by law; and (2) that are engaged in for-profit or fund-raising activities or who either charge tuition or an admission fee, shall pay Facility Use Rate “**B**” plus custodial setup/cleanup/overtime and/or equipment costs.

Class IV:

- A. Groups defined as Class IV permit users (1) that have non-profit status as defined by law; or (2) that are not engaged in for-profit or fund-raising activities or who either do not charge tuition or an admission fee, shall pay Facility Use Rate “**B**” plus custodial setup/cleanup/overtime and/or equipment costs.
- B. Groups defined as Class IV permit users (1) that do not have non-profit status as defined by law; and (2) that are engaged in for-profit or fund-raising activities or who either charge tuition or an admission fee shall pay Facility Use Rate “**C**” plus custodial setup/cleanup/overtime and/or equipment costs.

Except for the payment of custodial setup/cleanup/overtime and/or equipment costs there will be no charge for (1) governmental meetings, e.g. Town Board meetings, City Council meetings, Village Board meetings; (2) elections; and (3) non-partisan political meetings as long as such meetings are open to the public and all candidates for any public office are invited.

Class V:

Groups defined as Class V permit users such as the Madison Area Technical College, University of Wisconsin, and other governmental or quasi-governmental bodies are charged Facility Use Rate “**B**”, including any other related costs, such as custodial setup/cleanup/overtime and/or equipment costs.

Class VI:

School-age childcare programs shall be charged a flat fee for a reasonable allocation of space, depending upon the group size of the school-age program enrollment. The following fee schedule shall apply.

1 to 32 children:	\$200 per school year;
33 to 50 children:	\$300 per school year;
51 to 64 children:	\$400 per school year;
65 or more:	\$500 per school year.

Class VII:

Groups defined as Class VIII permit users shall be charged Facility Use Rate “**C**” plus custodial setup/cleanup/overtime and/or equipment costs.

Class VIII:

Groups defined as Class VIII permit users shall be charged Facility Use Rate “C” plus custodial setup/cleanup/overtime and/or equipment costs.

Class IX:

Groups defined, as Class IX permit users shall pay Facility Use Rate *and* setup/cleanup/overtime and/or equipment costs as negotiated by the Monona Grove School District Director of Business Services.

FACILITIES USE – ADMINISTRATIVE RULES,
REGULATIONS AND GUIDELINES

1. A Facilities Use Permit entitles the individual/organization named to the use of the described Monona Grove School District property subject to all Monona Grove School District Board of Education Policies, as well as Administrative Procedures, Regulations, Rules, and Guidelines.
2. A Facilities Use Permit holder accepts responsibility for the care of the rented facility and school equipment, and is responsible for all damages related to the use of facilities.
3. Adequate Supervision must be provided by the organization using the school facilities.
 - a. Non-school groups shall provide their own supervision.
 - b. Groups of 200 or more will require the renter to provide 2 professional security guards at the event.
4. A representative of the school district as assigned by the Director of Buildings and Grounds will be on duty to open and close the school facility and to take care of utilities unless other special arrangements are made prior to the time of facility use.
5. When schools are closed due to weather, or other emergency, all Facilities Use Permits are cancelled.
6. Board Policy 831 prohibits smoking or the use of other tobacco products by students, employees and others on premises owned or rented by or under the control of the Monona Grove School District Board of Education.
7. Board Policy 443.4 prohibits the possession or drinking of alcoholic beverages on premises owned or rented by or under the control of the Monona Grove School District Board of Education.
8. Board Policy 832 prohibits the possession or use of fire arms/ weapons, look-alike weapons, or chemical irritants on premises owned or rented by or under the control of the Monona Grove School District Board of Education.
9. Equipment and furniture in rooms must be put back as found. The facilities must be left in good condition and free from refuse and other debris.
10. The permit for school district facility use will not be issued until the application for that use is reviewed and approved by the appropriate Building Principal and the Director of Facilities.
11. Only the Monona Grove School District may pay its employees for services involving the use of school facilities
12. Moving pianos or other furniture, the construction or use of scenery or the use of decorations is prohibited unless specific permission is granted. A fee will be charged for such moves when permission is granted by the Monona Grove School District Director of Buildings and Grounds
13. Refreshments cannot be served unless specific permission has been granted.
14. In no case can refreshments be permitted in the gymnasium, swimming pool, or auditorium.
15. All participants playing sports or games in the gymnasiums must wear gym shoes. Only non-marking gymnasium athletic shoes are allowed.
16. The Monona Grove School District has an exclusive contract for the vending of soft drinks, fruit drinks, teas, etc, that are vended at Monona Grove High School. Products from the exclusive vendor must be sold at high school functions.

17. Applicants and organizations shall be liable to the Monona Grove School District for any expenses incurred as a result of damage to school property. Applicants and organizations who fail to reimburse the Monona Grove School District for damage to school property shall be denied future use of Monona Grove School District facilities.
18. The Monona Grove School District, the Monona Grove School District Board of Education, its administrators and employees shall not be responsible for loss of property on the part of organizations or individuals using Monona Grove School District facilities.
19. Storage is not included as part of a Facilities Use Permit. If storage is requested and available, arrangements must be made with the Building Principal.
20. Renters will be charged extra if custodial clean up is required.
21. A cancellation fee will be charged to permit holders for cancellation of permits with less than 24 hours advance notice for school day permits, and 7 days notice for non-school day permits.
22. Building permit applications must be made as follows:
 - a. Facilities Use Permit Request form must be received in the Office of the Director of Buildings and Grounds no later than two weeks preceding the requested date(s).
 - b. The Facilities Use Permit Request form must include the following: organization name and work and home telephone number of responsible party; specific facilities requested with dates and hours of use; purpose for which facilities are to be used; amount of admission charges or indication if anticipated amount to be collected if voluntary contributions are to be solicited; and purpose for collecting proceeds.
 - c. See time-line for due dates for submission of Facilities Use Permit Request forms.
23. Estimated fees may be requested to be paid in advance at the District Office before the Facilities Use Permit Request is approved. A sample copy of facilities rental rates, custodial rates, and equipment use rates is furnished on request. Final charges are based on the actual use of facilities as may be indicated on the countersigned copy of the building permit.
24. The following rules and regulations are applicable to Class I permits: Co-curricular, school team, athletic practices resulting from the extension of the school day do not require a permit. However, the activities of these groups do not pre-empt building permits that have been issued.
 - a. The Building Principal may use the building without a building permit for PTO officer's meetings, planning committees, or other committees, etc., however, other PTO activities require a Facilities Use Permit.
 - b. The Building Principal may authorize a teacher to supervise an activity in a portion of the school building without the presence of custodial personnel in the building by issuing a Class I permit. The teacher is responsible for the care of the building and conduct of activity during building use. Building use shall be allowed only when the Building Principal determines that supervision is adequate and a practical alternative does not exist. The building portion in use should be locked from the rest of the building. Building utilities shall be maintained at the same level as when school is not in session.
25. The Monona Grove School District Board of Education and the Superintendent are responsible for the condition and maintenance of school buildings and facilities. All other employees are responsible for the conduct of activities held in the school buildings and facilities.

26. Gymnasium and locker room facilities are made available not more than 20 minutes prior to the first scheduled use of the gym. Locker rooms are open not more than 20 minutes after the end of the last scheduled use of the gym.
27. A Facility Use Permit approves facility use; however, the Monona Grove School District reserves the right to pre-empt a Facility Use Permit that has been granted, and substitute another facility if the needs of the Monona Grove School District require such a substitution of facilities.
28. The Building Principal will send a copy of all Class I Building Permit Request Forms to the Director of Building and Grounds.

FACILITIES USE
RESERVATION OF FACILITIES TIME LINE

Facilities Use Permit Request Forms must be received in the Office of the Director of Buildings and Grounds no later than two weeks preceding the requested date(s)

Reservation of buildings or facilities is made for each building permit classification as follows:

Class I

The Building Principal schedules annual reservations for Class I organizations annually for the following school year up to **May 31**. These reservations will be placed on the school calendar, and are granted 1st priority.

Additional annual reservations for Class I organizations may be made after **June 30th** on a “first come, first served” basis. Such reservations may not pre-empt other permits that have been granted.

Class II

The Building Principal schedules annual reservations for Class II organizations/individuals for the following school year **between June 1 and June 15**.

Other requests will be scheduled after August 31st on a “first come, first served” basis.

The Building Principal will approve the dates available and forward a copy of the Facilities Use Permit Request to the Director of Buildings and Grounds.

Priority will be given to regularly recurring activities where the Facilities Use Permit Request Form has been filed within the June 1st to June 15th time frame.

Class III

Between **June 16th and June 30th** of each year, individual/organizations shall submit a Facilities Permit Request Form for the following school year to the Building Principal. Scheduling and the issuance of permits will take place after August 31st.

Other requests will be scheduled after August 31st on a “first come, first served” basis.

The Building Principal will approve the dates available and forward a copy of the Facilities Use Permit Request to the Director of Buildings and Grounds.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

Priority will be given to regularly recurring activities where the Facilities Use Permit Request Form has been filed within the June 16th to June 30th time frame.

Class IV

Between **July 1st and August 31st** of each year, individual/organizations shall submit a Facilities Permit Request Form for the following school year to the Building Principal. Scheduling and the issuance of permits will take place after August 31st.

Priority will be given to regularly recurring activities where the Facilities Use Permit Request Form has been filed within the July 1st to August 31st time frame.

Other requests will be scheduled after August 31st on a “first come, first served” basis. The Building Principal will approve the dates available and forward a copy of the Facilities Use Permit Request to the Director of Buildings and Grounds.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

Class V

Beginning **June 15th** of each year, MATC, University of Wisconsin, and other governmental or quasi-governmental agencies submit their Facilities Use Permit Request Form to the Building Principal. After August 31st of each year requests shall be granted on a “first come, first served” basis.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

Class VI

Upon Recommendation by the Director of Pupil Services and the Director of Curriculum, permits may be issued to school age childcare programs.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

Class VII

Beginning **July 1st** of each year, individual/organizations may submit a request for the use of space.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

Class VIII

Beginning **August 1st** of each year, individual/organizations may submit a request for the use of space.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

Class IX

Between **July 1st and August 31st** of each year, individual/organizations shall submit a Facilities Permit Request Form to the Director of Buildings and Grounds. An effort will be made to match renter needs to available surplus space.

Scheduling and the issuance of permits will take place after August 31st.

Priority will be given to regularly recurring activities where the Facilities Use Permit Request Form has been filed within the July 1st to August 31st time frame.

Other requests will be scheduled after August 31st on a “first come, first served” basis. The Building Principal will approve the dates available and forward a copy of the Facilities Use Permit Request to the Director of Buildings and Grounds.

An effort will be made to match renter needs to available surplus space.

Upon approval, a rental agreement will be executed between the renter and the MGSD.

The Facilities Use Permit Request Form must be received by the Director of Buildings and Grounds **no later than two weeks preceding the request date(s)**.

LEGAL REFERENCES:

CROSS REFERENCES:

BOARD APPROVAL: December 10, 2003

FACILITIES USE

Fee Schedule

Estimated fees may be requested to be paid in advance at the District Office before the Facilities Use Permit is approved. Final charges are based on the actual use of facilities as may be indicated on the countersigned copy of the building permit.

Type of Facility	Cost Per	A Rate	B Rate	C Rate
Regular classroom	hour			
Dance Studio	hour			
Arts rooms	hour			
Family/consumer ed	hour			
Industrial arts	hour			
Serving kitchens-Elementary	hour			
Service Kitchen-Winnequah	hour			
Serving Kitchen-MGHS	hour			
E.F. Schwan Fine Arts Ctr(599)	hour			
Taylor Prairie Stage	hour			
MGHS Dist Learning Lab	hour			
Computer Lab	hour			
Elementary IMC	hour			
Winnequah IMC	hour			
MGHS IMC	hour			
MGHS-Commons	hour			
Large group Rooms	hour			
Principals Office	hour			

Custodial Rates (per hour)	Regular	Saturday	Sunday	Holiday