

Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active
Adopted	December 9, 2019

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

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.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

The use of District grounds and facilities shall be considered with the following factors:

- A. The proposed use of school facilities will interfere with the educational mission or extracurricular programs or activities of the schools.
- B. The proposed use of school facilities poses an unreasonable risk of physical injury to school-age attendees and/or other participants (example: combat sports/boxing).
- C. The proposed use of school facilities poses a substantial risk to school security.
- D. The proposed use of school facilities poses an imminent risk of illegal activities.
- E. The proposed activity involves subject matter that is legally obscene, determined by reference to any activity's intended audience or participants.
- F. The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property.
- G. 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.

Recreational Activity

Any non-school sponsored group requesting to use District facilities must complete an online application form prior to such usage.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the representatives from the impacted local governing body to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities by non-school sponsored groups or for non-school sponsored activities, including a schedule of fees. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a

Wausau School District Facility Use Fee Schedule



Factors Determining Tier Placement

	Tier 1	Tier 2	Tier 3
Resources	Low need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc...	Moderate need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc	High need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc..
Staffing	No custodian is needed to open up/close up or be on-site during the event.	A custodian is needed to open up/close up and potentially be on-site during the event.	District personnel, including but not limited to custodians and/or kitchen staff, are needed to open/close and be on-site during the event.
Facilities	A single-site, low maintenance area such as a classroom or an outdoor field /gymnasium for practice use, etc.	A single site or multiple sites, moderate maintenance area such as an auditorium, commons or gym etc.. where an event is being hosted	A single site or multiple sites, higher maintenance area such as an auditorium, commons or gym etc.. where a larger event is being hosted
Purpose	The purpose of the event/usage is to benefit a significant majority of Wausau School District students.	The purpose of the event/usage is to benefit both Wausau School District Students and the hosting organization.	The purpose of the event/usage is to benefit the hosting organization

Notes

- (1) Tier placement is for estimating purposes only. Final determination of minimum fees will be communicated when the reservation is fully approved.
- (2) A preponderance of need and purpose will be used to determine the final tier placement and cost for use of the facility.
- (3) The Requestor will be provided a minimum cost for their request. The actual cost may vary due to increased hours, damage, misinformation, etc.
- (4) All non-District users must provide proof of liability insurance prior to using the facilities.
- (5) Use of District pool(s) requires additional permission and requirements. Contact Wausau School District Buildings and Grounds office for details.
- (6) Use of fields does not include supplies, i.e. chalk, balls or grooming equipment.
- (7) District will have the final determination if Custodial support is required and in what amount due to the nature of the event and set-up / tear-down time.

Cost per hour

SCHOOLS/AREA	Sq.Ft./capacity (approx.)	Cost per hour		
		Tier 1	Tier 2	Tier 3
Classroom	900-1100	No Cost	\$20	\$125
Fieldhouse (High Schools)	West: 29,000 East: 32,000	No Cost	\$40	\$250
Gymnasium (Middle and Elementary Schools)	15,000	No Cost	\$30	\$200
Practice Fields or outdoor venues	Varies	No Cost	\$10	\$75
Varsity Fields or outdoor venues	Varies	No Cost	\$20	\$100
Auditorium (Requires District A/V specialist)	West: 748 seats East: 900 seats	No Cost	\$30	\$200
Cafeteria/Commons (High Schools only)	2,500	No Cost	\$30	\$200
Pool (Additional requirements, call for details)		No Cost	\$40	\$250
Parking Lots	Varies	No Cost	\$10	\$75
School Forest	Varies	No Cost	\$40	\$200

Ancillary items

Cost per unit

Ancillary items	Tier 1	Tier 2	Tier 3
Custodian (Outside normally staffed time, 6am - 11pm weekdays and non-holidays)	\$25/hr weekday \$35/hr weekend	\$25/hr weekday \$35/hr weekend	\$25/hr weekday \$35/hr weekend
Kitchen Staff (required for kitchen use)	\$25/hr weekday \$35/hr weekend	\$25/hr weekday \$35/hr weekend	\$25/hr weekday \$35/hr weekend
District A/V Specialist	\$35/hr weekday \$45/hr weekend	\$35/hr weekday \$45/hr weekend	\$35/hr weekday \$45/hr weekend
Computer Technician	\$35/hr weekday \$45/hr weekend	\$35/hr weekday \$45/hr weekend	\$35/hr weekday \$45/hr weekend
Snow Removal (if required beyond normal frequency)	Actual cost	Actual cost	Actual cost



Your insurance on file expires on 5/25/2022. If your policy expires before or during your event, please send an updated certificate.

Facilities Agreement

Last Edited: 5/12/21 at 8:09am

From: Wausau School District
 650 S 7th Avenue
 Wausau, WI 54401

Contact/Billing Person: Leslie Harrison
 Mobile Phone: (989) 863-0115
 Email: lharrison@wifamilycouncil.org

EVENT NAME: EVERY BLM: Ambassadors of Reconciliation Training
To: Wisconsin Family Council
 PO Box 14440
 Madison, WI 53708

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Sat 5/22/2021	Wausau East - Auditorium			
4:00pm - 5:00pm	Setup	1.00	\$ 0.00	\$ 0.00
5:00pm - 8:40pm	EVERY BLM: Ambassadors of Reconciliation Training	3.67	\$ 30.00	\$ 110.10
8:40pm - 9:00pm	Teardown	1.00	\$ 0.00	\$ 0.00
Summary	Facilities Rental: \$ 110.10			Estimated Total Charges: \$ 110.10
	Other Needs: \$ 0.00			Balance Due: \$ 110.10
	Extra Charges: \$ 0.00			Total Amount Paid: \$ 0.00
				Remaining Balance Due: \$ 110.10

Set-Up Notes:

05/22/21:
 We'll need audio for microphones (2) as well as capabilities for powerpoint presentation (screen and projector usage.)

The undersigned hereby applies for use of public school buildings as indicated. The rental rate stated and such services/charges for personnel are only an estimate. Actual charges will be invoiced after the event.

It is agreed that while being used by the Undersigned, proper control will be maintained over the building and any person who may be therein. It is agreed that any damage beyond normal use for the purpose requested will be the liability of the Undersigned.

The Undersigned agrees to indemnify, save, and hold free and harmless the Wausau School District and its officers, agents, and employees, from and against all claims, demands, loss liability, cost, or expense of any kind or nature whatsoever which the school district or its officers, agents, or employees, or any of them, may sustain or incur or that may be imposed upon them, or injury to, or death of, persons, damages or property arising out of, connected with, or attributable to the rental, use, and occupancy of the public school building provided herein.

I have received and read a copy of the Board Policy 1630, all statements herewithin, and agree to abide by them. I am aware that the use of or sale of intoxicants or controlled substances, smoking or the use of smokeless tobacco will not be allowed in school buildings or on school grounds at any time or under any circumstances. Users who violate this rule shall run the risk of having future applications for facilities usage denied.

 Signature
 Larry Cihlar
 Wausau School District

Attachments:

Signed & Returned 05/12/2021

 Signature
 Leslie Harrison
 Wisconsin Family Council

Facilities REQUEST from Leslie Harrison requiring your attention.

Subject: Facilities REQUEST from Leslie Harrison requiring your attention.
From: notifications@sender.rschoolday.net
Date: 4/22/2021, 12:07 PM
To: esteinke@wausauschools.org

Leslie Harrison of Wisconsin Family Council submitted a Facilities Request on Thu, 22 Apr 2021 12:07pm

REQUEST DETAILS:

Activity Name: EVERY BLM: Ambassadors of Reconciliation Training

Saturday, 5/22/2021 from 5:30pm-9:00pm

Wausau East - Auditorium

Attendance: 200

Set-up Notes: We'll need audio for microphones (2) as well as capabilities for powerpoint presentation (screen and projector usage.)

Other Information:

Description of Event: From May 20-22, Kevin McGary and Neil Namman, co-founders of Every Black Life Matters (EBLM) will be in Wausau to provide strategic training on issues of race and social justice. EBLM was created to provide a counter point to the deceptions of Black Lives

[APPROVE AS IS](#)

[DENY THIS REQUEST](#)

[VIEW/EDIT/APPROVE/DENY THIS REQUEST](#)

[OPEN FACILITIES CALENDAR](#)

Requested by:
Leslie Harrison
lharrison@wifamilycouncil.org

Contact our Facilities Department for questions.



https://partners.everyblm.com/?_ga=2.16179190.1314981188.1622206190-1006001803.1622206190