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 shall be requested online at www.mononagrove.org 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 requests 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-insured.

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 accepted requesters of school buildings and facilities. Failure to observe them is justification for revocation of the accepted request or refusal to accept future requests.

The Board may grant Facility Requests 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, at the principal's discretion, to all use of school buildings if one or both parents do not accompany a child:

AGE	WEEK NIGHTS	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. 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.

Restrictions may be placed on use of school facilities during the school year vacation periods.

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. During the school year a room is provided for childcare programs approved annually by the Board of Education at each of the district's elementary schools.

Facility use is classified and defined as follows:

Class I Acceptance for organizations directly involved with the individual school and its education may obtain a Class I certification, 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 a Class I certification.

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

Class III A certification is 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. Forward a copy of their 501(c)(3) form to the Monona Grove School District Office.
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 certification is 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 certification is 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. Forward a copy of their 501(c)(3) form to the Monona Grove School District Office.
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 certification is 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 certification is issued to governmental or quasi-governmental bodies. The Madison Area Technical College (MATC) and the University of Wisconsin may also be issued Class V certification for the purpose of conducting classes.

Class VI certification is 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 certification is issued to organizations or groups that are primarily comprised of adult residents of the Monona Grove School District.

Class VIII certification is 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.

Facility Use Requests must be received online no later than two weeks preceding the requested dates.

Facility use charges and Reservation Timelines are as follows:

Class I: Reservation Window is open June 1 and continually on a "first come, first served" basis. No charges.

The Class I user may request reservations for Class I use annually for the following school year. Online requests should be requested by June 1st, any requests after June 1 may not be approved due to previous requests. These reservations will be placed through the Online Facility Calendar and are granted 1st priority. Additional annual reservations for Class I organizations may be made continually on a "first come, first served" basis. For Class II-IX, the district reserves the right to limit requests when necessary.

Class II: Reservation Window is open June 1 and continually on a "first come, first served" basis. Requesters will be charged a Class II Rate plus custodian overtime during noncustodial contracted hours and/or equipment costs.

Class IIIA: Reservation Window is open July 1 on a "first come, first served" basis. Groups defined as Class IIIA Requesters are those that (1) have non-profit status as defined by law; or (2) are not engaged in for-profit or fund-raising activities or who either do not charge tuition or an admission fee. These requesters shall pay Facility Use Class IIIA Rate plus custodial overtime during non-custodial contracted hours and/or equipment costs.

Class IIIB: Reservation Window is open July 1 on a "first come, first served" basis. Groups defined as Class IIIB Requesters are those that (1) 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 Class IIIB Rate plus custodial setup/cleanup/overtime during non-custodial contracted hours and/or equipment costs.

Class IV A: Reservation Window is open August 1 on a "first come, first served" basis. Groups defined as Class IV A (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 Class IVA Rate plus custodial setup/cleanup/overtime during non-custodial contracted hours and/or equipment costs.

Class IV B: Reservation Window is open August 1 on a "first come, first served" basis. Groups defined as Class IV B (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 Class IVB Rate plus custodial setup/cleanup/overtime during non-custodial contracted hours 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: Reservation Window is open July 1 on a "first come, first served" basis. Groups defined as Class V Requesters such as the Madison Area Technical College, University of Wisconsin, and other governmental or quasi-governmental bodies are charged Facility Use Class V Rate including any other related costs, such as custodial setup/cleanup/overtime during non-custodial contracted hours and/or equipment costs.

Class VI: Reservation Window is open June 1 on a "first come, first served" basis. School-age childcare programs shall be charged a flat fee for a reasonable allocation of space, (WI Stat. 120.125) as determined by the district. 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: Reservation Window is open August 1 on a "first come, first served" basis. Groups defined as Class VII Requesters shall be charged Facility Use Class VII Rate plus custodial setup/cleanup/overtime during non-custodial contracted hours and/or equipment costs.

Class VIII: Reservation Window is open August 1 on a "first come, first served" basis. Groups defined as Class VIII Requesters shall be charged Facility Class VIII Rate plus custodial setup/cleanup/overtime during non-custodial contracted hours and/or equipment costs.

Class IX: Reservation Window is open August 1 on a "first come, first served" basis. Groups defined, as Class IX Requesters shall pay Facility Use Class IX Rate and setup/cleanup/overtime during non-custodial contracted hours and/or equipment costs as negotiated by the Monona Grove School District Director of Business Services.

FACILITIES USE – ADMINISTRATIVE RULES,
REGULATIONS AND GUIDELINES

1. An accepted Facility Request 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. An accepted Facility Requestor 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. Facility users shall provide a sufficient number of responsible adults (age 21 or over) to serve as supervisors, chaperones or crowd control to ensure that the activity or event will be safely controlled and to ensure proper use/care of District property for the duration of the facility use.
4. Facility users shall designate one or more on-site representative(s) as the person in charge. The person in charge shall be present when the facility is opened and when an authorized District Employee arrives to close the facility.
5. 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.
6. When schools are closed due to weather, or other emergencies, all Facility Requests are cancelled. In the event of an emergency situation, such as fire or severe weather, the adult in charge shall direct all attendees per posted emergency procedures. The designated adult in charge shall be responsible for the welfare of all attendees in the event of an emergency.
7. The District has liability insurance that covers only the school district. Facility use applicants shall be required to provide proof of insurance. Proof of insurance must include comprehensive, general liability, policy limits of not less than $1,000,000 single limit per occurrence for bodily injury, and property damage that names the "Monona Grove School District" as "Additional Insured". The certificate of "additional insured" shall be sent to the District Office a minimum of fifteen (15) days PRIOR to the scheduled facility use. The Director of Business Services has the authority to waive the insurance requirement with appropriate rationale.
8. 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.
9. 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.
10. 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.
11. 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.
12. The request for school district facility use will not be issued until the on-line request has been approved by the Facility Coordinator.
13. Only the Monona Grove School District may pay its employees for services involving the use of school facilities.

14. 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
15. Refreshments/food may be served only in designated areas as identified by the building principal or designee.
16. In no case can refreshments be permitted in the gymnasium, swimming pool, or auditorium.
17. All participants playing sports or games in the gymnasiums must wear gym shoes. Only non-marking gymnasium athletic shoes are allowed.
18. 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.
19. 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.
20. 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.
21. Storage is not included as part of a Facility Request. If storage is requested and available, arrangements must be made with the Building Principal. When necessary he/she will consult with the Director of Facility and Safety.
22. A cancellation fee will be charged to the Facility Requester for cancellation of requests with less than 24 hours advance notice for school day requests, and 7 days notice for non-school day requests.
23. Facility Requests must be made as follows:
    a. Online Facility Requests **must be received by the Facility Coordinator no later than two weeks preceding the requested date(s).**
    b. The Online Facility Request must include the following: organization name, 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; purpose for collecting proceeds, and setup for the event.
    c. See time-line for due dates for submission of Facilities Requests.
24. Estimated fees will be provided when the Facility Request is approved. A sample copy of facilities rental rates, custodial rates, and equipment use rates can be obtained online. Final charges are based on the actual use of facilities.
25. After an approved online request, the Building Principal may authorize a teacher/coach to supervise an activity in a portion of the school building without the presence of custodial personnel. 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.
26. 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.

27. An accepted Facility Request approves facility use; however, the Monona Grove School District reserves the right to pre-empt a Facility Use Request that has been granted, and substitute another facility if the needs of the Monona Grove School District require such a substitution of facilities.

Use of School Kitchens

The school kitchens and utensils are used for school lunch preparation and service. Kitchen facilities may be used for other school and non-school functions with the permission of the Food Service Director and/or the Kitchen Manager and within the Building Use Policies of the school district.

SCHOOL KITCHEN USE PROCEDURE

Regulations require the District to maintain Food Service facilities in compliance with all sanitation and health standards as stated in the State Board of Health Chapter HSS196, Restaurants. These standards must be met at all times, including the use of Food Service facilities for functions other than school lunch preparation.

Food Service equipment must be operated by trained personnel. Inexperienced use of the equipment may be dangerous to the operator and detrimental to the equipment. Unauthorized use of small equipment (i.e. spoons, spatulas, knives, coffeepots, etc.) is prohibited.

Strict requirements for school kitchen use are also necessary so the facility is left in an orderly manner and ready for regular use by the Food Service staff. Valuable meal preparation time cannot be wasted due to cleaning up after other users or hunting for misplaced equipment.

Storage of food and/or supplies purchased from an unapproved school food service source is prohibited. This includes storage of food in kitchen coolers, freezers and dry storage. This will ensure the food and/or supplies used for School Food Service are not cross-contaminated with food and/or supplies from an outside source.

Food Service (fund 50) is a self-operating program. The program does not receive any funds from the general fund (fund 10). If equipment is damaged or borrowed and not returned, the repair/replacement cost must be paid from the Monona Grove Food Service budget. This directly affects the cost of school meals.

The kitchen used for school lunch preparation or serving may be used for school and non-school functions contingent upon the following restrictions:

1. The building Kitchen Manager must be notified at least one week in advance by the building principal or Food Service Director of when and what function will be going on in the school kitchen. The name of a contact person for the function and telephone number should be given to the Kitchen Manager. The contact person is responsible for setting up a meeting with the Kitchen Manager to discuss equipment and supplies needed for the event.

2. Food and paper supplies may be purchased from Food Service by school sponsored groups with advanced arrangements with the Food Service Director. Arrangements

should be made at least two weeks before the function. Absolutely no food or supplies can be used unless prior arrangements have been made.

3. Food Service will supply dishcloths, aprons or towels and cleaning supplies if requested, for a small service charge. In addition, the Kitchen Manager will assemble all small equipment requested (i.e. spoons, scoops etc.)

4. If the kitchen facilities are used to prepare and/or serve food, a Food Service employee will be paid according to the current union contract. Actual wages and benefits will be charged to the user organization.

5. The kitchen must be left as clean as it was found and all pans and utensils should be returned to the proper places. The building custodian or Kitchen Manager must be notified if any problem develops in meeting this commitment.

6. Garbage must be placed in the dumpster by the user or building custodian the day of the event.

7. Future kitchen use may be denied a group or individual if, after use, kitchen, equipment and/or utensils are not found satisfactory by the Kitchen Manager.

LEGAL REFERENCES:
CROSS REFERENCES:
SUPERINTENDENT APPROVAL: June 3, 2009