

SCHOOL DISTRICT OF MANAWA

830

COMMUNITY USE OF SCHOOL FACILITIES

All requests for the use of facilities by any outside organization wishing to use the buildings or grounds after school hours shall be made through the District Administrator, who will schedule all requests with the office of the building principal concerned. Any school activity subject to control of the Board shall have precedence in the use of school facilities.

No reservation will be made until the application is returned and approved by the District Administrator. The right to revoke a permit at any time is reserved by the Board or the District Administrator.

Use of school facilities shall be in accordance with established guidelines.

LEGAL REF.: Sections 120.10(9) Wisconsin Statutes
120.13(17), (19) and (21)

CROSS REF.: 830-Rule(1), Guidelines for Use of School Facilities
830-Rule(2), High School Weight Room Rules
830-Exhibit, Room Contract

APPROVED: March 1987

REVISED: January 24, 2000

SCHOOL DISTRICT OF MANAWA

830-Exhibit

ROOM CONTRACT

It is hereby agreed upon by the School District of Manawa, Board of Education, the party of the first part, for future reference known as the "Board" and the _____, the party of the second part, for future (party requesting the contract) reference known as the "leasee" to rent from the Board:

(Name of room or rooms)

on _____
(date or dates)

Furthermore, the Leasee agrees to reimburse the Board a remuneration of \$_____ as set forth in this contract by the Board.

Furthermore, the Leasee agrees to follow School Board Policy, and the rules and regulations as established by the Board. (Rules and Regulations attached to contract.)

Furthermore, the Leasee places _____
(name of person in charge of rental)

in complete charge and directly responsible for immediate contract by the Board.

Therefore, be it resolved that the Board and the Leasee agree to this contract.

For the Board: _____

Leasee: _____

Date: _____

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SCHOOL DISTRICT OF MANAWA

830-Rule(1)

GUIDELINES FOR USE OF SCHOOL FACILITIES

A. Conduct

1. The Board reserves the right to restrict the use of the facilities by any group, which in the Board's opinion, will disrupt school operations or damage school facilities.
2. Organizations using District facilities shall abide by the following rules:
 - a) Tobacco use shall be prohibited.
 - b) There shall be no alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds.
 - c) Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted.
 - d) Under no circumstances shall scenery or other property be stored in the commons or gymnasium.
 - e) Nothing shall be sold, given, exhibited or displayed without permission.
 - f) The applicant is held responsible for the preservation of order.
 - g) The Board provides proper dressing rooms but does not provide use of school furniture or other accessories.
 - h) The Board assumes no responsibility for property theft on the premises during such use by the applicant.
 - i) All electrical equipment and arrangements shall be in charge and control of the Board or its representatives.
 - j) The Board or its representatives shall have free access to all rooms at all times.
 - k) The commons, gymnasium or other rooms used by the applicant will be examined carefully after use, and the applicant agrees to make good promptly any loss or damage occurring during the applicant's use of said room or rooms.

B. Fees

1. The Board reserves the right to deviate from the rental guide.
2. Any use of any building at times when custodians are not scheduled for work will necessitate their being paid by the

group using the facility. The District will approve all such payments in advance.

3. If the kitchens are to be used, it is required that a district food service employee is hired at their salary schedule. Arrangements must be made through the director of food services.
4. Room Rental Fee Guide:

Non-Profit		Profit
No-Admission	Admission	
<u>High School Gym/Middle School Gym</u>		
\$10/2 hours	\$15/2 hours	\$80/5 hours
+	+	+
\$5/hour thereafter	\$5/hour thereafter	\$15/hour thereafter
<u>Elementary School Gym</u>		
\$5/2 hours	\$10/2 hours	\$60/5 hours
+	+	+
\$5/hour thereafter	\$5/hour thereafter	\$15/hour thereafter
<u>Elementary Cafeteria</u>		
\$5.00	\$10.00	\$30.00
<u>Commons</u>		
\$10.00	\$15.00	\$50.00
<u>Kitchen</u>		
Hire 1 cook at salary agreement	Hire 1 cook at salary agreement	\$75.00 + hire 1 cook at salary agreement
<u>Classrooms</u>		
NC	NC	NC
<u>Shops</u>		
\$10.00	\$20.00	\$75.00

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