

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT – ADDENDUM A (updated 4 20 22)

The School Board of West Central Area School District #2342 recognizes that school facilities belong to all of us. Encompassing a wide range of buildings and facilities, our schools are one of our community's greatest assets. Allowing groups and organizations to utilize school buildings/facilities is an important part of using our schools to the fullest extent.

The Activities Director in cooperation with the Business Manager and Community Education Director coordinate use (and rental use) of West Central Area District #2342 buildings and other facilities.

Requests for use of the school facilities will be considered in accordance with the below priority schedule. The intent is to make available the District's facilities on a continual basis, whenever possible, to all district residents. Facility Booking Priorities are as follows:

1. In Season Youth Sports teams (7-12)
2. MSHSL sponsored post season tournaments/contests
3. Other school sponsored activities (concerts, programs, etc.)
4. Community Education classes/activities
5. In season sport booster/youth feeder program sponsored activities
6. Out of season youth groups/activities
7. Youth groups consisting of at least one WCA student and additional non-students
8. Non-profit groups/organizations within the School District
9. Other groups within the School District
10. For-profit groups inside the School District
11. Out-of-District groups and individuals

The final authority concerning the scheduling of the school facilities usage constitutes a responsibility of the Superintendent or the designated representative.

GENERAL REGULATIONS

1. **RENTAL AGREEMENT AND FEES:** All groups requested the use of District facilities must sign a rental agreement and pay a rental fee (if applicable). The rental fee charged will vary depending on the nature of the sponsoring organization/group, type of facility used, and length of time the facility is used. Administration will decide rental arrangements and fees for any situation not described below or indicated on the fee schedule. You may not use rooms or facilities not asked or authorized for.
2. **PERSONNEL:** A custodian, or in certain circumstances a capable WCA staff member, must be on duty whenever building facilities are used.
 - a. A trained technician must be on duty when operation of the light/sound is required
 - b. A computer technician may be required to be on duty when technology aspects are needed.
 - c. A kitchen staff employee may be required when the kitchen area is being used.

3. **SUPERVISION:** All activities must have competent adult supervision. This supervisor must be in attendance at all times and accept responsibility for the conduct of the group, the care of the facility, and the equipment. WCA staff members shall supervise facility and equipment operation, but will not supervise the renters of their activity.
4. **EQUIPMENT:** At an additional charge, school equipment may be used only if prior arrangements are made in advance with the Community Education or Activities Director. You will not have access to equipment that has not had prior approval. Destroyed or damaged equipment must be replaced or repaired by the renter at the renter's cost.
5. **FOOD SERVICE FACILITIES:** Food may be served in the WCA Schools under the following regulations:
 - a. Food, coffee, and other appropriate beverages must be served in approved locations within the school buildings.
 - b. Dinner and banquets may be catered by firms acceptable from the Food Service Director
 - c. Kitchen facilities shall not be used unless a food service employee is on duty. Groups will be billed accordingly for the hours worked.
 - d. Any exemption to the above rules must receive advance administrative approval.
6. **GYMNASIUM/WRESTLING ROOM RENTAL:**
 - a. All athletic participants must wear the proper footwork
 - b. Water is the preferred beverage of choice
 - c. Clean up any spills or clothing left behind
7. **AUDITORIUM:**
 - a. A light/sound technician must be on duty whenever the light and sound system is used (unless special arrangements have been made and approved by the Theater or Music departments).
 - b. Food and beverages other than water are prohibited in the Auditorium
 - c. All groups using the Auditorium must remove all materials, refuse, and/or any other item brought into the facility immediately following the completion of the event.
8. **CLEAN-UP:** All groups may be assessed custodial costs for cleaning the area after the facility use. All groups using school facilities are asked to clean up after themselves and return the room/facility to its original order to help minimize custodial clean-up cost. The renter should dispose of all refuse and debris properly in the designated areas.
9. **PUBLICITY:** When an organization is granted use of a school facility, the organization shall, at times, fully identify itself as the sponsoring organization and accurately represent the content/activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.
10. **LAWS:** All ordinances, laws, and district policies pertaining to school facilities must be observed when using a school facility. Failure to abide by these, will significantly impact the organization/groups ability to use the facility again.
11. **CONCESSION STAND USE:** The district holds the right to sell concessions at any activity or event being held on school property. The district can relinquish these rights to outside groups at any time.

12. OUTSIDE AREAS: Follow the same rules/guidelines as inside areas.

13. CLOSURE: The school district reserves the right to cancel or postpone an event at any time. Some examples include (but are not limited to): inclement weather, facility conditions, etc.

14. CONSIDERATION OF USE: WCA School District reserves the right to refuse the use of school facilities when it has been determined that such use is not in the best interest of the WCA School District, or if the group requesting use of the facilities has demonstrated a history of misusing school facilities.

Organizations desiring building/facility use are classified into six (6) groups listed below. Rental fees are determined by group classification (See Rental Fee Schedule).

All events and activities must have approved and trained supervision. Staff and/or custodial or cook charges may be incurred at the prevailing rate for each hour of work during non-scheduled working hours. Minimum fee of two hours will be assessed.

GROUP I – School District related groups

Group I shall be permitted the use of facilities at no charge for use of space during regular custodial hours (6:30am-8pm, Mon-Fri). Weekend, non-school day, and late night use is permitted when supervised by a WCA employee or a WCA Board member. The District is not responsible for arranging for a supervisor or compensating a supervisor. When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. District #2342 Groups (school clubs, community education, teacher and/or parent groups for the purpose of conducting school district business, school district employee unions, school productions or school sponsored athletic events.)
- b. District #2342 sponsored fundraisers.

GROUP II- Any youth groups or youth athletic associations within the School District or any youth group or youth athletic association with a minimum of one WCA student.

Group II shall be permitted the use of facilities at no charge for use of space during regular custodial hours (6:30am-8pm, Mon-Fri). Weekend, non-school day, and late night use is permitted when supervised by a WCA employee or a WCA Board member. The District is not responsible for arranging for a supervisor or compensating a supervisor. When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. School-related booster club organizations.
- b. Organized local, non-profit youth groups (church youth groups, Girl Scouts, Boy Scouts, 4-H clubs, etc.) for small meetings (30 or less)
- c. Youth sports teams and associations (athletic feeder programs, etc.)

GROUP III- Non-profits within the School District

Group III shall be permitted the use of facilities at no charge for use of space during regular custodial hours (6:30am-8pm, Mon-Fri). When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. All organizations with 501c3 not-for-profit status.

- b. Organized community service, citizen, and civic groups (Lions, Jaycees, Kiwanis, Legion, VFW, etc.).

Group IV- Other Groups within the school district

Group IV shall be permitted the use of facilities at the applicable rental fee rates during regular custodial hours (6:30am-8pm, Mon-Fri). When additional custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. Family and class reunions, funerals, weddings, showers, etc.
- b. Political caucuses and political candidates for the purpose of a meeting.
- c. Religious organizations for worship or instruction/meeting purposes.

GROUP V – For-profit groups within the School District

Group V shall be permitted the use of facilities at the applicable rental fee rates during regular custodial hours (6:30am-8pm, Mon-Fri). When additional custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. Local businesses or special interest groups for the purpose of conducting meetings or activities of a business or commercial profit-making nature.
- b. Any District group, conducting fund-raising activities that primarily support non-community organizations or interests.
- c. Political fundraisers.
- d. Classes or workshops conducted by colleges and technical universities.

GROUP VI- Out-of-District groups and individuals

Group VI shall be permitted the use of facilities at the applicable rental fee rates during regular custodial hours (6:30am-8pm, Mon-Fri). When additional custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. Any non-district groups or individuals who want to use the school facility.

Rental charges shall be made in accordance with the rental fee schedule. Community benefit events shall be considered non-profit. Legal designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Community Education or Activities Director indicating proceeds of activity will be used for charitable purposes, locally.

The following types of activities are not permitted on WCA facilities:

- Activities promulgating any theory or doctrine subversive to the laws of the United States or political sub-division thereof
- Any activity that tends to violate good manners, morals, or taste
- Activities that would tend to be injurious to the facilities or equipment
- Activities that are discriminatory in nature

West Central Area School District #2342 Facility Use Rental Fee Schedule						
All groups will assume all personnel costs related to needed services and all costs relating to any damages do to the facilities or equipment. Equipment charges will also apply to Groups IV-Groups VI.						
	Group I	Group II	Group III	Group IV	Group V	Group VI
	School District related groups	Any youth groups or youth athletic associations with at least one WCA student	Non-profits within the School District	Other Groups within the school district	For-profit groups within the School District	Out-of-District groups and individuals
	Group I shall be permitted the use of facilities at no charge for use of space during regular custodial hours (6:30am-8pm, Mon-Fri). When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.	Group II shall be permitted the use of facilities at no charge for use of space during regular custodial hours (6:30am-8pm, Mon-Fri). When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.	Group III shall be permitted the use of facilities at no charge for use of space during regular custodial hours (6:30am-8pm, Mon-Fri). When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.	Group IV shall be permitted the use of facilities at the applicable rental fee rates during regular custodial hours (6:30am-8pm, Mon-Fri). When additional custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.	Group V shall be permitted the use of facilities at the applicable rental fee rates during regular custodial hours (6:30am-8pm, Mon-Fri). When additional custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.	Group VI shall be permitted the use of facilities at the applicable rental fee rates during regular custodial hours (6:30am-8pm, Mon-Fri). When additional custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.
Gymnasium	No charge	No charge	No charge	\$30	\$30	\$50
Wrestling Room	No charge	No charge	No charge	\$30	\$30	\$50
Kitchens	No charge	\$25	\$25	\$25	\$25	\$50
Auditorium	No charge	\$25	\$25	\$25	\$25	\$30
Sound and Lights	No charge	\$35	\$35	\$35	\$35	\$50
Commons	No charge	No charge	No charge	\$20	\$20	\$20
Classrooms	No charge	No charge	No charge	\$20	\$20	\$25
Media Center	No charge	\$25	\$25	\$25	\$25	\$40
Weight Room	No charge	\$25	\$25	\$25	\$25	\$40
Locker Rooms	No charge	\$25	\$25	\$25	\$25	\$40
BB/SB Fields	No charge	No charge	No charge	\$25	\$25	\$40
FB Field	No charge	No charge	No charge	\$25 \$35*	\$25 \$35*	\$40 \$50*
Playgrounds	No charge	No charge	No charge	No charge	\$25	\$40
Parking Lot	No charge	No charge	No charge	No charge	\$25	\$40

*Fee includes lighting

Note: Fees listed above, for all buildings and grounds, are for a 2-hour usage period (unless noted otherwise). Functions lasting longer than one time period will be required to pay proportionate space fees for each additional time period or use. Special provisions may be requested but must receive prior approval.

Fee schedule is subject to revision without prior notice at the discretion of the WCA Board of Education.