

USE OF SCHOOL FACILITIES/GROUNDS

Use of school facilities by any public or private agencies and institutions shall be subject to the following procedures, general rules and regulations, priorities for facility usage, and fees/charges. This process pertains to facility use after school hours and during weekends and summer months.

REGISTRATION

- The applicant shall register to become a Client in rSchoolToday using the Muskego-Norway School District website Facilities Use tab. All new clients must read and agree to the expectations listed.
- The supervisor of building and grounds or designee will approve or deny the new Client(s) and verify the appropriate group code.

APPLICATION

- Application for any non-school-related event(s) must be completed in rSchoolToday by an approved Client at least ten days prior to the proposed date of usage.
- The administrative assistant or designee at each building will review the application and complete the approval section.
- Confirmation of the event (indicating approval or denial) will be communicated via e-mail to the Client.
- Upon approval, the event is placed on the rSchoolToday Facilities Calendar and can be viewed by the following:
 - ▶ Building principal or designee of the facility proposed to be used by applicant
 - ▶ Head custodian at the facility proposed to be used
 - ▶ Supervisor of buildings and grounds
 - ▶ Approved Clients
- Appeals relating to facility use shall be made to the assistant superintendent or designee.
- When charges are necessary, the supervisor of buildings and grounds or designee will facilitate billing and invoicing to the organization after the event has occurred.
- A check payable to the "Muskego-Norway School District" is to be sent with a copy of the invoice to the business department at the Educational Services Center.
- Facility use is limited to the applicant only and fees will be assessed per the group classification.

GENERAL RULES AND REGULATIONS

Failure to follow the policy and procedure may preclude a group from future use of school facilities. Misrepresentations and fraudulent applications may preclude a group from future use of facilities.

As stated in the application form, the applicant shall be liable for any damage done to property and for any and all expense incurred in consequence of any such use of any school building, or any part thereof, and shall hold school board members, the school district and its staff free and harmless from any and all liability. Certificates of Insurance may be required at the district's discretion before rental of the facility can occur.

Buildings and facilities are to be used only for the purpose designated on the application. In all cases, the group must be supervised by a responsible adult who has been designated by the organization renting the facilities as the person in charge. This designated adult in charge, must be present prior to the start of the activity, during the entire activity and remain until all members of the group have left the building at the conclusion of the activity. This designated adult shall maintain the security of the building throughout the activity.

The organization renting facilities shall provide adequate supervision to ensure control of all attendees and restrict them to designated areas.

A school district employee, or other designated supervisor, capable of providing for the security of the school facility and for service to the permit holder must be on duty whenever district facilities are used. All activities occurring on the weekend or outside regularly scheduled building hours will require a building custodian to be present, unless outlined differently on the group schedule. Regularly scheduled building hours are defined as attached in procedure. If a group requests use of a kitchen, a district-employed staff member must be present to supervise, coordinate, direct and/or be of service. Costs for such school district employee, and other charges, may be assessed when user fees are established for the requested use. Activities may be exempted from the district employee requirement by action of the superintendent or designee.

Users shall adhere to other expectations, rules, regulations, or policies unique to an individual building.

Agreements for use of facilities with Groups 2 through 8 organizations may be canceled or required to move to another location if it is in the best interest of the district.

Facility use requirement and fees to be charged, as delineated in this procedure, may be modified as necessary with school board approval. Fees for such usage are to be reviewed by the business services committee and approved by the school board.

GROUP CLASSIFICATIONS BY PRIORITY WITH FEE STRUCTURE AND APPLICATION TIMELINES

For Groups 3-9, applications for summer facility and field use will only be accepted from May 1st to May 31st.

School (Group 1) events take priority and must be entered in rSchoolToday by August 15th of each year. Muskego Park & Rec (Group 2) has the next priority and has until August 20th of each year to enter their events. After August 20th, Groups 3-9 are welcome to request facility and field use for the school year.

The following classification of groups and fee schedule (see attached) shall be used in determining eligibility, priority for use, and fees to be charged:

GROUP	TYPE	DESCRIPTOR	EXCEPTIONS	EXAMPLES	FEE STRUCTURE
1	Muskego-Norway District Activities			PTO & district identified booster groups. PTO-sponsored dance in which district staff volunteer to be present as supervisor.	No charge at any time provided a district staff member is volunteering his or her time to act as supervisor of the event.
2	Muskego-Norway -- Associated Groups	Any organization whose function is to work with the school or district for the purpose of improving instruction and pupil welfare and which has a direct connection with the district.		Student clubs and teacher's organizations; Teacher Study Groups/Learning Communities of which Muskego-Norway teachers are a part.	No charges for equipment or facility usage provided a district staff member is volunteering his or her time to act as supervisor of the event.
3	Muskego-Norway non-profit groups and municipal recreation	Organizations which are non-profit, organized and active within the Muskego-Norway School District. Municipal recreation groups which are part of a broader league must have a "home" Muskego team competing at the applied for time in order to be classified as Group 3.	When admission is charged or donations are solicited, the director of business services or designee may change the user's classification to Group 5 with the exception of contracted services with the park and recreation departments of Muskego and the Town of Norway.	Scout troops; private/parochial school athletic teams; affiliated recreational groups and service clubs	No charges for equipment or facility usage during scheduled building hours. When special setups or services of custodian, technicians, security and/or equipment operators are required during scheduled building hours, a fee equal to the personnel fee may be charged (minimum of 1 hour). The noted exception within Group 3 is organizations using the varsity athletic fields. These organizations will be charged per the attached fee schedule.
3w	Muskego-Norway non-profit groups and municipal recreation	Same as Group 3	Same as Group 3	Same as Group 3	When services are needed other than scheduled building hours (weekend hours), personnel fees will be charged at scheduled rates, unless a school district employee is volunteering his/her time as the supervisor of the event. The noted exception within Group 3 is organizations using the varsity athletic fields. These organizations will be charged per the attached fee schedule.

GROUP	TYPE	DESCRIPTOR	EXCEPTIONS	EXAMPLES	FEE STRUCTURE
4	Local, independent parent or community-led recreational groups and sport teams.	Recreational organizations, groups and teams which are non-profit, organized and active within the Muskego-Norway School District yet not associated with the City of Muskego recreation program.	When admission is charged or donations are solicited, the director of business services or designee may change the user's classification to Group 5.	Locally organized teams or groups with no direct affiliation to the school district or the City of Muskego recreation program.	Fees for facility and equipment will be charged per the fee schedule. Personnel fees will be charged when personnel is required outside of normal business hours, unless a school district employee is volunteering his/her time as the supervisor of the event. When special setups or services of custodians, technicians, and/or equipment operators are required during scheduled building hours, a fee equal to the personnel fee may be charged (<i>minimum of 1 hour</i>).
5	Private profit making groups and individuals	Individuals or profit-making groups who charge admission or use the facilities to further their own interests or financial gain.	When the net proceeds are contributed to the Muskego-Norway Schools the classification will be Group 3.	Business firms advertising their products, churches or other organizations selling tickets for a dinner or organizations outside of the school district. Private educational tutoring and/or recreational services in which district students can participate.	Fees for facility and equipment will be charged per the fee schedule. Personnel fees will be charged when personnel is required outside of normal business hours. When special setups or services of custodians, technicians, and/or equipment operators are required during scheduled building hours, a fee equal to the personnel fee may be charged (<i>minimum of 1 hour</i>).
6	Private and Public Post-Secondary Educational Institutions	A post-secondary institution which offers a class on the Muskego-Norway campus		Waukesha County Technical College; Aurora University, etc.	Fees for facility and equipment will be charged per the fee schedule. Personnel fees will be charged when personnel is required outside of normal business hours. When special setups or services of custodians, technicians, and/or equipment operators are required during scheduled building hours, a fee equal to the personnel fee may be charged (<i>minimum of 1 hour</i>).
7	All Others				The superintendent or designee will review these for acceptance and determination of fee structure.
8	Non-profit organizations with which the district negotiates agreements or contracts separately			Muskego Parks and Recreation Department; SWAT	Partnership and fees shall be approved annually via separate agreement.

GROUP	TYPE	DESCRIPTOR	EXCEPTIONS	EXAMPLES	FEE STRUCTURE
9	For-profit organizations with which the district negotiates agreements or contracts separately			Before/after school care	Fees shall be competitively negotiated no less than every three years with interested partners. The district reserves the right to determine requirements of providers.

FEE SCHEDULE FOR GROUPS 4, 5, AND 6

I. FACILITIES	Daily Rate
High school and middle school full gymnasium	\$100
High school and middle school per court	\$50
Elementary gymnasium	\$50
Instructional media center (library)	\$50
Cafeteria	\$25
Kitchen (requires kitchen staff, additional cost)	\$25
Classroom	\$20
Football/track stadium	\$300
Soccer stadium	\$300
Baseball/softball stadium	\$300
Practice (non-varsity) fields	\$50

II. EQUIPMENT	Rate
Podium w/speaker	\$10
Microphone	\$15
Chairs	No charge
Tables	No charge
Video playback device w/TV and/or projector	\$25

Above charges for equipment also subject to setup fee.

III. PERSONNEL	Hourly Rate (Includes salaries & benefits)	Weekend Rate
Custodian/Maintenance	\$35	1.5 x hourly
Equipment operator	\$35	1.5 x hourly
Other staff member	\$35	1.5 x hourly

If kitchen is to be used, a staff member is required.

IV. SCHEDULED BUILDING HOURS

Monday-Friday, school year only

High School	7:00 a.m. - 10:00 p.m.
Bay Lane/Lake Denoon	7:00 a.m. - 10:00 p.m.
Elementary	7:00 a.m. - 9:00 p.m.

Summer Hours

All buildings are open at 7:00 a.m., Monday through Thursday.
Buildings are open Fridays at the discretion of the district.

Exceptions to these hours may include holidays and other vacation periods when no school staff are scheduled to work at the requested facility.