

Cochrane-Fountain City School District

Facilities Use Policy

It is the policy of the Cochrane-Fountain City District to permit responsible individuals or organizations to use school facilities to the extent that there is no interference with the educational or co-curricular programs.

The complete control of school facilities and equipment is, by law, vested in the School District and the Administration. When buildings are used for the purpose other than for school use, additional expenses, including heating, lighting and other operating expenses may be incurred by the school system. Therefore, charges will be made by the Cochrane-Fountain City School District to cover these costs. The Superintendent of Schools shall exercise discretion regarding the charging of fees based on the identity of the organization and the proposed building use.

This policy covers all functions/events which are held in the Cochrane-Fountain City School District seven days a week. The rules and regulations governing the use of buildings shall be overseen and enforced by the Superintendent of Schools or his designee.

Priorities for Use of School Facilities

Priorities for use of school facilities, including buildings and athletic fields shall be as follows:

1. School District Sponsored Activities
2. School District Community Education Activities
3. School District Support groups (PTO, Booster Club, Band Booster, FFA Alumni, Etc.)
4. Youth related non-profit organizations

Administrative Rule: August 21, 2013

Procedures for School Building Use

The following Rules and Regulations shall apply to use of District Facilities.

1. A completed **Application for Use of School Facilities** form and certificate of insurance (if applicable) must be submitted to the Business Office: Cochrane-Fountain City School District, S2771 Highway 35, Fountain City, WI. 54629 at least 14 days before the requested use of the facilities.
2. The user is solely responsible for compliance with all state and federal regulations regarding Public Safety laws including fire and police laws.
3. The building user must satisfy the Facility Director that individuals who will be participating on behalf of the user will have proper training for emergency procedures.
4. All district property and facilities are tobacco and alcohol free zones.
5. Firearms, knives and weapons of any sort are not permitted on district property.
6. Police coverage may be required for a particular event. The user is responsible for making these arrangements and for payment of same.
7. The representative of the user must be present throughout the time the facilities are being used and is solely responsible for the supervision of all personnel including participants and spectators.
8. When minors are involved in using a facility, they are required to have adult supervision on a 1 to 10 ratio.
9. Facilities use is permitted only for the times specified on the approved facilities use form. Organizations should not come earlier or leave later than the times specified.
10. School related activities have first priority on facilities. If a school event is running late, the event will be finished before the next group uses the facility regardless of the time stated on the facilities use form.
11. Eating and drinking is not permitted in the auditorium and classrooms, certain restrictions may be posted for each event.
12. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the user organization. The user organization will be billed for any repairs needed to restore the facility and/or equipment to its original state.
13. No electrical equipment shall be connected to any lighting system unless it is first inspected and approved by the district grounds manager.
14. School kitchens are available only when proper lunchroom employees are employed. User must contact the Food Service Director to arrange for instructions.
15. Access to the facility will be available only as indicated on the approved application.
16. Vehicles are strictly prohibited from parking on sidewalks and the circular driveway. All fire lanes and emergency lanes shall remain accessible. Violators are subject to being towed or ticketed.
17. There shall be no parking or driving on any school property in conjunction with any function except as specified by the district grounds manager.

18. The user will be responsible for all event clean-up as designated by the district grounds manager.
19. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the user in accordance with the approved use of the facilities.
20. If user plans on advertising for the success of the event and it is not a school function, user must identify the sponsoring group and shall not imply school sponsorship.
21. On days when school has been canceled because of emergency conditions all scheduled facility events will be also cancelled.
22. The District reserved the right to cancel any event due to unsafe conditions.
23. Unless otherwise stated on the approved facilities form, gymnasiums and field use may not be shared with other organizations.
24. The user will receive an approved (signed) Application of Facilities Form along with a bill for facilities use, equipment and custodial fees.

Insurance Coverage Requirements

1. The user organization shall provide evidence of general liability insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying the application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the State of Wisconsin or acceptable to the administration. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the user organization. Full disclosure is required for any non-standard exclusions.
2. A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personnel injury) must be delivered to the Business Office for review prior to the date of the activity.
3. All Certificates of Insurance must include the Cochrane-Fountain City School District as additional named insured.

Fees

1. It is understood that fees shall be charged for use of school facilities.
2. The Administration may use discretion in determining fees.