

Series	800	School-Community Relations
Section	830	Use of School Facilities
Procedure	834P	Temporary Use of School Facilities Procedure

Equipment Outside the Buildings: School equipment may be used by responsible community groups for a worthy educational, civic, or charitable purpose if:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
2. The equipment is not unusually expensive and not subject to easy damage;
3. The equipment is in good condition;
4. The group will provide a competent operator for any machines loaned.

Fees: Non-profit community groups performing a public service and charging no fee or working with young people of high school age or below - No rental fee.

All others: Fees set by the District Administrator in an amount consistent with the requirements of Section 120.13(17), Wis. Stats., but not to exceed actual costs of supervision, custodial, and utility expenses. (Schedule A).

Responsibility: Any group using a building or portion thereof is responsible for any damage done to the property or thefts occurring while the rental is in effect or as a direct result of the rental.

A person responsible for the rental shall sign a Building Use Application prior to use of the building. (834F).

SCHEDULE A

Farmington Elementary School		Wayne Elementary School	
Kitchen	\$30 per use	Kitchen	\$30 per use
Janitor	\$23 per overtime hour	Janitor	\$23 per overtime hour
Cook	\$20 per hour	Cook	\$20 per hour
Gym	\$7 per hour (4 hour max)	Gym	\$7 per hour (4 hour max)
Classroom	\$5 per hour (4 hour max)	Classroom	\$5 per hour (4 hour max)
Computer Lab	\$15 per hour	Computer Lab	\$15 per hour
Cafeteria	\$9 per hour	Cafeteria	\$9 per hour

Kewaskum Elementary School		Kewaskum Middle School	
Shower Room(s)	\$17 per each use	Shower Room(s)	\$17 each per use
Kitchen	\$30 per use	Kitchen	\$50 per use
Janitor	\$23 per overtime hour	Gym	\$9 per hour (4 hour max)
Cook	\$20 per hour	Janitor	\$23 per overtime hour
	\$7 per hour (4 hour max)	Cook	\$20 per hour
Classroom	\$5 per hour (4 hour max)	Classroom	\$5 per hour (4 hour max)
Computer Lab	\$15 per hour	Computer Lab	\$15 per hour
Cafeteria	\$9 per hour	Cafeteria	\$9 per hour
Large Group Inst. Room	\$9 per hour		

Kewaskum High School		District Community Room	
Shower Room(s)	\$17 each per use	Community Room	\$9 per hour
Kitchen	\$50 per use*	Kitchen	\$15 per use
Janitor	\$23 per overtime hour		
Cook	\$20 per hour		
Field House	\$13 per hour (4 hour max)		
Gym	\$9 per hour (4 hour max)		
Tech Ed/Computer Labs	\$15 per hour		
Commons	\$9 per hour (4 hour max)		

*There will be a \$25 refundable security fee for groups using the kitchen facilities

1. Sports Field: Use of equipment to groom sports field - \$20.00 per game. (Only school maintenance

personnel to operate equipment.)

For Profit Groups	
Elementary School Gyms	\$10 per hour (4 hour maximum fee)
High School Field House	\$15 per hour (4 hour maximum fee)
Middle School and High School Gym	\$13 per hour (4 hour maximum fee)
Cafeterias, libraries, or multi-purpose rooms	\$7.50 per hour (4 hour maximum fee)
Classrooms	\$5 per hour (4 hour maximum fee)
Showers/Locker Rooms	\$17 per use (4 hour maximum fee)
Kitchens	As “per use” in fee schedule
Tech Ed and Computer Labs	\$15 per hour

1. The District Administrator will have the discretion to set a maximum fee to be charged any non-profit, or civic groups, based on sufficient justification.
2. Clubs associated with school(s) will be charged only for labor and kitchen usage during non-school hours.
3. Custodial personnel must be utilized at all times when the school building is not normally in use. The cost will be as shown on Schedule A.
4. Kitchen personnel must be utilized when kitchen facilities for cooking are utilized. Costs will be as shown on Schedule A.
5. A refundable \$25.00 security deposit will be required of all groups using kitchen facilities.
6. Any other items not covered by this policy will be decided at the discretion of the District Administrator.
7. MPTC is charged for Use of Facilities per Schedule A.