

7510.01 - USE OF SCHOOL FACILITIES REGULATIONS

General Regulations

A. All requests for the use of facilities by individuals or organizations outside the school should be made through the Administration. Application forms will be available in the District office and online. The district reserves the right to request residency verification from any/all groups/participants. Preference will be given to those groups/participants that are a majority of Raymond District residents. No building use reservation will be made until the application is returned to the office and approved by Administration.

1. Sunday use of school facilities will require special approval of the District Administrator or designee.
 2. Facilities use permits will be issued to those individuals/organizations who have completed the necessary application forms, paid any necessary fees, and have received proper approval.
- B. Payment in accordance with the fee schedule must accompany each application.
- C. The user will be held responsible for the preservation of order in accordance with state and county ordinances.
- D. There shall be no alcoholic beverages or drugs brought to or consumed in the building or on the grounds.
- E. Individuals, groups or organizations using school facilities should be secure in the peaceful enjoyment of the facilities and premises. Any person who intentionally interferes with the peaceful use and enjoyment of school facilities may be subject to disciplinary action.
- F. The Board, or its representatives, must have free access to all rooms at all times.
- G. Nothing shall be sold, given away, exhibited or displayed without permission of Administration.
- H. Users are prohibited from putting up decorations or scenery or moving pianos or other furniture unless special permission is granted.
- I. The Board does not provide the use of school furniture or other accessories unless special permission is granted. The Board assumes no responsibility for properties left on the premises by the user.
- J. Storage in the gym of scenery or other property to be at the discretion of the District Administrator.
- K. All electrical equipment and arrangements shall be under the charge and control of the Board, or its representatives.
- L. The gym, cafeteria/library or other rooms will be examined carefully after use. Any loss or damage occurring during the use of said room(s) shall be paid for promptly by the user.
- M. School-owned supportive systems such as the stage lights, sound system, score boards, computers, audio-visual and television equipment may not be used unless school personnel trained in its use are present or a trained volunteer.
- N. One (1) or more custodians, or a trained volunteer, at the discretion of the District Administrator, must be present at all times when the building is being used by non-school groups.
- O. School authorities reserve the right to revoke a building use permit at any time.

Building Use Fees

Classification of Users:

Class 1-School Group, any group sponsored by or under the direction of Raymond school including PTO, Raymond School Foundation, Booster Club, Raymond School Alumni, or public meetings directly initiated by the School Board.

Class 2-Service/Local Groups

- a. Service Clubs, i.e. 4-H, etc.
- b. Civic Groups, i.e. RCBO, Raymond Baseball, etc.
- c. Church Groups, i.e. any adult group under the direction of a church located in the Raymond School District
- d. Other schools and school districts
- e. Any local group composed completely of young people working under the guidance and supervision of any adult or an adult organization, i.e. boy and girl scouts
- f. Any local youth athletic organization comprised of a majority of Raymond School District residents
- g. Any local adult athletic organization comprised of a majority of Raymond School District residents

Class 3-Commercial/Private, any individual or group organized for profit. Any group not classified as a Service Group or Local Group, but not for profit, that is not located in the school district.

All other groups, including religious organizations, may be charged the following fees:

1. Gymnasium/Diamonds
 \$15.00 per hour – Rental (1/2 Gym)
 \$30.00 per hour – Rental (Full Gym)
 \$25.00 per hour – Rental (Diamonds)
 (All additional costs for custodial and/or other salaries)
 2. Cafeteria/Library
 \$25.00 per hour - Rental
 (All additional costs for custodial and/or other salaries)
 3. Computer Lab/Media Room
 \$50.00 per hour Rental
 (All additional costs for custodial and/or other salaries)
- A. Charges listed above do not include custodial services. The actual custodial expenses will be charged whenever extra services are required during working hours. Additional charges will be made when custodial services are required during non-working hours, weekends and holidays. These charges will equal one and one-half (1 1/2) times the

custodian's regular hourly rate, except Sundays and holidays will be charged two (2) times the regular hourly rate.

- B. The scheduled charges shall always prevail, regardless of the organization involved, where a charge is made for admission. This includes activities sponsored by non-profit organizations when an admission is charged.
- C. Building use is always at the discretion of the Board or its representative.
- D. Fees may be waived at any time at the discretion of the District Administrator or

designee.

120.10 (9) & (10) Wis. Stats.

120.13 (17), (18) & (21) Wis. Stats.

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