

Procedure for Policy 830 (1): Use of School Facilities

(revised 8-29-22)

All requesters of facilities are to enter requests using the Facility Application with a link provided on the district website. Questions and requests may be forwarded to the Oak Creek Community Education & Recreation (OCR) Department at 414-768-6166.

1. Eligible Requesters shall meet the following criteria:
 - a. Shall be 21 years of age or older.
 - b. Provide assurance that the requester or adult designee will be present throughout requested time.
 - c. Shall have a cleared background check on file with the district. Background checks are completed by the school district, require 2 weeks notice and are valid for one year.
 - d. Shall be responsible for the conduct and control of patrons and participants.
2. New Requestors will be prompted to provide required documents including certificate of liability meeting the requirements as follows:
 - a. Oak Creek - Franklin Joint School District must be named as the Certificate Holder on the facility user's general liability. Insurance carriers must be domestic (U.S. based) and be an admitted carrier in Wisconsin.
 - b. Certificates of insurance must be received a minimum of two weeks prior to the event.
 - c. The lessee will maintain a minimum of \$1M per occurrence and \$2M general aggregate coverage during the entire term of the facility use agreement. The District reserves the right to adjust insurance criteria for events if deemed necessary. Non-profit groups must provide updated documentation of 501(c)3 status.
3. Ways to Request:
 - a. Internal Users/Staff Link: <http://fs-oak.rschooldtoday.com/calendar/index/staff>
 - b. Public/Community Calendar Link: <http://fs-oak.rschooldtoday.com/calendar/index/publicview/>
 - c. Paper copy facility request forms are available at the District Office - 7630 S. 10th Street during regular office hours (Mon - Fri: 7:30am - 4pm)
4. Internal Processing Steps and Special Notes:
 - a. Requests will be processed and confirmed through OCR.
 - b. E-mail notification will be sent listing facility use status.
 - c. Weeknight facility requests are to be filed no less than 14 days prior to the start of a program
 - i. Users in Groups 1-3 shall have classroom spaces, libraries and designated cafeteria spaces available at no cost if used weeknights Monday - Friday.
 - d. Weekend facility events are to be filed no less than 30 days prior to the start of the program. The district has up to two weeks to confirm weekend reservation requests based on custodian availability. Sunday rental hours are 6am- 6pm.
 - e. Additional fees apply for all rentals whenever custodial coverage is needed. Custodial coverage considerations include group size, event purpose, location, and program length.

- f. During the summer months, Spring break and Winter break, facilities and equipment may not be available for extended periods of time because of building maintenance, operation and security.
 - g. Time limits may be set to maximize in season availability.
 - h. Individuals, including district employees, will not be permitted to use the facilities for private parties.
- 5. OCR staff will consult with staff and departments impacted by a facility use request from an outside group before determining approval of the request.
- 6. Eligible requestor will be considered in the following group priority order:
 - a. **Group 1 - Oak Creek - Franklin Joint School District** (includes school-aligned PTO's and booster clubs)
 - b. **Group 2 - City of Oak Creek**
 - c. **Group 3 - Local Community Groups & Non-Profit 501(c)(3) Organizations**
 - d. Any non-profit Oak Creek Community group that uses the District facilities for a lawful non-school purpose. To qualify as an Oak Creek Community Group, the group must be a registered non-profit organization, with at least 75% of organization members as residents of Oak Creek or families in the Oak Creek-Franklin School District. Certified lists of members or attendees may be requested by the District at any time. Examples: Girl/Boy Scouts, select sport teams, Kiwanis and Lions.
 - e. **Group 4 - External Groups & Non-Profit 501(c)(3) Organizations**
Any non-profit group that intends to use the District facilities for a lawful non-school purpose. To qualify a group or organization is based outside the district and has less than 75% of its participants from the city or school district boundaries.
 - f. **Group 5 - Businesses and For-Profit Organizations**
Any group, organization or individual that intends to use District facilities for a lawful non-school purpose and does not fall within any of the other classifications stated in the previous tiers.
- 7. Cancellation
 - a. The District requests notification of a cancellation one week prior to the original reservation. Any cancellation received less than one week prior to the event will incur a 50% cancellation fee.
 - b. Any no shows will be charged the full reservation fee plus any direct staff costs related to set-up or preparation for the event.
 - c. Excessive cancellations or no shows by a group may result in the cancellation of all remaining reservations.
 - d. When school is closed due to inclement weather or other emergency, facilities will be closed. Any anticipated rental fees will be waived.
- 8. Regulations
 - a. Facilities may not sublet or be used for any purposes other than identified on the application for any space, building or grounds.
 - b. Facilities are rented in an "as is" condition.
 - c. Additional equipment, furnishings and set up must be arranged in advance in writing and may incur additional charges.

- d. Group activities shall be confined to their approved reserved facilities. Activities extended to other areas of the building must be pre-arranged. Use of additional facilities not originally requested will incur additional fees.
- e. Facilities shall be made available 6am-10pm outside of school related events. Facility rentals are not available during the school day. Facilities may be closed on Holidays and other blackout dates as determined by school events, cleaning, and maintenance needs.
- f. Participants are to leave the facility no later than the time posted on the reservation agreement. Violation of this rule may result in loss of group reservation rights. If building staff extend work time due to reservation extension, group may be charged additional staff hours.
- g. No alcoholic beverages shall be consumed, sold, given or delivered in the school buildings or on school premises.
- h. No smoking, vaping or use of tobacco products are allowed on school premises by any group using school district facilities or premises.
- i. There will be no metal cleats, shelled nuts or seeds including sunflower seeds or chewing gum allowed on any turf field complex.
- j. If a renter, or their guests, are found to have any of these items in any turf field complex, they will be escorted off the property, charged additional custodial cleaning fees and may have future facility rentals terminated.
- k. Renters shall reimburse the district for any damages resulting from improper use of equipment or building. Any group abusing privileges shall be denied facility use.
- l. Rental charges shall be set by the Board of Education. A deposit of 50% of the anticipated rental fee may be billed at the time of application and required prior to using the facility.
- m. Renters will save and hold harmless the District and the District's employees and agents from and against any losses, damages, liability or expense (including reasonable attorneys' fees) resulting from, claimed by or against, or incurred by the District, arising from any injury to any person or loss of damage to any property, to the extent caused by or resulting from any negligence or willful acts or omissions of the renters or the renter's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents or invitees.
- n. Exterior doors may not be propped open at any time during facility rental.
- o. District representatives have the right to inspect facilities at any time and require compliance with any practices impacting safety of facilities and/or occupants.
- p. In the absence of a building custodian, the district Custodial Supervisor is to be contacted with building safety and security concerns. Non-emergency facility damage is to be reported to the OCR office on the next business day.
- q. Renters assume all responsibility for any personal items that are lost, stolen or broken during the time of rental.
- r. Tape, wax or glue shall not be used on drywall, block construction, walls or wood floors. Use of nails, screws, bolts, or other permanent hardware is prohibited.
- s. Under no circumstances should hard balls be used inside district facilities (flexi-ball or similar brand are acceptable). Plyo balls are restricted to use in designated hard surface areas near the turf diamonds. Violation shall be considered just cause for immediate suspension of this permit and lead to the complete cancellation of your team's accessibility to district facilities.
- t. The district will not assume responsibility for any property brought into the schools or school premises.
- u. Open flames are prohibited.
- v. Reasonable safety precautions will be followed.

- w. Gambling of any kind is not allowed.
- x. Facilities will not be rented for individually sponsored activities such as weddings, showers, private graduation parties and others of a similar nature.
- y. Renters are expected to return all furniture/equipment to its original configuration. Additional cleaning or moving of furniture/equipment will be charged to the scheduled facility user.

Open Scheduling Periods Reservation Dates

	Sept - Dec	Jan - May	June - Aug
Group 1	Approved upon receipt based on internal user priority as follows: District, school, Athletics, OCR		
Group 2 Request Due	July 1	November 1	April 1
Groups 3 - 5 Request Due	August 1	December 1	May 1
Group 2-5	East Middle School ball diamond reservations may be requested beginning January 1 for summer season after high school season concludes (approx June 15). If the high school season ends earlier, additional reservation days between the end of the high school season and June 15 will be available on a first come, first reserved basis.		

Staff, Equipment & Supplies

Access Card Deposit	\$15/card
Field Preparation of grass fields (lining, bases, grooming, goals, etc.)	\$75/day
Snow Plowing (parking lots, drives, sidewalks, entrances) Snow removal is not guaranteed on non-school days. If provided, renters may be responsible for snow removal costs. If estimated costs exceed group allowances, group has the option to cancel the permit with refund when district is notified 24 hours in advance. Elementary removal - estimate 3 hours Middle School removal - estimate 4 hours High School removal - estimate 5 hours	\$75/hour
Information Technology/Audio Visual Support	\$50/hour
Information Technology/Audio Visual Support Sunday (3-hour minimum)	\$70/hour
High School Stadium Scoreboard Attendant	\$25/hour
Gym Scoreboard Attendant	\$20/hour
Lighted Fields (Soccer, Football Stadium, Turf Baseball/Softball Diamonds)	\$15/hour
Theatre Stage/Sound/Lighting Attendant	\$20/hour
Daily Supply Charge - Assessed to groups of 300 or more for consumable supplies such as paper products, trash liners, and cleaning supplies	\$30/building

Hourly Rental Fees

Elementary Schools						
School Type	Cap	Group 1	Group 2	Group 3	Group 4	Group 5
Gymnasium		\$0	\$0	\$16	\$33	\$66
Cafeteria		\$0	\$0	\$0	\$33	\$66
Kitchen*		\$30	\$30	\$30	\$30	\$30
Classroom		\$0	\$0	\$0	\$22	\$33
Library		\$0	\$0	\$0	\$22	\$33

*Kitchen - Fee includes required licensed food service staff member. A food service employee shall be on duty anytime the school kitchen is reserved. The employee's job shall be limited to the supervision or operation of equipment.

Middle Schools						
School Type	Cap	Group 1	Group 2	Group 3	Group 4	Group 5
EMS Gym (Per Court)	2340	\$0	\$0	\$16	\$33	\$66
WMS Gym (Full Gym)		\$0	\$0	\$16	\$33	\$66
Cafeteria		\$0	\$0	\$0	\$44	\$66
Kitchen*		\$30	\$30	\$30	\$30	\$30
Classroom		\$0	\$0	\$0	\$22	\$33
Library		\$0	\$0	\$0	\$44	\$66
LGI		\$0	\$0	\$0	\$44	\$66
Fields <div style="text-align: center;"> Reservation hours Saturday & Sunday 8am - 8pm - Full Day Rental Required Monday - Friday 8am - 10pm </div>						
Turf Softball Diamond		\$0	\$0	\$25	\$60	\$85
Turf Baseball Diamond		\$0	\$0	\$25	\$60	\$85

Turf Diamond Full Day Rental (4+ hours)		\$500/Day Full-Day rental is required for any Saturday and Sunday use Full-Day rentals require a custodian for no less than 3 hours at an additional charge				
Lampe Field** - Softball/Baseball		\$0	\$0	\$11	\$22	\$33
Parking Lot (when only a lot is needed)		\$0	\$0	\$6	\$11	\$22

*Kitchen - Fee includes required licensed food service staff member. A food service employee shall be on duty anytime the school kitchen is reserved and shall be limited to the supervision or operation of equipment.

Softball/Baseball Diamonds will be groomed weekly. Reservations requesting game day grooming will be charged \$75/day. Sunday rentals will not have an option for same day grooming. Multiple teams may split the fee when having the same field set at Lampe Field.

Lampe Field may be set at either 43' or 50' pitching mound and 60/65/70' base lines.
 Turf Baseball Field is permanently set at 60'6" mound/90' bases.
 Turf Softball Field is permanently set at 43' mound/60' bases.

Turf Field rentals include access to (2) turf batting cages and bullpens.
 Turf Baseball/Softball Field rental does not include concession stand or scoreboard use.

No metal cleats, shelled nuts/seeds including sunflower seeds or chewing gum are allowed within any turf field complex.

If a renter, or their guests, are found to have any of these items in the complex, they will be escorted off the property, charged additional custodial cleaning fees and may have future facility rentals terminated.

Full Day Rental of Ball Diamonds requires a custodian for a 3-hour minimum.

Ninth Grade Center						
School Type	Cap	Group 1	Group 2	Group 3	Group 4	Group 5
Gym Space (per court)	1933	\$0	NA	\$16	\$33	\$66
Cafeteria	619	\$0	NA	\$21	\$44	\$66
Kitchen*		\$30	NA	\$30	\$30	\$30
Classroom		\$0	NA	\$0	\$22	\$33
Library		\$0	NA	\$0	\$44	\$66

*Kitchen - Fee includes required licensed food service staff member. A food service employee shall be on duty anytime the school kitchen is reserved. The employee's job shall be limited to the supervision or operation of equipment

High School

School Type	Cap	Group 1	Group 2	Group 3	Group 4	Group 5
Aux Gym (per court)	600	\$0	NA	\$16	\$33	\$66
Main Gym (per court)	2340	\$0	NA	\$18	\$39	\$55
Upper Balcony	253	\$0	NA	\$16	\$33	\$60
Cafeteria		\$0	NA	\$21	\$44	\$66
Kitchen*		\$30	NA	\$30	\$30	\$30
Classroom		\$0	NA	\$0	\$22	\$33
Library		\$0	NA	\$0	\$44	\$66
Multipurpose Room		\$0	NA	\$16	\$33	\$60
Little Theater	168	\$0	NA	\$21	\$44	\$66
Soccer Fields**		\$0	\$0	\$11	\$22	\$33
Football Practice Field **		\$0	NA	\$11	\$22	\$33
Stadium*** Includes: Field, track, bleachers, blue concession stand		\$0	NA	\$60	\$180	\$270

*Kitchen - Fee includes required licensed food service staff member. A food service employee shall be on duty anytime the school kitchen is reserved. The employee's job shall be limited to the supervision or operation of equipment.

**Fields- Listed fees are for unprepped fields. If fields are to be prepared for game use (fields lined, goals installed) an additional field prep fee of \$75/day will be assessed.

***Football Stadium fees DO NOT include custodial coverage. Football Stadium use requires a minimum of 3 hours custodial coverage at rates listed above. Additional custodial charges will be assessed for rental groups if/ when additional cleaning is required beyond the 3 hours of custodial time.

LEGAL REF: Wisconsin State Statutes
[120.12\(9\)](#) [discussion of public questions]
[120.13\(17\)](#) [temporary use of school property]
[120.13\(19\)](#) [community programs and services]
[120.13\(21\)](#) [lectures]
[120.13\(25\)](#) [lease of school property]
[120.13\(35\)](#) [presence in school buildings]
[121.02\(1\)\(i\)](#) [school district standards]

APPROVED: October 1975
REVISED: June 1979, August 1980, July 1981, August 1982, May 2004,
January 2006, October 2013, April 2019, February 2020, August 2022