

Community and Recreational Use of School Facilities Wrightstown Community School District Board of Education

The Board of Education values the investment the community has in its school buildings and facilities. The Board recognizes the need for constituents residing within the boundaries of the school district to use school sites and facilities for educational, recreational, and cultural activities. The primary focus of community use shall be reserved for the key purpose of supporting the educational programs of the youth in the District. Facilities should be made available for community purposes for the benefit of district students and citizens of the Wrightstown Community School District according to the provisions of this policy, established procedures, and state laws. The Board will balance community use of District facilities with the responsibility for protection, operations, maintenance, and administration of all District properties.

School facilities may be used by local organizations, and state, county and local governmental agencies as outlined. The Board of Education retains the right to deny use of school facilities and shall be the final authority in all cases. Organizations using school facilities must complete and submit a recreational use permit form prior to use of the facilities.

POLICY RULES AND REGULATIONS

1. Each organization contracting to use district facilities will be held responsible for proper care of equipment and buildings and for the proper conduct of spectators and/or participants. If necessary, safety officers must be secured by the sponsoring organization. Users must be responsible adults (18 or over and not a student) and must submit a signed recreational use building permit form ten days in advance of facility use. Permission to use school facilities must be granted by the building principal or district designee. District facilities shall not be available for free use or rent by individuals.
2. A custodian or authorized person must be present at all times while people are present in the building. This person shall be responsible for general care of the building, site supervision, opening, closing, lighting, and supervising the set-up of requested equipment (operating bleachers, folding partitions, basketball backstops, etc.) Kitchen staff may be required as determined by the building principal or district designee. Arrangements for use of district equipment (chairs, tables, televisions, sports equipment), the moving of any such equipment or rental of additional equipment must be arranged with the building principal or district designee prior to use.
3. The organization using the facilities will assume liability for damage or loss of property that may accrue. The organization will hold the Wrightstown Community School District harmless from claims arising out of using the school buildings or grounds, from the function being sponsored, on the specified date or dates. The organization will be required to furnish a bond or certificate of insurance to indemnify the school district against any and all suits for injury or loss sustained by attendance at the function.
4. School facilities are generally not available for community use during regular scheduled school hours or when otherwise in use for school activities. The Superintendent may make school facilities available for community use during regularly scheduled hours or when otherwise in use for school activities provided such community use does not unduly interfere with or disrupt regular instruction, extracurricular activities or any other scheduled school activity.
5. Use and/or possession, and/or sale of intoxicants and other drugs including smoking are prohibited at any time.

BUILDING USE DEFINITIONS

NON-COMMERCIAL ORGANIZATIONS

1. Local, in-district, non-profit organizations, non-commercial in nature and closely related to the school, where free admissions or where only a nominal cost defraying expense is charged and the activity is open to the public shall be exempt from rental fees and service charges.
 - In-District means the organization only includes participation from students who reside within the school district or attend Wrightstown Schools
2. Non-commercial organizations from outside the district will be charged a nominal fee as outlined on the recreational use agreement.
 - Outside the district means the organization includes and/or allows participation from students who reside outside the school district but up to 50% of participants must be district residents.

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COMMERCIAL ORGANIZATIONS/OUTSIDE OF DISTRICT ORGANIZATIONS

3. Approved activities of local business and industry or local organizations and/or persons whose purpose is primarily for individual or financial gain where profit is intended and admission is charged, they will be assessed a fee per schedule on the building user permit.

ORGANIZATIONS NOT COVERED BY POLICIES

4. All activities and organizations not covered by these policies/rules shall be required to obtain district office approval before permission is granted by the principals or district designee.

Adopted: 12/17/03
Reviewed: 6/16/2010
Revised: 6/16/2010
Revised: 2/19/2014
Revised: 6/15/2015

WRIGHTSTOWN COMMUNITY SCHOOL DISTRICT RECREATIONAL USE AGREEMENT AND FACILITY USER PERMIT

Requests **MUST** be submitted no less than 10 days in advance of event.

DATE OF REQUEST _____

ORGANIZATION: _____

DATE(S) OF USE: _____ TIME(S): _____

CONTACT INFORMATION OF PERSON RESPONSIBLE FOR BUILDING USE AND SUPERVISION:

Name	Address	City, State, Zip	Phone
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TYPE OF USE

- **REQUEST INVOLVES A RECREATIONAL ACTIVITY** **YES** **NO**
- Recreational activity means indoor and/or outdoor physical activity, except organized team sports or activities organized and held by the school district.
- **DESCRIPTION OF ACTIVITY** _____

SUPERVISION

- Each organization contracting to use district facilities will be held responsible for proper care of equipment and buildings and for proper conduct of spectators and/or participants. If necessary, safety officers must be secured by the sponsoring organization.
- **ACTIVITY NEEDS ADDITIONAL SECURITY** **YES** **NO**
- How many people are expected to participate in the activity? _____
- **Will the User provide adult supervision to minors at all times when they are on school grounds? YES NO**
 - What will be the approximate ratio of adult supervision to minors? Number of minors _____ for each adult
- **CERTIFICATE OF INSURANCE IS ON FILE OR ATTACHED TO THIS REQUEST YES NO**
 - The organization will be required to furnish a bond or certificate of insurance indemnify the school district against any and all suits for injury or loss sustained by attendance at the function.
 - The organization accepts all responsibility for notifying participants of assumption of risk.
 - The organization further waives any claims, damages, losses, or liabilities relating to the condition of the premises to be used.

CUSTODIAL AND FOOD SERVICE COSTS

- A custodian or authorized person must be present at all times while people are present in the buildings. This person shall be responsible for general care of the building, site supervision, opening, closing, lighting, and supervising the set-up of requested equipment.
- All organizations, commercial and non-commercial, must pay custodial hourly rate during times when custodians are not normally on duty, in addition to any user fees listed. Custodial service additional charge: \$22.00/hour
 - **Requesting custodial service for _____ hours**
- All organizations, commercial and non-commercial, must pay for a district cook to be on-site when the kitchen is requested. Food service additional charge: \$15.00/hour
 - **Requesting food service for _____ hours.**
- In the event of lost, misplaced, or non-returned keys or access cards, the \$100.00 key deposit will be used by the district as a replacement charge and not returned to the organization.
- In the event that audio equipment, scoreboards, lights, or projection equipment is left on overnight, a \$25.00 service charge will be issued to the organization. Repeated offenses may jeopardize continued availability for organization to use District facilities.

CONDITION OF USE

- All facility users must abide by all policies, rules, and regulations of the Wrightstown Community School District, including the Recreational Use of School Facilities Policy, District Wellness Policy, Smoking and Tobacco Use Policy, and Alcohol and Other Drug Use Policy.

NOTIFICATION OF REPAIR

- The user agrees to notify the Building Principal in writing as to any repairs or maintenance needed to the premises, even if user did not cause the need for repair or maintenance. Damages caused by the User will be assessed to the organization.

FACILITY REQUEST AND CORRESPONDING FEE

High School	District Non-Commercial		Outside District Non-Commercial (50% District Residents)		All Commercial and Outside District Organizations	
Classroom	No Charge		No Charge		\$40/Hour	
Community Room	No Charge		No Charge		\$40/Hour	
Auditorium	No Charge		\$40/Hour		\$100/Hour	
Cafeteria	No Charge		\$30/Hour		\$80/Hour	
Library	No Charge		No Charge		\$40/Hour	
Gymnasium	No Charge		\$40/Hour		\$100/Hour	
Multi-Purpose/Wrestling Room	No Charge		\$40/Hour		\$100/Hour	
Kitchen	No Charge		\$40/Hour		\$100/Hour	
Outdoor Facility/Recreational Space	No Charge		\$40/Hour		\$80/Hour	
Concession Stand	\$20/Event		\$30/Event		\$30/Event	

Middle School	District Non-Commercial		Outside District Non-Commercial (50% District Residents)		All Commercial and Outside District Organizations	
Classroom	No Charge		No Charge		\$40/Hour	
Cafeteria	No Charge		\$30/Hour		\$80/Hour	
Library	No Charge		No Charge		\$40/Hour	
Gymnasium	No Charge		\$40/Hour		\$100/Hour	
Kitchen	No Charge		\$40/Hour		\$100/Hour	
Outdoor Facility/Recreational Space	No Charge		\$40/Hour		\$80/Hour	
Concession Stand	\$20/Event		\$30/Event		\$30/Event	

Elementary School	District Non-Commercial		Outside District Non-Commercial (50% District Residents)		All Commercial and Outside District Organizations	
Classroom	No Charge		No Charge		\$40/Hour	
Cafeteria	No Charge		\$30/Hour		\$80/Hour	
Library	No Charge		No Charge		\$40/Hour	
Gymnasium	No Charge		\$40/Hour		\$100/Hour	
Kitchen	No Charge		\$40/Hour		\$100/Hour	
Outdoor Facility/Recreational Space	No Charge		\$40/Hour		\$80/Hour	

ADDITIONAL ACCESS

- As part of this agreement, Users have access to:
 Bathrooms Locker Rooms Parking Other
- Each organization will be held responsible for proper care of these additional facilities and for the proper conduct of spectators and/or participants.

ADDITIONAL EQUIPMENT REQUEST

- Public Address System _____, Chairs _____, Table(s) _____,
 LCD Projector: \$20/Event _____
 Audio System Use: \$20/Event _____
 Other _____

- Details for this equipment use: _____

Request: **Approved** **Denied**
 Key Deposit of \$100.00 **YES** **NO** **Check** ____ **Cash** ____
 Additional Cost: _____

