

Hartford Union High School

Non-School Sponsored Activity or Organization Facility Use Form

805 Cedar Street
Hartford, WI 50327
Telephone (262)670-3200 Fax (262)673-8943

Organization: _____
Agent: _____
Address: _____

Phone: _____

Date(s) requested: _____
Time Requested: From: _____ AM PM
To: _____ AM PM
Describe Activity: _____

Please complete the following:

1. Will this activity be open to the general public or only your group?
 Group Public
2. Number of people expected to attend _____
3. Will the participants or attendance be:
 Adults Adults/Students Students only
4. Will a participation fee be required: yes no
5. Will admission be charged: yes no
Adults \$_____ Students \$_____ Children \$_____
6. Do you have a Tax Exempt Number: yes no
Tax Exempt Number _____
7. Can you provide liability insurance: yes no
8. Identify the type of supervision your group will provide: _____

Facility Requested:

- Café West
- Café East
- Café North
- Classroom(s)
Qty _____ regular
Qty _____ w/special equipment
Qty _____ w/shop equipment
- Drama Lecture/Stage
- Gymnasium/Stage (small)
- Gymnasium (large)
- Locker Room
- Library/Media Center
- Kitchen
- Weight Room
- Other (specify) _____

For Office Use Only
Room # Assigned: _____

Equipment Requested:

- Tables: Number: _____ Size: _____
- Chairs: Number: _____

I certify that I have received, read, and understand the Hartford Union High School's policy of the use of school facilities. If permission is granted for the use of the facilities, our organization will abide by the rules and regulations as stated in the policy.

Signed

Date

It is agreed that the party or organization listed above shall have the use of the school facilities/equipment listed above for the purpose mentioned on the dates and at the time specified in this request for the following costs:

Rental Fee \$ _____ Custodial Fee: \$ _____

Director of Co-Curricular

Date

- ___ Business Office
- ___ Co-Curricular Office
- ___ Library/Media Center
- ___ Suprv. Of School Nutrition
- ___ Suprv. of Bldg & Grounds
- ___ Accountant
- ___ Other

Hartford Union High School District

Bylaws & Policies

7510 - USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the school.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the Director of Co-Curriculars District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to Hartford Union High School and the operations of the school
- B. uses and groups indirectly related to Hartford Union High School including the VTAE (group events may be bumped if high school events take priority).
- C. use by any school district or other municipality within the high school district
- D. meetings of employee associations
- E. departments or agencies of the State or Federal governments
- F. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, educational purposes
- G. commercial or profit-making organizations or individuals offering services for profit will be evaluated and may be denied facility use

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Crisis Team Co-ordinator and/or Supervisor of Building and Grounds should meet with the local governing bodies to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Administrator in charge shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

It is the policy of the Hartford Union High School District that no person shall, on the basis of age, gender, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, or physical, learning, mental, or emotional disability or handicap, be excluded from participation in, have their rights be abridged or impaired, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Concerns regarding alleged violations of this policy shall be referred to the Coordinator of Discrimination Complaints.

120.13 (17), Wis. Stats.

Edited: 12/3/08

Hartford Union High School District

Administrative Guidelines

7510A - USE OF DISTRICT FACILITIES

Applications

Any organization or individual desiring to use District facilities shall complete an application ([Form 7510 F1](#)) and submit it to the Director of Co-Curriculars for approval. HUHS Advisors/Coaches/ or Staff Members who use the facility for school related purposes are to complete ([Form 7510 F1 a](#)) that is available only on the HUHS web page under Staff Resources – forms.

- A. The Director of Co-Curriculars shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The Director of Co-Curriculars will approve all requests and send a photocopy of the request to the appropriate supervisor of the areas to be used and the applicant.. If the application is not approved, it will be returned to the applicant.
- C. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Director of Co-Curriculars in consultation with the Building Principal **with or without due notice**. All approvals are to be granted with this understanding.
- D. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- E. Presuming the decision is in the affirmative, the Director of Co-Curriculars and Supervisor of Building and Grounds will take care of all the details and coordination necessary to accommodate the person or group who wants to use the facilities.
- F. If one of our coaches (HUHS) is running a camp which has a participation rate of 90% or greater of HUHS school district residents, the camp will not be charged a facility use fee. If the camp does not meet the 90% benchmark, the club/organization will be charged the rate listed on the Fee Schedule.
- G. The event will be put on the HUHS website facilities use calendar.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be fully responsible for paying for loss or damage associated with their use of the facility or equipment, including property of students and employees.

- B. The District reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco, alcoholic beverages, and controlled substances is prohibited on District property at any time. All users are responsible for complying with this regulation.
- D. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the Director of Co-Curriculars and Supervisor of Building and Grounds . The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- E. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- F. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Director of Co-Curriculars and Supervisor of Building and Grounds.
- G. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Director of Co-Curriculars and Supervisor of Building and Grounds for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- H. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- I. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- J. A school custodian shall be on duty whenever a facility is being used except as exempted by the Director of Co-Curriculars and Supervisor of Building and Grounds. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- K. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- L. The District will not be responsible for any loss of valuables or personal property.
- M. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- N. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- O. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- P. The District will not be responsible for loss of valuables or personal property.
- Q. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- R. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

S.

FEES	Non-Profit	Profit
Classroom	\$15/hr	\$30/hr
Classroom w/ Special Equipment (F/CE, Bus. Ed, Science)	\$25/hr	\$50/hr
Classroom w/ Shop Equipment (Auto, Woodworking, Metals, Welding)	\$25/hr	\$50/hr
Computer Lab	\$25/hr	\$50/hr
Gym	\$30/hr	\$60/hr
Cafeteria & Kitchen	\$30/hr	\$60/hr
Kitchen Staff Charges Per Hr	\$23	\$23
Sunday Rate Per Hr	\$33	\$33
Custodial Charges Per Hr	\$35	\$35
Sunday Rate Per Hr	\$45	\$45
Drama Lecture	\$30/hr	\$60/hr
Swimming Pool	\$40/hr	\$80/hr

Revised: 12/3/08