

VERONA AREA SCHOOL DISTRICT**PROCEDURES FOR USE OF SCHOOL FACILITIES****A. Scheduling Facility Use**

1. The scheduling of school facilities shall be coordinated by the Facility and Event Scheduling Coordinator in consultation with the building staff, which may include, but is not limited to, principals, certified staff, custodians, and grounds crew. Scheduling is also subject to review by the District Administrator.
2. Approval of requests for use of District facilities will use the following priority:
 - a. Verona Area School District (VASD) activities
 - b. Municipal recreation program use (Verona & Fitchburg)
 - c. VASD student interest groups (e.g. VASD boosters, VASD PTO, VASD non-profit club sports, scouts, FFA, etc.)
 - i. More than 90% of participants must be current resident VASD students and/or parents/guardians of current VASD students.
 - d. VASD Non-Profit or VASD Individual (VASD non-profit organization, VASD resident individual, VASD non-profit club sports with 50% to 90% current VASD students registered)
 - e. VASD Resident for-profit or non-VASD resident non-profit groups
 - f. Other users
3. Applications for use of school facilities must be made using the appropriate facilities use request/agreement and submitted to the District office at least 10 working days prior to the anticipated use date. A processing fee will be assessed to all groups, other than school district or school-related groups, whenever charges are billed in connection with facility use fees.
 - a. Non-school organizations, groups or individuals requesting use of school facilities for recreational activities, other than swimming, gymnastics or weight training, will be required to complete and sign the Recreational Use of Facilities Request /Agreement. "Recreational activities" are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity.
 - b. Non-school organizations, groups or individuals requesting use of the swimming pools, gymnastics equipment or weight training facilities or equipment, or requesting use of school facilities for activities other than recreational activities as defined above will be required to complete and sign the General Facility Use Request/Agreement.
 - c. Non-school organizations, groups, or individuals will be assigned available space on a first come, first serve basis and in accordance with the mandated VASD Facility Request Schedule and Rental Guidelines document.
4. Staff requesting use of school facilities should submit requests in accordance with the mandated VASD Facility Request Schedule and Rental Guidelines document to receive priority. Requests may be turned in after the last submittal date but will only be granted on a space available basis, and will not bump other scheduled programs, regardless of priority.
5. Following approval of the facility use request, the Facility and Event Scheduling Coordinator or designee shall enter the scheduled use in the District's facility management data base and send a copy of the approved use request/agreement to the designated representative of the user group. A copy of the approved use request/agreement will also be sent to the building principal, site custodians, and Supervisor of Buildings and Grounds.
6. If access to school facilities is denied based on any of the grounds stated in Board policy, the individual or organization/group may appeal the decision by filing a written appeal for reconsideration to the District Administrator's office within 10 business days from the date of denial.
7. No agreement is transferable to another party. Users are prohibited from any attempt to rent,

- sublet, assign or transfer their use of school facilities, or cover other groups within their use of school facilities.
8. The school district reserves the right, in its discretion, to cancel any scheduled event, reassign any group to another room or facility or reschedule an event to accommodate school district needs or priorities, the needs of groups assigned a higher use priority or to maintain venue-specific needs, or due to safety and/or security reasons. 24-hour or more notice will be given when possible.
 9. During winter months, if school is closed due to inclement weather, all events held in school facilities are cancelled, unless prior arrangements have been made.
 10. The school district reserves the right in its sole and exclusive discretion to interpret these policies/rules and to make decisions on facility use in accordance with the best interest of the school district. All decisions of the school district in this regard are final.
 11. Failure of any user to comply with the facility use requirements set forth in school district policies may lead to cancellation of your event or revocation of the privilege to use school district facilities and lands in the future. School district rules and regulations must be respected and followed by all users of facilities.
 12. The authorization of a group, organization or an individual to use school facilities shall not constitute an endorsement or approval of the views, opinions or activities of any such group, organization or individual.

B. Supervision and Protection of School Facilities

1. The building principal, Facility and Event Scheduling Coordinator or Supervisor of Buildings and Grounds are responsible for the supervision and protection of the school facilities. Careful judgment shall be used when delegating this responsibility.
2. A District custodian or authorized District employee designated for this purpose must be present while facilities are in use during non-custodial hours. This requirement may be waived by the building principal, Facility and Event Scheduling Coordinator or Supervisor of Buildings and Grounds when sufficient appropriate alternatives exist to secure the facilities and the individual in charge has proper instructions to see that the school facility and property are secure and protected. Each user group shall designate an on-site representative. The representative shall be present when the facility is opened and remain on-site at all times during the activity and until the custodial or authorized District employee arrives to close the facility and lock it using the issued key.
3. School facilities must be supervised by an adequate number of responsible adults to insure proper use and care of school property. VASD students must always have an authorized non-student adult (e.g. faculty member, parent/guardian) present when using a VASD facility.
4. When a user group reaches 50 participants during weekend use, it shall be customary to require one custodian to be present during the event. If a user group reaches 200 or more participants, it will be customary to require at least two custodians to be present during the event.
5. Sponsoring organizations, groups or individuals are responsible for supervising/controlling event participants and spectators.
6. User groups shall be held financially responsible for damage to school facilities or property, including damages created by any member, guest or invitee of the user while using school district property. The District has liability insurance that will cover only the school district. The District reserves the right to require a certificate of insurance to verify coverage where it is deemed appropriate prior to granting use of facilities. The certificate, in the minimum amount of one million dollars (or additional amount as requested by the Business Office), shall name the "Verona Area School District" as an additional insured. The certificate shall be sent to the District office a minimum of 10 days prior to the scheduled facility use.
7. The individual or user group shall agree to indemnify, save and hold free and harmless, the

Verona Area School District, its officers, agents and employees, from and against all claims and demands, loss, liability, cost or expense of any kind or nature whatsoever the District, its officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with or attributable to rental, use and occupancy of District facilities.

8. Local, state and federal laws/ordinances, fire codes and safety regulations must be observed.
9. Unauthorized use will be considered theft and the party will be held responsible for damages and all custodial costs incurred to secure and clean the building.

C. General Facility Use Regulations

1. The District facilities are to be used only as designated on the facilities use request/agreement. The purpose of use must be stated on the facility use request/agreement; deviation will be considered a breach of contract and may result in denial of future use of District Facilities.
2. All users must respect and abide by the provided facility use conditions and school district policies and rules. Failure of any user to comply with the facility use requirements set forth in school district policies/rules may result in fees to cover additional custodial costs and/or repair damages, cancellation of the facility use event, or possible revocation of the privilege to use school district facilities and property in the future.
3. All cancellations or changes must be made through the District office at least 72 hours prior to the scheduled usage or the user may be billed for the entire facility use fee or the actual costs incurred by the District.
4. Applications are approved for specific facilities, areas and date(s)/time(s). Facilities will be opened by designated District personnel upon the presentation of an approved facilities use request/agreement during regular working hours. Users are responsible for ensuring that unauthorized areas/portions of the building are not entered and the premises are vacated as scheduled. Specific procedures for use of keys during non-custodial hours follow in the "Key Use" section.
5. Use of tobacco products, possession or use of alcoholic beverages or illegal controlled substances is prohibited on District property. Persons under the influence of intoxicants or controlled substances are not permitted in District facilities or on District grounds.
6. Firearms or other weapons of any type, concealed or unconcealed, are prohibited on District property. The only exceptions are law enforcement officers on or off duty and where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon on District property.
7. The District prohibits latex products from being brought into school buildings, specifically latex balloons and gloves.
8. Casino Night and raffles may be conducted on school premises in accordance with state law.
9. The building principal or designee (or in the case of Performing Arts Center, the managing director or designee) must give prior approval to any group for installation of any decorations which require the use of nails, screws, bolts, etc. Tape, wax or glue shall not be used on any drywall, block construction, walls or wood floors. Reasonable safety precautions shall always be followed.
10. Property of non-school groups or organizations may not be stored in District facilities or premises without the prior approval of the building principal. The District is not responsible for lost, stolen or damaged user property stored in District facilities or on District premises.
11. Users will generally be responsible for any special set-up that is required. Special set-up that is performed by District personnel will be charged directly to the individual or group/organization using the facility. Any furniture or equipment that is moved during facility use shall be returned to its original position at the conclusion of the rental, unless specific arrangements have been made previously with District personnel.

12. Refreshments/food may be served only with prior approval and in designated areas (as identified by the building principal or designee). Due to the increasing incidences of life threatening food allergies, users should keep in mind and plan for snacks, meals and activities that do not contain peanut or tree nut products.
13. Users are expected to clean up following use of the facility. Any clean up, beyond normal duties, performed by District personnel will be charged to the individual or group/organization using the facility at an hourly rate (overtime rates will apply).
14. Only those printed materials approved by the individual or group authorized to use school facilities may be distributed within a school building or area during such use. Any other public distribution of printed materials shall be subject to the District's policy on public distribution of non-school sponsored handbills and other printed materials (Policy 852).
15. No street shoes or shoes with spikes shall be used on gym floors.
16. Users must also comply with all of the rules established for use of particular school facilities in accordance with applicable facility use agreements.

D. Special Provisions Related to Facility Modifications or Installations of a Permanent or Semi-Permanent Nature

1. No group, organization or individual using/renting school facilities (the renters) may make any modification(s) to any facility structure of a permanent or semi-permanent nature or install anything on a facility structure of a permanent or semi-permanent nature without first obtaining the written authorization of the Building and Grounds Committee of the School Board.
2. When considering this authorization decision, the Buildings and Grounds Committee shall consider the type of facility modification or installation and its effect on the facility structure and may also consider the same factors that are considered when accepting gifts to the schools (840-Rule). The Building and Grounds Committee may authorize modifications and/or installations with conditions attached including, but not limited to the following:
 - The modification or installation shall become the property of the District.
 - The modification or installation may be used by the District for school purposes.
 - The District may require the renters to remove the modification(s) at any time during the rental period with a minimum of 30 days notice.
 - In the event that the modification(s) is / are in need of repair, the District shall determine the percentage of repair costs to be shared.
 - The facility user may be required to remove the modification or installation at the conclusion of the use/rental period and restore the facility to its original condition, normal wear and tear excepted.
3. The District shall not be responsible for any cost of any authorized facility modification, installation or restoration.

E. Use of Issued Keys

1. A key may be issued to non-student adults 18 years of age or older who request to use a school facility during non-custodial hours.
2. Requests for key use during non-custodial hours should be made five working days before the requested facilities use date.
3. A deposit will be required to secure the use of a building hard key to any person that is not a VASD employee.
4. A key will be given out one day before a weekend or no-school day activity. The key must be returned on the next business day following the activity, unless other arrangements have been agreed to in writing.
5. Failure to return the key according to this procedure will result in the loss of the key deposit and possible loss of facility use privileges or other District actions. It will be considered theft to not

return or to duplicate a school district issued key. These actions or any other negligent use of the key will result in the user being held responsible for damages, custodial costs incurred to secure and clean the building, and the cost to re-key the school building.

6. The party that has been issued a key is responsible to designate a site supervisor to do the following:
 - a. Contact a building custodian regarding use of lights, location of emergency phones and bathrooms, appropriate doors to use, and any other important information at the building.
 - b. Be responsible for the security of the building during the times of use, inspecting the facility before and after a scheduled use, making sure only areas on the facility use request/agreement are used and checking that all doors are secure upon leaving. Under no circumstances shall users prop open exterior building doors of the schools.
 - c. Report any injuries to users or damage to the building in writing to the District office as soon as possible.

F. Use of School Kitchens

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards. These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. To insure that the standards are met, food service personnel must be on duty when food service kitchens are used.
2. Cost for District food service staff assigned by the District shall be borne by the user group. Rates shall be based on no less than one-hour increments of work.
3. Food service equipment shall always be operated by District personnel.
4. If a kitchen is not used (all serving and other equipment is set-up in dining areas), no food service personnel will need to be employed. If kitchen equipment is requested (e.g., carts, tables, portable service), the user should speak to the food service staff about availability and rental cost(s).
5. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the dishwashing area (not the dishwasher) in each kitchen. Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

G. Use of District Stadiums

1. The high school football field and track will only be available to VASD school sponsored events or groups that reserve the facility. The facility will not be open to the public for general use.
 - a. District regulations regarding the use of fields with artificial turf shall be followed by all groups. Any damage to the field caused by failing to follow turf regulations will result in a fee to cover the cost of cleaning and/or the repair to restore the field to its prior condition.
2. The Curtis Jones football field and track will be available to VASD school sponsored events, groups that rent the facility, and also to the community for walking/running.
 - a. Athletic fields should not be used in wet conditions. An additional fee will be charged if the fields need to be re-conditioned.

CROSS REF.: 840-Rule, Guidelines for the Acceptance of Monetary or Other Gifts to the Schools
852, Public Distribution of Non-School-Sponsored Handbills and Other Printed
Materials

APPROVED: February 16, 1987

REVISED: September 1, 1992

August 18, 1997
January 5, 2004
June 18, 2012
October 8, 2012
January 3, 2020