

Community Relations

Public Activities Involving Staff, Students and/or School Facilities

Use of School Facilities Regulations

General Guidelines

- A. Educational, civic or community groups may use school facilities in accordance with the policies of the Board and the Conditions set forth herein, providing the use of such facility does not conflict with the regularly scheduled or extra-curricular activities of the school.
- B. Requests for use of school facilities for a WUSD school-related function must be made through the building principal. Requests for use of school facilities for non-school functions must be approved by the building principal and Supervisor of Buildings and Grounds. All requests for use of facilities should be made at least one week prior to the date of the first use of such facilities. Notice of any change of date or cancellation of building use should be given to the building principal at least five days in advance.
- C. Sponsoring groups shall be responsible for any damage to or destruction of property due to use or abuse of facilities. Failure to comply with responsibility and fees for damages will result in discontinued use of facility until further notice.
- D. The school administration upon approval from the Central Office, may issue a fob/key card for building use to responsible groups. The group shall be held responsible for damages and security of the building during and after use.
- E. A school staff supervisor shall be present at all events requiring the use of special lighting or sound equipment.
- F. School officials will not be responsible for any equipment, props, property or materials left at the school prior to, during or following the use of building facilities.
- G. The school administration shall request a certificate of insurance prior to the use of the facility to insure that should damages occur, the school district property and liability is covered.
- H. The use of tobacco products, alcohol, controlled substances and prescription drugs (other than the manner prescribed) shall be prohibited in school buildings, on school grounds, and at all school events.
- I. School equipment and property shall not be loaned or rented for use outside of the school.
- J. School facilities are not to be used for public dances.

See Policy #3222 – Fees for Building Use Rules and Regulations for fee structure for building use.

Cross Reference: Policy 3222 (Fees for Building Use - Rules and Regulations)

Legal Reference: Sections 120.13(17) (19) and (21) Wisconsin Statutes 120.75

Policy Approved: June 19, 1985

Policy Revised:
May 9, 1996
August 26, 1999
September 22, 2005
April 30, 2009
April 25, 2011
April 24, 2017