

**Business and Non-Instructional Operations****Income****Fees for Building Use Rules and Regulations****School Activities**

1. School functions approved by the building principal shall have no fee for building use.
2. All students using a building facility must be supervised by a faculty member.
3. Request for use of a building facility for a school function must be made with the building principal.
4. Unrelated school functions must be approved by the building principal and the Supervisor of Buildings and Grounds.

**School Related Activities**

1. School related activities are those which are sponsored by groups such as the Parent Teacher Organization, sponsored scouts, Parent's Music Organization, Watertown United Lakewood Educators, or other groups whose function are directly related to school. (There is no fee attached either as rental or custodian time.)
2. Events for which admission is charged.
  - a. Parent Teacher Organization, Parent's Music or similar groups raising funds specifically for public schools. There is no fee attached either as rental, custodian time, lighting fees, or food service staff time.
  - b. Scout groups, 4-H Clubs, etc., fund raising activities for their programs.
    - i. Elementary Gymnasium - per half day, evening, or performance, \$50.00 plus overtime pay for the custodian beyond his/her regular scheduled workday.
    - ii. High School or Middle School Gymnasium - per half day, evening, or performance, \$60.00 plus overtime pay for the custodian.
    - iii. High School Auditorium - per half day, evening, or performance, \$60.00.
    - iv. High School or Middle School Gymnasium, Cafeteria, and Middle School Kitchen - per half day, evening, or performance, \$65.00.

- v. Middle School Cafeteria and Kitchen - per half day or evening, \$45.00.
  - vi. Landsverk Stadium and football field - per game (football or soccer)
    - 1. Preparation - annual custodial/maintenance hourly rate.
    - 2. Field - \$100.00 plus overtime pay for the custodians.
    - 3. Lighting - \$50.00 (if necessary)
    - 4. Workers - Hourly rate as determined by Master Agreement (if necessary)
3. Events for which no admission is charged.
- a. Parent Teacher Organization, Parent's Music, etc., for meetings, no fee attached either as rental, custodial time, lighting fees, or food service staff time.
  - b. Scout groups and other similar youth organizations using facilities for meetings, no fee attached either as rental, custodian time, lighting fees, or food service staff time.
  - c. Scout groups and other similar youth groups using facilities for events with no admission charged.
    - i. Elementary Gymnasium - a fee of \$25.00 for up to a three-hour period. Time beyond three hours, there is a rate of \$8.00 per hour, pro-rated.
    - ii. High School or Middle School Gymnasium - a fee of \$35.00 for up to a three-hour period. Time beyond three hours, there is a rate of \$10.00 per hour, pro-rated.
    - iii. High School Auditorium - a fee of \$25.00 for up to a three-hour period. Time beyond three hours, there is a rate of \$8.00 per hour, pro-rated.
    - iv. High School or Middle School Gymnasium, Cafeteria, and Middle School Kitchen - a fee of \$35.00 for up to a three-hour period. For time beyond the three-hour period, there is a rate of \$10.00 per hour, pro-rated. If the kitchen facilities are used, the pay for the time of one food service staff supervisor at a regular rate will be added.
    - v. Landsverk Stadium and football field - per game (football or soccer)
      - 1. Preparation - annual custodial/maintenance hourly rate.
      - 2. Field - \$100.00 plus overtime pay for the custodians.
      - 3. Lighting - \$50.00 (if necessary)

4. Workers - Hourly rate as determined by Master Agreement (if necessary)

### Resident Civic, Community, Recreation and Church Groups

1. Events for which admission is charged.
  - a. Elementary Gymnasium - \$50.00 for up to a three-hour period. Time beyond three hours, \$20.00 per hour.
  - b. High School or Middle School Gymnasium -for up to a three-hour afternoon or evening performance, \$100.00. Time beyond three hours, \$30.00 per hour, pro-rated.
  - c. High School Auditorium -for up to a three-hour period per afternoon, or evening performance, \$100.00. Time beyond three hours, \$20.00 per hour.
    - i. Dramatic production rehearsals weeknights when school is in session, \$20.00 per night until 10:00 p.m.
    - ii. Dramatic production rehearsal with technical rehearsal, the fee is set at \$20.00 and all the lighting personnel are paid at the set rate of the contracts that are in effect at the time.
  - d. Landsverk Stadium and football field - per game (football or soccer)
    - i. Preparation - annual custodial/maintenance hourly rate.
    - ii. Field - \$150.00 plus overtime pay for the custodians.
    - iii. Lighting - \$50.00 (if necessary)
    - iv. Workers - Hourly rate as determined by Master Agreement (if necessary)
2. Events for which no admission is charged
  - a. Elementary Gymnasium - a fee of \$50.00 for up to a three-hour period. Time beyond three hours, there is a rate of \$10.00 per hour, pro-rated.
  - b. High School or Middle School Gymnasium - a fee of \$50.00 for up to a three-hour period. Time beyond three hours, there is a rate of \$15.00 per hour, pro-rated.
  - c. High School Auditorium - a fee of \$50.00 for up to a three-hour period. Time beyond three hours, there is a rate of \$10.00 per hour, pro-rated.
  - d. High School or Middle School Cafeteria, and Middle School Kitchen - a fee of \$50.00 for up to a three-hour period. Time beyond three-hours, there is a rate of \$15.00 per hour.

- e. Classrooms - Classrooms for use anywhere in the district, a fee of \$35.00 per room for up to a three-hour period. After three hours, there is a rate of \$10.00 per hour.
- f. Computer Labs - A fee of \$45.00 per room for up to a three-hour period and \$10.00 per hour thereafter.
- g. Landsverk Stadium and football field - per game (football or soccer)
  - i. Preparation - annual custodial/maintenance hourly rate.
  - ii. Field - \$150.00 plus overtime pay for the custodians.
  - iii. Lighting - \$50.00 (if necessary)
  - iv. Workers - Hourly rate as determined by Master Agreement (if necessary)

### Commercial and Non-Resident Groups

- 1. Events for which admission is charged.
  - a. Elementary Gymnasium - per half day, evening, or performance, fee of \$100.00.
  - b. High School or Middle School Gymnasium - per half day, evening, or performance, fee of \$100.00.
  - c. High School Auditorium - per half day, evening, or performance, fee of \$200.00.
  - d. High School or Middle School Gymnasium, Cafeteria, and Middle School Kitchen - a fee of \$200.00 per half day, evening, or performance.
  - e. High School or Middle School Cafeteria and Kitchen - per half day, evening or performance, fee of \$100.00.
  - f. Classroom - District wide - fee of \$50.00 per classroom for up to a three-hour period and \$15.00 per hour thereafter.
  - g. Computer Labs - Districtwide fee of \$60.00 per classroom for up to a three-hour period and \$15.00 per hour thereafter.
  - h. Landsverk Stadium and football field - per game (football or soccer)
    - i. Preparation - annual custodial/maintenance hourly rate.
    - ii. Field - \$200.00 plus overtime pay for the custodians.
    - iii. Lighting - \$50.00 (if necessary)
    - iv. Workers - Hourly rate as determined by Master Agreement (if necessary)
- 2. Events for which no admission is charged to be the same as when an admission is charged.

**Sports Camps**

1. Participants are charged a fee to attend
  - a. High School or Middle School Gymnasium - \$100.00 minimum per day, up to 8 hours per day use. Time over 8 hours will be pro-rated.
  - b. Elementary Gymnasium - \$75.00 minimum per day, up to 8 hours. Time over 8 hours to be pro-rated.
  - c. Auditorium or Balcony - \$100.00 minimum per day, (8 hours). Time over 8 hours to be pro-rated.
  - d. Tennis Courts - \$100.00 minimum per day, (8 hours). Time over 8 hours to be pro-rated.
  - e. Landsverk Stadium and football field
    - i. Preparation - annual custodial/maintenance hourly rate.
    - ii. Field - \$100.00 per half day, \$200.00 per day for any time after one-half day.
    - iii. Lighting - \$50.00 (if necessary)
    - iv. Workers - Hourly rate as determined by Master Agreement (if necessary)

**Trade Shows**

1. The rental fees for trade shows will be paid in advance. Other costs incurred will be invoiced at a later date.
  - a. High School or Middle School Gymnasium - \$1,000.00 per day
  - b. High School or Middle School Commons or Cafeteria - \$1,000.00 per day
  - c. Elementary School Gymnasium - \$500.00 per day
  - d. Auditorium or Balcony - \$1,000 per day

**Guidelines for Sponsoring Agency**

1. Must have Certificate of Insurance filed with Watertown Unified School District prior to the event.
  - a. The school district should be named as an additional insured on the user's policies and Certificates of Insurance are required for:
    - i. Comprehensive General Liability providing an adequate amount of coverage, (minimum \$1,000,000).
    - ii. Workers Compensation.
    - iii. Automobile, providing an adequate amount of coverage, if the nature of the event makes automobile coverage necessary.

- b. An agent of the board may decide not to require every outside user to purchase insurance. Factors considered when establishing the criteria for outside users are:
    - i. Is the outside user a profit or non-profit entity? Does the event generate revenue for a public purpose or for the benefit of the event sponsor?
    - ii. Can the cost of insurance protection be built into the event and recovered through revenues generated by the event?
    - iii. How much risk does the event pose for generating claims from participants, spectators, or attendees?
2. If the outside user is not required to provide insurance, the user should be advised of potential liability and that the school district's insurance coverage will not protect the user.
3. When instructed to do so by contract agreement, the sponsoring party will cover and protect all floors from damage due to the event.
4. Equipment such as chairs, tables, electrical equipment, computer equipment, outside portable toilets, etc., shall be provided by the sponsoring party.
5. All custodial costs incurred due to the event will be charged to the sponsoring party. Rates will be shown on the contract agreement. These charges may include costs for custodial time normally spent on daily duties that must be done later due to the event.
6. Any special permits or licenses shall be the responsibility of the sponsoring party.
7. At the close of the event, the custodian in charge of the event and a representative of the sponsoring party shall inspect all areas used due to the event for damages caused by the event. Any and all damage caused directly due to the event will be charged to the sponsoring party.

#### **Administrative Guidelines**

1. Sports Camps are required to have a Certificate of Insurance filed with the Watertown Unified School District prior to the camp's use of facilities.
2. Sports Camps will be scheduled through the Supervisor of Buildings and Grounds.
3. If not school related, all kitchen rental requests require a cook supervisor at regular hourly rates to be paid for by the renting party.

4. Those schools that have night custodial staff on a regular basis, will have rentals made only to accommodate their regular scheduled working hours. Any overtime will be paid by the party using the facility.
5. In all rental instances, if time during the regular working schedule necessitates in special set up and cleaning which causes the custodian to work overtime in his regular assigned duties, this shall be paid by the renting party.
6. For any of these events that require lighting and sound personnel, the rental party will be charged the hourly rate, to be determined at the time.
7. Sport camps and other profit making activities are required to have a Certificate of Insurance on file which names the district as an additional insured before the date of the event, and reflects sufficient liability coverage as determined by board policy.
8. Any groups/organizations or other areas not identified above will have to submit their Building Use Request to the school district Buildings/Grounds and Business Office for consideration, and a fee will then be negotiated.
9. Daily charges will be paid in advance.
10. The Watertown Unified School District reserves the right to reject requests to use school facilities.
11. The Watertown Unified School District reserves the right to deny the use of district facilities to groups requesting the City Park and Recreation Department to be the sponsoring agency in order to avoid the responsibility for fees and insurance.
12. As a general rule, the district does not encourage renting Landsverk Field. Each individual rental request will be evaluated with the primary consideration given to the impact on the grass field-playing surface. The District reserves the right to cancel any scheduled event within one hour of start time due to adverse weather conditions. The High School administrator in charge of the event along with appropriate school officials will make the final determination.

### **Use of School Facilities**

School boards are no longer required to grant the free use of a school building or other school property to any nonpartisan, nonsectarian, nonexclusive association that is organized for discussion of public questions or for the promotion of public health by instruction in physical culture and hygiene or by physical exercises.

**Cross Reference:** Policy 1333.1 (Public Activities Involving Staff, Students, and/or School Facilities - Use of School Facilities Regulations)

**Legal Reference:** 1997 Wisconsin Act 160  
(Section 120.12(10) Wisconsin Statutes repealed)

**Policy Approved:** April 15, 1996

**Policy Revised:** March 29, 2001  
March 17, 2005