

USE OF FACILITIES, GROUNDS AND EQUIPMENT**Purpose**

The School Board recognizes that the community has a large capital investment in school buildings and facilities, and it encourages that said facilities be used for legitimate community purposes. The Bowler K-12 facility is a community center operating in partnership with other groups within the community. Bowler schools encourage participation and involvement in the use of school facilities by public and private agencies and institutions. The Bowler School Board endorses the concept of community education programs and will cooperate with municipalities and community groups in planning and operating community education programs.

Definitions

School facilities include classrooms, gymnasiums, lunch rooms, parking lots, school yards, and any other buildings or property which the school district might possess.

Proof of Insurance

A certificate of liability insurance must be obtained from all non-school organizations that use the school facilities.

Loan of Equipment

Organizations such as service clubs or churches may borrow certain school equipment on a short term basis as deemed appropriate by the building principal. Proper documentation must accompany the request. The equipment is intended for instructional use and therefore this function has priority and so not all requests can be honored.

Use of Facilities and Grounds

The Bowler School District Board of Education believes that the program of community use of school facilities should not place a significant burden on the taxpayers of the district. Use of school facilities by community groups will not interfere with regular school activities and must be completed by 8:00 p.m. to allow for facility maintenance and cleaning. Use of facility when school is not in session (weekend, holiday, summer, etc.), will be at the discretion of administration.

When the services of a cook, custodian and/or other supervisor are required, an hourly charge as deemed appropriate by the school board shall be made for such services and paid to such person through the school accounting system.

Granting Approval

An application for use of school facilities must be completed by all individuals or groups.

The fees for supervision will be determined by the level of supervision required. Fees will be paid prior to facility use.

Any equipment on loan or use of facility by non-district applicants must be approved by the board. Applications must be submitted at the superintendent's office one week prior to the regular monthly board meeting (third Monday of each month).

Conduct and Housekeeping

Organizations or individuals using district facilities will be held responsible for costs of cleanup and repair of damages resulting from use of a school facility.

A school district employee capable of providing for the security of the school facility and for service to the user must be on duty whenever building facilities are being used unless otherwise approved by administration. Cost for the school district employee and other charges are billed to the user.

General Restrictions

In the interest of safety and for the protection of district property, certain restrictions will be in effect. The following are examples of prohibited items but not limited to:

- the use of any equipment or materials which might damage any part of a school building or grounds
- tobacco use in school buildings or on school grounds
- the use, sale or possession of alcohol or other drugs in facilities or on grounds
- the presence of any person under the influence of alcohol or other drugs
- the use of open flame lamps or candles

Limitations

District Administration and School Board reserve the right to deny facility use or the loan of equipment to organizations engaged in

- Promulgating any theory, doctrine, or group subversive to the law of the United States or any subdivision thereof advocating governmental changes by violence or subterfuge.
- Any activity that advocates hatred, violence, or that may be injurious to the building, grounds, equipment, or persons.
- A proprietary function by any person for private gain.
- Any political purpose unless expressly approved by the school board. (see Granting Approval)

APPLICATION

Applicant agrees to abide by all rules and regulations adopted by the Board of Education governing the use of school facilities. In addition, the applicant will see that the same are carried out and observed by others, said rules and regulations being made a part and portion by reference; to indemnify and to forever save harmless the Board of Education and its officers, agents, and employees from any and all claims arising out of the use of any of the school facilities of the Bowler School District, 500 South Almon Road, Bowler, Wisconsin.

Adopted: September 29, 2003

Amended: October 21, 2013

APPLICATION & PERMIT FOR USE OF SCHOOL FACILITIES

BOWLER SCHOOL DISTRICT

To be completed by applicant:

1. Name of group making request: _____ Date: _____

2. Name of person assuming liability for group: _____
 Address: _____ Phone: _____

3. Facility requested:
 Kitchen/Cafeteria _____ Elementary Gymnasium _____ High School Gymnasium _____
 Classroom _____ Library _____ Other _____

4. Date of use: _____ Time of use/duration: _____
 Note: If more than one date is requested, complete listing on back of this form.

5. Describe activity to be conducted: _____

6. A Certificate of Liability Insurance must be provided.

7. Security deposit required: Yes _____ No _____

To be completed by building principal:

1. Type of Organization: _____
 _____ Community Service
 _____ Public
 _____ Private
 _____ Religious

2. Fee Assessment:
 Utilities \$ _____
 Custodial \$ _____
 Supervision \$ _____
 Other \$ _____
 TOTAL: \$ _____

3. Supervisor/Designee as appointed by administrator _____

4. Permission is granted for use of the above named facilities. The applicant has been apprised of the school policy governing facility use, the dates requested are available, and the appropriate fee has been received.

Distribution:
 1 copy: Building Principal
 1 copy: Applicant
 1 copy: Business Office (With Payment)

Principal: _____
 Date: _____

NOTE: I, the undersigned applicant understood and agree to the conditions of this permit. I am fully apprised of the School Board policy governing use of school facilities. In addition, I understand and willfully accept all liabilities for the use of school facilities.

Applicant: _____

Date: _____

The Bowler School District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to sex, age, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional, or learning disability, citizenship status, arrest record, conviction record, veteran status, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or use or nonuse of lawful products off the Bowler School District's premises during nonworking hours.