

Pewamo-Westphalia Community Schools District Facility Usage Policies

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is in keeping with the mission of the district. The usage of district facilities shall not be granted for any purpose prohibited by law. Facilities will typically only be available during non-school hours.

1. An application for use of school facilities shall be filled out at least one week (7 days) in advance of the event through the superintendent office with the coordination of the building principal/athletic director.
2. The granting of a request for use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the application. It does not include any other time, or times for preparation or rehearsal unless specifically stated on the request.
3. The adult person and/or organization requesting use of the facilities shall be responsible for the actions of those using the facilities, damages resulting from the use of the facilities, fees as listed and reimbursement of wages, if any. A responsible adult **MUST** be in attendance at all times. The responsible person must be at least 18 years of age and have graduated from high school.
4. The adult in charge of the activity is responsible for notifying youngsters and their parents when a group activity is planned or cancelled. School materials should not be used in the advertisement of such.
5. On snow days all activities are normally cancelled. Exceptions are sometimes made in case of school activities when main roads are passable and cancellation of the activity would create increased hardships. For non-school groups, exceptions would only be made if the sponsoring organization is willing to pay for the additional costs/custodial services needed to open the facility.
6. All users may be required to present evidence of organizational liability insurance for the named event, with a minimum of at least \$1 million insured and Pewamo-Westphalia Community Schools named as additionally insured.
7. The District assumes no responsibility for the property for any organization or group or any of their agents, employees, invitees, or licensees. All organizations and groups release and discharge the district from any and all liability for loss, injury or damage to person or property sustained during the use of school facilities and shall hold the district harmless from all claims and dangers resulting from the acts or omissions of any organization or group or any of their agents, employees, invitees, or licensees.
8. Use of alcoholic products, tobacco products, and illegal substances are not permitted on school property. Weapons and firearms are also not permitted on school property. A group's privileges will be revoked if any use is discovered and legal action may be taken.

9. During the week the using group must leave by 10:00 p.m. so the custodians can finish their work and close the buildings. Any group using the facilities past 10:00 p.m. will be charged for custodial services.
10. The organization/group will be responsible for any additional costs incurred, including set-up and clean-up time before and after the event. P-W will bill accordingly.

District facilities may be available for usage by non-school groups when available and the following request has been approved. When there are competing interests for facilities, approval will be given according to the following:

1. Uses directly related to the schools and the operations of the schools (curricular and school-sponsored extra-curricular groups) with those "in-season" being granted first priority.
2. Uses by groups affiliated with district activities and those groups whose primary goal is to benefit students (PTO, boosters clubs...). Current collegiate athletes who are alumni of P-W may be given access to facilities based on prior approval.
3. Meetings of employee associations and organizations.
4. Uses by units of government (i.e. election activities).
5. Non-profit community organizations or groups formed for charitable, civic, social, educational, political, recreational, or religious purposes.
6. Commercial or for-profit organizations and groups.

District facilities may be used up to three dates per year by a sport program for the purposes of fundraising. Additional dates will be charged in accordance with the facilities usage fee schedule.

Facilities Usage Fee Schedule

Facility Requested	Category 1 School Sponsored	Category 2 School Affiliated	Category 3		Category 4	
			Non Profit		Commercial	
			Resident	Non-Resident	Resident	Non-Resident
Football/Track Complex, Baseball/Softball Competition Fields, New Fieldhouse, Weightroom, Kitchen	No Charge	No Charge	Available only upon board / superintendent approval, rate to be determined with approval	Available only upon board / superintendent approval, rate to be determined with approval	Available only upon board / superintendent approval, rate to be determined with approval	Available only upon board / superintendent approval, rate to be determined with approval
Baseball/Softball Fields	No Charge	No Charge	\$75 per game	\$150 per game, \$600 day	\$250 / hr, \$1500 day	\$300 / hr, \$1800 day
Old Football Field	No Charge	No Charge	\$75 a game	\$200 / hr, \$1200 day	\$250 / hr, \$1500 day	\$300 / hr, \$1800 day
Auditorium	No Charge	No Charge	\$30 / hr	\$100 / hr	\$100 / hr	\$150 / hr
Cafeteria	No Charge	No Charge	\$30 / hr	\$50 / hr	\$75 / hr	\$100 / hr
Old Gymnasium	No Charge	No Charge	\$30 / hr	\$50 / hr	\$100 / hr	\$150 / hr

THE FOLLOWING PERSONNEL COSTS MAY BE CHARGED IN ADDITION TO THE ABOVE RENTAL FEES:

Custodial Personnel	No Charge	\$40 / hr - Regular \$60 / hr Sundays	\$40 / hr - Regular \$60 / hr - Sundays	\$40 / hr - Regular \$60 / hr - Sundays	\$40 / hr - Regular \$60 / hr - Sundays	\$40 / hr - Regular \$60 / hr - Sundays
Kitchen Personnel	No Charge	No Charge	\$30 / hr - Regular \$50 / hr - Sundays	\$30 / hr - Regular \$50 / hr - Sundays	\$30 / hr - Regular \$50 / hr - Sundays	\$30 / hr - Regular \$50 / hr - Sundays
Auditorium Sound/Light Personnel	No Charge	No Charge	\$20 / hr - Regular \$30 / hr - Sundays	\$20 / hr - Regular \$30 / hr - Sundays	\$20 / hr - Regular \$30 / hr - Sundays	\$20 / hr - Regular \$30 / hr - Sundays

**AGREEMENT FOR THE USAGE OF SCHOOL FACILITIES
PEWAMO-WESTPHALIA COMMUNITY SCHOOLS**

Date: _____

Name of Organization/Group _____

Address _____ City _____

Zip _____ Phone _____ Email _____

Acting Representative or Agent _____ Title _____

Facility/Room Requested _____ Date(s) Requested _____
(if a series of meetings/dates is requested please explain when submitting and list the additional dates)

Time Requested – FROM _____ TO _____

Equipment requested (chairs, tables...)

Signature _____ Date _____

I hereby certify that I shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture, or equipment because of the occupancy of said premises by our organization. I understand the rules and regulations of using the facilities of Pewamo-Westphalia Community Schools. I also understand that it is the responsibility of my organization to provide P-W with proof of liability insurance coverage. I agree to abide by and enforce the rules, regulations, and policies of Pewamo-Westphalia Community Schools.

All fees are due **BEFORE** use of the facility, and any additional costs will be billed thereafter. Please make checks payable to Pewamo-Westphalia Community Schools through the Superintendent's Office.

Pewamo-Westphalia Community Schools Office Use Only

Date Received _____

Classification _____

Date Approved _____

Charge for Facility _____

Date Paid _____

Pd Check # _____

Signed by _____

Copies sent to:

___ Custodians

___ Athletic Director

___ Auditorium Personnel

___ Building Principal

___ Food Service Director

___ Relevant Coaches