

Rental of School Facilities Procedures, Rules & Regulations

All organizations must complete the School Building and Facility Permit.

- Application for facility permit should be made through the **Community Recreation Department** of the Sheboygan Area School District *at least 10 days in advance*.
- Purpose of the organization and/or the type of meeting must be clearly stated on the application form.
- All applications must be approved by the Director of Recreation.
- When charges are necessary they will be computed prior to issuing the permit. **Payment must be submitted with the completed application** to the Community Recreation Department, 607 S. Water Street, Sheboygan, WI 53081 with check made payable to "Sheboygan Area School District." Exceptions may be made for large events where charges will be computed after the event.
- Upon approval, a copy will be returned to the party requesting the facility permit.

Supervision

Designated adult supervision must be provided at all times. The Supervisor shall remain until all members of the group have left the building at the conclusion of the activity. **Minors cannot be left unattended. If they are, the police may be called.** The renting party is responsible for all actions that occur in the facility as a result of their use of the facility.

Equipment

Where special equipment is to be used, it must be requested and approved upon submission of permit application. Arrangements for specific equipment must be made directly with the building custodian and/or administrator.

General Regulations

- School officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property.
- When using school facilities, sponsoring organizations will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in same condition as when they arrived. The person signing the application for use of the school facilities shall be held personally liable to the school district for any damage done to any property and for any expense incurred by, at, or in consequence of such use of school facilities.
- A school district employee must be on the premises when buildings are in use.
- A charge will be assessed when additional clean-up is required beyond the rental.
- **Alcoholic beverages and smoking are not permitted** in any school building or on any school grounds.
- Those who use the school facilities must enforce the regulations for fire prevention and safety as well as to abide by the policies set forth by the Board of Education.
- When municipal regulations require (or at the discretion of the school administrator/custodian in charge) the presence of policemen or firemen, the sponsoring organization must agree to fully identify itself and the person who is the official representative of that organization.
- **Certificate of Insurance** and/or a certified check may be required from organizations who are using school building facilities.
- **School Closings/Delays** - When schools are cancelled or delayed due to weather conditions all rentals will also be cancelled.

Auditorium/Commons Technical Staff

When renting a school district auditorium or high school commons and needing any lighting other than overhead lights or sound equipment, a school district approved operator must be secured and charges will be added to the rental. Personnel vary by school. A list of qualified persons is available at the Community Recreation Department.

Priorities

First priority for use of all school facilities goes to the schools for extra-curricular and sports activities. **Second priority** goes to the Community Recreation Department and **third priority** goes to the general public. There may be rare occasions such that a school will arrange an activity after one has been already scheduled by the Community Recreation Department or by the general public, therefore "bumping" it and taking use of the facility desired. However, schools make a conscious effort to promptly notify the Community Recreation Department of all activities and only in emergencies may need to secure a building without advance notice.

Renter's Checklist

- Leave the facility the way you found it or better!
- Request equipment at time of rental, not at time of arrival at the facility.
- Contact the custodian (by phone or e-mail) in advance of the rental to view the facility and discuss expectations and equipment needs. Phone number is listed on front of permit.
- Do not arrive prior to the permitted time.
- Confine your activities to the areas rented.
- Check in with the custodian at time of arrival.
- Have a cell phone available to use to contact the custodian if necessary. A list of instructions and phone numbers for contacting the custodian will be provided at check-in.
- Minors cannot be left unattended. If they are, police may be called.
- No food or drink allowed in the gyms and classrooms. Only bottled water is allowed in these areas. Food and drink is only allowed in a cafeteria or in other designated areas.
- Clean up the area to the best of your ability using the dry mop, wet mop and bucket, spray bottle and towel provided.
- Place garbage in garbage can.
- Fold, re-stack and store chairs after the activity has concluded.
- Check in with the custodian prior to leaving the facility.
- Report any problems to the Community Recreation Department – 459-3775