

# District Policy & Regulations

## BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

PROPERTY  
7510/PAGE 1 OF 2

### USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible individual, organization or a group of citizens and has been approved by the Superintendent or designee.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. meetings of employee associations
- C. departments or agencies of government
- D. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and/or educational purposes

The use of District grounds and facilities shall not be granted for private social functions or any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with local Government Personnel to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Administrative guidelines will be developed for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.

# District Policy & Regulations

## BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

120.12(a), 120.13(17), Wis. Stats.

Cross Ref: 7510 Guidelines

Approved: 08/27/98

Revised: 03/25/02, 02/11/09