

**USE OF SCHOOL FACILITIES**

**A. Requests to use Swallow School District facilities will be processed according to the following guidelines:**

1. School activities will always have top priority. All school-sponsored activities approved by the Superintendent or designee shall have precedence over other requests for the use of facilities and be submitted to the Principal for publication on the school's room usage calendar. A school employee must be present for all school-sponsored events. If a custodian(s) or Food Service worker is needed outside of his/her regularly scheduled time, approval must be obtained in advance from the Superintendent or designee.
2. Non-school groups interested in using the District's facilities or grounds must complete the Facilities Use Agreement and/or Recreational Agreement for administrative consideration of the request. It is suggested that applications are made a minimum of two weeks in advance to allow for full consideration of the request.
3. Non-school groups will be notified of the approval or denial of the organization's application for facility and/or recreational use. Approval will initiate planning with the organization for the facility or recreational usage requested.

**B. The categorization of groups and charges for rental are as follows:**

**1. Swallow School Sponsored Activities and Swallow Associated Groups**

Swallow School associated groups include all directly related organizations whose sole purpose and function is for the purpose of improving and/or expanding opportunities for Swallow students.

Examples: School sponsored groups include School Sponsored Athletic and Activities programs, Destination Imagination, and Robotics. School associated groups include the Swallow Educational Foundation.

District facilities will be made available to these groups without charge.

**2. Community Associated Groups for Swallow Students and/or parents only**

Organizations which are non-profit\* and whose purpose is the promotion of activities for the Swallow students and/or their parents are included in this category.

Designated Community Associated non-profit groups/organizations include, but are not limited by enumeration, the following:

- a. Recognized civic youth groups which include District students (Boy Scouts, Girl Scouts, Cub Scouts, 4-H, etc.)

- b. Recognized youth athletic groups/organizations
- c. Resident Neighborhood Associations

District facilities will be available at the Category A rate.

**3. Community Associated Groups with a mix of Swallow students and/or parents and students and/or parents not residents of Swallow.**

This category consists of organizations which are non-profit and whose purpose is the promotion of activities for a mix of some Swallow students and/or their parents along with students and/or adults who are non-residents of Swallow School.

Examples: Recreation Department, YMCA, church organizations, political party organizations, etc.

District facilities will be available at the Category A rate.

**4. Other Organizations – Resident and Non-resident for-profit Groups**

Any organized, recognized, and active for profit organization that operates for the benefit of a restricted group is in this category. Any organization that charges admission is included in this category.

Examples: Business organizations, etc.

District facilities will be available at the Category B rate

**C. RENTAL FEE**

The fee schedule below applies in addition to supervisory, custodial, and/or food service fees if applicable. Administration may waive supervisory or room fees for groups in Category A on days when school is in session (Monday-Friday) until 6pm. Consideration of this waiver of fees will be based on the size of the group using the facility, the nature of set-up and clean-up required by school staff, and other rental specific requests.

<b>Hourly Rate</b>	<b><u>A</u> **</b>	<b><u>B</u>**</b>
Multipurpose Room	\$15.00	\$30.00
Gym	\$15.00	\$30.00
Kitchen	\$25.00	\$50.00
Art	\$15.00	\$30.00
Music/Band	\$15.00	\$30.00
Classroom	\$15.00	\$30.00

**\*\*Custodial or food service services above and beyond the basic rental fee will be billed at the current rate of total compensation for each employee. Additional charges and fees are delineated on the applicable facility use or recreational use agreement.**

\*Non-profit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Service (IRS) [e.g. tax-exempt social and recreational clubs, IRS form 990-N organizations] or groups that have no gross receipts as such term is defined by the IRS. The District may request a copy of the appropriate documentation to verify non-profit status.

All fees are payable upon receipt of invoice. Checks shall be made payable to the Swallow School District and sent directly to the Business Office. Payments not received within sixty (60) days of the invoice date will be subject to a late fee of 15% of the total invoice amount or \$25.00 (whichever is greater).

Failure to pay facility use fees will result in automatic denial of future facility use requests until the delinquent fee balance is fully paid. The District reserves the right to require a fee deposit OR the estimated facility use fee to be prepaid. The District also reserves the right to utilize a collection firm or legal system to collect payment.

LEGAL REF: Sections 120.12(1) and (9) Wisconsin Statutes  
120.13(17), (19) & (21) Wisconsin Statutes  
121.02(1) (i) Wisconsin Statutes  
895.523 Wisconsin Statutes  
Equal Access Act  
Boy Scouts of America Equal Access Act of 2001

10/29/12