

USE OF SCHOOL FACILITIES

The Board shall encourage the widest possible use of school property for the activities of school, civic and religious organizations, within legal limitations.

The District shall not discriminate in admission procedures based solely on the sex, race, national origin, ancestry, creed, pregnancy, or marital or parental status, sexual orientation or physical, mental, emotional, or learning disability of the student.

Organizations, groups or individuals, using District facilities shall share necessary expenses in accordance with the fee schedule established by the Board.

Use of school properties for commercial gain, for personal benefit, for political or partisan meetings or events not sponsored by an organization from within the District may be permitted only upon specific approval of the Board.

The possession and use of intoxicants and harmful drugs on school property is prohibited.

Activities that are discriminatory, in conflict with school activities, that violate the canons of good morals, manners or taste, or that may be injurious to the buildings, grounds, or equipment are prohibited.

In all instances, the public school educational programs shall have priority use of District facilities.

District athletic facilities will be scheduled for use with the following list of priorities being in effect:

- A. First priority shall be given to K-12 athletics for use of athletic facilities after 3:00 p.m. during weekdays, and on weekends and holidays during the season.
- B. Second priority shall be given to K-12 intramural programs.
- C. Third priority shall be given to other school-sponsored organizations, groups, or individuals
- D. Fourth priority shall be given to Nicolet College programs.
- E. Fifth priority shall be given to other non-school organizations, groups, or individuals.

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 the appropriate local governing body 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.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines
- Use of school equipment in conjunction with the use of school facilities must be required 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.
- Users shall be financially liable for damage to the facilities and for proper chaperonage.

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Revised 05/20/13

USE OF SCHOOL FACILITIES

Agreement for Usage

1. Requests to use facilities shall be made ten (10) days in advance of the scheduled date. The Principal or Activities Director will initiate the "School District of Rhinelander Use of Facilities Reservation Form".
2. The "School District of Rhinelander Use of Facilities Reservation Form" shall be signed by a responsible representative of the organization scheduling the program, approved by the school principal and the Director of Business Services. Temporary bookings are considered final when the agreement has been signed by all responsible parties.
3. Payment of rental fees may be required at the time the agreement is signed.
4. Special liability insurance may be required.
5. If the event is cancelled the school principal should be notified at least three (3) days before the day of the event. Refund of fees will be allowed if cancellation is at least one day prior to the event.
6. The approved reservation form may not be transferred to another party.
7. A school-employed custodian will be on duty whenever building facilities are being used unless otherwise specified. A school employee may be approved in place of a school-employed custodian.
8. Any damage to school property will be the responsibility of the program sponsor. Repair work or restitution will be billed by the office of the Director of Business Services.
9. School facilities will not be available for use on the following holidays: New Year's Day, Good Friday, Easter Monday (unless school is in session) Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, or after 10:30 p. m. without written authorization of the Supervisor of Buildings and Grounds.
10. The possession and/or use of tobacco products, intoxicants, and/or harmful drugs on school property are prohibited.

Responsibility of Users

1. Arrangements for use of special equipment, spotlights, balls, nets, etc. must be made ten days in advance. Only school district approved persons may operate lighting boards, auditorium sound systems, or the pool scoreboard.
2. No organization shall begin activities until the on-site supervisor of the requesting group is present.
3. Only the individual or members of the organization or group requesting the facilities will be allowed to participate. Participation may extend to those invited to the programs being presented by the individual, organization, or group who have requested and been approved to use the facilities.
4. Organization members must remain in the designated areas at all times.
5. Parents are responsible for the supervision of their children.
6. Organization members must leave at the designated time in order to allow for clean up. Organizations should provide clean up of their own activity, (towels, food spills, sawdust, etc.) except emergencies.

Responsibilities of On-Site Supervisor of the Requesting Group

1. *The on-site supervisor must be at least 18 years old*
2. *The on-site supervisor will be the first to enter the building.*
3. *The on-site supervisor will give the approval form to the building custodian.*
4. *The on-site supervisor shall report any building or equipment damage to the custodian immediately.*
5. *The on-site supervisor shall make sure all showers, lights, equipment, etc., which have been used by the group, are shut off.*
6. *The on-site supervisor shall make sure that all members of the group have left the building.*
7. *The on-site supervisor shall notify the custodian when the group has left the building and activity is over.*
8. *The on-site supervisor shall notify the principal of any accident or injuries and complete any requested documentation as soon as possible.*

Use of Pool Facilities

1. *Groups wanting to use the pool must fill out both the "Use of Facilities Reservation Form" as well as a "Pool Use Request/Contact" form.*
2. *The on-site supervisor must completed a "Pool Operation Checklist" and leave it in the pool office.*
3. *Only equipment requested in advance may be used.*
4. *All persons using the swimming pool must take a shower before entering the pool enclosure.*
5. *Any person having an infectious or communicable disease is prohibited from using a public pool.*
6. *Persons having open blisters, cuts, etc. are advised not to use the pool.*
7. *Access to starting blocks is restricted during general use (open swims).*
8. *Spouting water, spitting, blowing the nose or discharging bodily wastes in the pool is strictly prohibited.*
9. *Running, boisterous or rough play or excessive noise is forbidden in the pool area, showers, or dressing rooms.*
10. *Common towels, combs, brushes and drinking cups are prohibited. Private swimsuits and towels should be cleaned and dried after use.*
11. *No glass containers, food or drink inside the pool enclosure.*
12. *Dogs and other animals are not allowed in the pool area.*
13. *All children and non-swimmers must be accompanied by a parent or responsible adult supervisor.*
14. *A school district approved certified lifeguard must be on duty.*
15. *A maximum number of persons permitted in the pool at one time is 1 lifeguard - 40 people; 2 lifeguards - 75 people.*

16. *If the pool facilities are to be used by co-ed groups, at least one male and one female adult must be present.*

Use of Kitchen and Kitchen Facilities

1. *School dishes, machines, or other equipment (except coffee pots) may not be used unless a member of the food service staff is employed.*
2. *Meal functions will be arranged with the Director of Food Services.*
3. *Cafeterias may be used for non-food activities without a member of the food service staff being employed.*

Students are not permitted in school kitchens.

Use of Cedric A. Vig Outdoor Classroom (CAVOC) and Other School Forest Properties

1. *Classes or groups desiring to use CAVOC or school forest property must schedule use through the School District of Rhinelander Curriculum and Instruction Office. NOTE: Teachers desiring to use CAVOC for their class need to confirm a date via the e-mail or telephonically prior to completing the "Field Trip Request Form".*
2. *An adult must accompany all youth groups using CAVOC or school forest property. The adult chaperone must remain with the group while it is on school property.*
3. *Motorized vehicles, horses, cutting or removing wood are not permitted on any school forest land except where expressed, written permission has been granted by the School District of Rhinelander Superintendent. In addition, hunting and trapping are not permitted on the CAVOC site.*
4. *Hiking, sight seeing, nature study, bird watching and skiing are approved activities on school forestland. Any requests to use school forestland for other than educational purposes or the above-listed activities must be reviewed by the School Forest Advisory Committee. Following review, this committee will make a recommendation to the Superintendent for approval/non-approval of the request.*
5. *No overnights are permitted at the CAVOC site by non-School District of Rhinelander groups. Rominsky Lodge is not to be used for "lock-ins" or "overnights".*

Use of District Industrial Arts Facilities

1. *Use of the Industrial Arts facilities must be approved by the school principal.*
2. *Individuals and groups using the facilities are required to follow all safety precautions and requirements.*
3. *A district employee must supervise the use of equipment.*

Fee Schedule

A. *Classification of Users*

Groups requesting the use of the building facilities shall be classified as follows:

YOUTH ORIENTED GROUPS - Activities oriented to the school age youth of the School District of Rhinelander.

1. *A class, club, or school board approved activity of a school.*
 - > *No charge for use of facilities*
2. *Any group sponsored by or under the direction of the School District of Rhinelander, Nicolet College, University of Wisconsin System, Rhinelander Area Children's Arts Program, WXPB, Department of Public Instruction.*
 - > *Large Area - No charge if no admission is being charged by the group
(Large Areas = Gymnasium, Auditorium Pool, Cafeteria, Library Media Center, Tiered Classroom at Rhinelander High School)*
 - > *Large Area - \$12.50 per hour if the group charges admission to the activity/event*
 - > *Small Area - No charge if no admission is being charged by the group
(Small Areas = Classroom, Office Area, Conference Room, Kitchen)*
 - > *Small Area - \$7.50 per hour if the group charges admission to the activity/event*

(Areas not listed will be determined to be in a large or small area on an individual basis as requested)
3. *Other groups providing activities for youth.*
 - > *Large Area - No charge if no admission is being charged by the group
(Large Areas = Gymnasium, Auditorium Pool, Cafeteria, Library Media Center, Tiered Classroom at Rhinelander High School)*
 - > *Large Area - \$12.50 per hour if the group charges admission to the activity/event*
 - > *Small Area - No charge if no admission is being charged by the group
(Small Areas = Classroom, Office Area, Conference Room, Kitchen)*
 - > *Small Area - \$7.50 per hour if the group charges admission to the activity/event*

(Areas not listed will be determined to be in a large or small area on an individual basis as requested)

ADULT ORIENTED GROUPS - *Activities primarily intended for the adults of the School District of Rhinelander and community.*

1. *A class, club, or school board approved activity of a school.*
 - > *Large Area - \$15.00 per hour
(Large Areas = Gymnasium, Auditorium Pool, Cafeteria, Library Media Center, Tiered Classroom at Rhinelander High School)*
 - > *Large Area - \$30.00 per hour if the group charges admission to the activity/event*
 - > *Small Area - \$15.00 per hour
(Small Areas = Classroom, Office Area, Conference Room, Kitchen)*
 - > *Small Area - \$30.00 per hour if the group charges admission to the activity/event*

(Areas not listed will be determined to be in a large or small area on an individual basis as requested)
2. *Groups which request and obtain a written reciprocity agreement or a written individually negotiated agreement.*
 - > *Rates charged as per individual agreement negotiated with the district. This option is intended for those groups within the community that desire to use district facilities on a continuing basis and who may have something to offer the district in return.*
3. *Approved reduction or waiver of fees approved by the Board of Education or its designee.*

- > *This option is intended for those adult community groups that may desire to use the facilities but qualify under a hardship or non-funded situation and do not have the resources to pay for facility use. Application for waiver or reduction of fees must be submitted in writing to the Board of Education or its designee on an individual basis (a request and approval may cover multiple areas or dates if identified in the request)*

NON-LOCAL GROUPS - Any activity sponsored by an organization that is not located in the district.

- > *Fee to be determined - - -
Charges for activities of Non-Local groups will be considered on an "As requested basis" but will be no less than two times the rate for School District of Rhinelander community adult rates.*

B. Fee Determination

Fees will be charged as listed above.

All groups will be responsible for any additional charges incurred, i.e. extra custodian, lifeguard, kitchen supervisor, stage or lighting operator.

Fees for the lifeguard are \$7.50 per hour.

Fees for the stage manager are \$50.00 minimum, and \$12.50 for each additional hour.

Meal events are charged as arranged by the Director of Food Services.

All personnel are paid by the district and may not accept payment from the user.

Organizations using district facilities will be invoiced for facility charges and employee costs on actual time/actual additional time used basis. The reservation form shows estimated fees only.

C. CAVOC USE

1. *Users (excluding School District of Rhinelander groups) will be charged a fee if Rominsky Lodge or the picnic area around the lodge is to be used. Any use of these or other areas of CAVOC, excluding the ROPES course which requires the Caretaker to conduct a follow-up cleaning or inspection, will be charged a fee as designated below.*

Fees (for uses not associated with district-related purposes):

- a. *A \$25 per day fee plus a \$50 refundable deposit will be charged for the use of Rominsky Lodge and/or the CAVOC site. Plus, users will be charged any replacement costs if equipment, or the site, is damaged. The \$50 deposit will be refunded if Rominsky Lodge and site are cleaned as per the "Cleaning/Departure Checklist" which must be completed prior to departure. This checklist is located in Rominsky Lodge.*
- b. *A request for waiver of fees may be submitted to the Superintendent of Schools.*

**RHINELANDER HIGH SCHOOL
POOL USE CHECKLIST**

Date ____/____/____
Supervisor Name _____

Number of Swimmers _____
Organization _____

Prior to Pool Use

- Have Facilities Use and Pool Use Form
- Emergency equipment is readily available and in good condition
- All lights working and turned on
- Ladders (2) in the pool, accessible, secured and not slippery
- Buoy across 1/2 line (*state mandate*)
- Locker rooms and pool deck clear and not slippery
- Pool free of debris
- School approved lifeguard on duty
- Pool rules posted and explained to swimmers

Closing Procedures

- Remain in area until all patrons have left pool area
- Walk around the entire pool, checking bottom, drains, corners, gutters
- All equipment used by patrons stored properly
- All debris off deck, out of gutters, out of drinking fountains
- All rescue equipment in place
- Record number of swimmers
- Repeat check of pool
- Lock and then pull on all doors to assure they are secure
- Check locker rooms for safety concerns, cleanliness, supplies, and notify custodians of problems

Notes:

All items on this checklist have been completed: Yes No
Explain:

The organization complied with all applicable rules: Yes No
Explain:

Signature(s) _____
Supervisor(s)

Lifeguard(s)

**COMPLAINT STRUCTURE
RHINELANDER HIGH SCHOOL POOL OPERATION**

The following chain will be followed for complaints to be addressed regarding pool operation prior to contacting the Superintendent.

A. For Issues Regarding Emergency Assistance, Pool Rules, and Enforcement:

1. For curricular use of pool during school hours, the chain of complaints is as follows:
 - a. Teacher
 - b. Physical Education Department Chair
 - c. Principal

2. For extra-curricular use of pool, i.e. swim practice, meets, etc., the chain for complaints is as follows:
 - a. Coach
 - b. Activities Director
 - c. Principal

B. For Issues Regarding Pool Operations, Maintenance and Closure:

1. For daytime use of the pool, i.e. curriculum/instructional use, the chain for complaints is as follows:
 - a. Teacher
 - b. Supervisor of Plant Operations
 - c. Principal

2. For extra-curricular use of the pool, i.e. swim practice meets, etc., the chain for complaints is as follows:
 - a. Coach
 - b. Activities Director
 - c. Supervisor of Plant Operations
 - d. Principal

3. For use by non-district groups, i.e. Y.M.C.A., other groups, the chain for complaints is as follows:
 - a. Group Designated Supervisor (must be 18 years of age)
 - b. Activities Director
 - c. Supervisor of Plant Operations
 - d. Principal

**OPERATIONAL RESPONSIBILITIES
RHINELANDER HIGH SCHOOL POOL**

Until such time as the District creates a position defined as "Responsible Supervisor" according to the State Department of Health and Social Services Chapter 172.03, the defined duties of such an individual will be distributed to several individuals as defined below.

1. The person designed by the operator to provide emergency assistance to patrons is the Physical Education Department Chair. Physical education instructors who utilize the pool for curriculum instruction may share the responsibility. It is also shared while lifeguards are on duty for various group uses of the pool.
2. The person designated to maintain order and enforce pool use regulations governing safety and sanitation is Physical Education Department Chair. Others having this responsibility from time to time are the physical education instructors and lifeguards when assigned to various groups.
3. Pool closure is the responsibility of high school Supervisor of Plant Operations. It is his/her responsibility to notify administration of the closure and reasons for same.
4. The high school Supervisor of Plant Operations has complete responsibility for pool maintenance operation and testing of pool water according to state guidelines. No other individual will be authorized to conduct the water testing since chemical regents and location of testing the water will affect results. Halogen Supply Company, Inc. is the designated pool service company.
5. All scheduling of pool use is the responsibility of the 9-12 Activities Director. In the event an individual is hired by the District as a pool director, meeting the State's definition of a 'Responsible Supervisor', scheduling of the pool would be included in that position's job description.
6. If pool ladders need to be removed for swim meet or for practice sessions, they may only be removed and replaced by a custodial staff member, designated by the Supervisor of Plant Operations. These ladders must be anchored according to state requirements for open swim.

**SCHOOL DISTRICT OF RHINELANDER
POOL USE REQUEST/CONTRACT**

Organization _____ Contact Person (Agent) _____

Date(s) of Pool Use _____ Time of Use _____

Name of Pool Supervisor (must be 18 or over) _____

Number of Swimmers _____ Age or Grade of Swimmers _____

Number of Chaperones _____ Number of Chaperones Swimming _____

Special Needs/Requests _____

Agreement

1. Have this agreement and separate facilities use agreement filed and approved by the district.
2. Pay all applicable fees in advance of rental date.
3. Submit copies of lifeguard's current credentials if guard(s) is not provided by the school district.
4. Provide at least one male and one female adult supervisor if pool will be used by mixed
5. Comply with state and facility rules as posted on pool deck and follow all rules provided to the organization with this agreement. Guard(s) will inform swimmers of rules and will assume responsibility for compliance. groups.
6. The lifeguard(s) may direct adult supervisors to observe certain areas of the pool or locker rooms.
7. Groups who rent the pool will be responsible for paying for damages to facility or extra custodial work required due to misuse or abuse.
8. Any damage or maintenance concerns should be reported immediately.

We understand our responsibilities in using the School District of Rhinelanders pool, and are prepared to comply with all applicable rules regarding supervision and use of the pool and accompanying facilities. We understand that any non-compliance of the rules or misuse of the facilities may result in suspension of pool privileges.

Signatures

Agent for Organization _____ Date ____/____/____

Supervisor(s) _____ Date ____/____/____

_____ Date ____/____/____

Lifeguard(s) _____ Date ____/____/____

_____ Date ____/____/____

Activities Director _____ Date ____/____/____