

Title

## PUBLIC ACCESS TO SCHOOL FACILITIES

Code

po7510.10

Status

Active

Adopted

November 18, 2019

### 7510.01 -PUBLIC ACCESS TO SCHOOL FACILITIES

The Board of Education recognizes the need to balance community use of school facilities with the need to maintain a safe and secure property. The following guidelines shall be enforced regarding public access to the school facilities outside of school hours:

- A. All facility use requests are expected to be submitted for approval at least five days in advance of the requested event date. This will allow time for the staff to process the request for use of the facilities.
- B. Public use of school facilities is encouraged to take place outside of school hours and on weekdays when custodial staff are on duty. The staff on duty will assist with locking and unlocking the facility. If additional cleaning or repair costs are incurred by the district, the organization may be charged those fees. It will not be necessary to issue external FOB's or internal keys to non-school employees and coaches for events that occur during these times.
- C. When a facility use request has been approved outside of normal custodial hours, a FOB may be issued to the individual responsible. The FOB will be activated to allow access to the building only during the dates and times approved on the facility use request. The FOB will be inoperative at other times and should be returned to the office. If internal keys are needed in the building, they may also be issued at this time and should be returned after the approved time period of use.
- D. The school district reserves the right to assign a custodian to be on duty for events scheduled outside of normal custodial hours and charge a reasonable fee to offset those costs.
- E. Any party failing to demonstrate proper responsibility with access to the building may forfeit their building use privileges.

Legal

120.13(17), Wis. Stats.