

A. Facility Use Classifications

Permitted usage except as otherwise determined, availability and fees (where applicable) for use of District Buildings and Grounds (hereinafter "district facilities") shall be determined by classification. District facilities will be made available to the following groups, in order, as space and priority allows.

1. District Co-Curricular and School Activity Groups:

Co-Curricular and School Activity Groups are those groups that are directly related to an educational or co-curricular program sponsored by the District, including academic, athletic, cultural and social group activities. These programs are given top priority for use of District facilities and facility usage is free of charge.

2. Cambridge Activities Program:

CAP activities are programs that are directly sponsored by and administered by CAP. These programs are given second priority for use of District facilities and facility usage is free of charge or under contract with the district (Cap Care room).

3. School-Related Activity Groups: School-Related Activity Groups are those groups not under direct sponsorship of the school or District which are organized for the sole purpose of district education improvements, including but not limited to: parent-teacher groups, parent booster groups, and the FFA Alumni. These groups are approved by the Board of Education for inclusion in this category.

School-Related Activity Groups will be permitted to use District facilities for any purpose that directly or indirectly promotes the education, health, welfare and personal growth of the District's students.

School-Related Activity Groups will be allowed to use District facilities free of charge during normal custodial working hours. If excessive set up or cleanup is required, additional personnel costs will be assessed. Activities after these hours will be assessed the actual custodial costs.

4. **Non-Curriculum-Related Student Groups:** A group is a Non-Curriculum-Related Student Group if the following are true:

- a. The group is student-initiated, voluntary and solely comprised of District students.
- b. The subject matter of the group is not actually taught, or will not soon be taught, as a regularly offered course of the District.
- c. Participation in the group is not required for a particular course.
- d. Participation in the group does not result in academic credit.

Non-Curriculum-Related Student Groups will be permitted to use District facilities for any purpose that does not materially and substantially interfere with the orderly conduct of educational activities within the school. Non-Curriculum-Related Student Groups may not be sponsored by the school, the government, or their agents or employees.

The District will not deny equal access or a fair opportunity to, or discriminate against, any Non-Curriculum-Related Student Group who wishes to conduct a meeting on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Non-Curriculum-Related Student Groups will be allowed to use District facilities free of charge during normal custodial working hours. If excessive set up or cleanup is required, additional personnel costs will be assessed. Activities after these hours will be assessed the actual custodial costs.

5. **Cambridge Community Organizations:** Cambridge Community Organizations are nonprofit groups. These groups intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated

in these guidelines. The applicant from the organization must reside in Cambridge.

Cambridge Community Organizations shall qualify as a "Cambridge Community Organization" for purposes of the fee schedule if 75-100% of the participants reside in Cambridge or attend Cambridge Public Schools. If the organization has 50-74% of the participants reside in Cambridge or attend Cambridge Public Schools, the organization is classified as a Cambridge Resident. If less than 50% of the participants resides in Cambridge or attends Cambridge Public Schools, the organization is classified as a Non-Cambridge Resident.

Organizations must submit, when requested, to the CAP Office the following information annually to qualify for the Cambridge Community Organization classification: a certificate of insurance naming the School District of Cambridge as additional insured. A list of the organization members with addresses should be submitted after each registration period to determine fee charges and if the organization qualifies for this classification.

All Cambridge Community Organizations will complete an on-line facility agreement and pay the contracted facility/personnel fee prior to use of district facilities.

6. **Cambridge Residents/Organizations:** Cambridge Residents are organizations or individuals that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated in these guidelines. The applicant must reside in Cambridge.

To qualify as a Cambridge Resident, at least 50% of the participants must be residents of Cambridge or attend Cambridge Public Schools. Organizations may be required to provide certified lists of the members, with addresses, when applying for use of District facilities.

All Cambridge residents wishing to use District facilities shall sign a facility contract and pay the facility and personnel contracted fee prior to use of the facilities.

7. **Non-Cambridge Residents/Organizations:** Non-Cambridge Residents are organizations or individuals that intend to use District facilities for a lawful non-school purpose and

do not fall within any of the other classifications stated in these guidelines.

If less than 50% of their members resides in Cambridge or attends Cambridge Public Schools, the application is considered a Non-Cambridge Resident.

All Non-Cambridge Residents wishing to use District facilities shall complete an on-line facility agreement and pay the facility and personnel contracted fee prior to use of the facilities.

B. Facility Use Requests/Contracts

1. Use of District facilities may be permitted during non-school hours with permission of the District and CAP and when such use does not interfere with the use of the facilities for school, District purposes or school-related functions. The determination of whether a requested use interferes with use of the facilities for school or District purposes or school-related functions shall be made by the District and CAP.
 - a. Use of District facilities is contingent upon the availability of all necessary services including, without limitation, custodial services.
 - b. Approval will be denied if the intended use is contrary to District policy, conflicts with use of the property for school or District purposes, or may result in danger to others or District property.
2. The sponsoring person or organization shall initiate requests for use of District facilities by submitting an online request outlining the details of the facility use to the District calendar.
3. The applicant shall complete the on-line agreement to CAP at least two weeks in advance of the proposed date(s) of use, for weekend or special events.
 - a. Groups in categories 3, and 5-7 must submit a Certificate of Insurance, in a form acceptable to the District, must be attached to the facility contract upon signing. The minimum acceptable policy limit is \$1,000,000.00 and the School District of Cambridge must be named as an additional insured covered by the policy.

b. The fee/deposit (if applicable) must accompany the contract (approved electronic requests will serve as contracts). A contract will not be considered, approved, reserved, or confirmed until the applicable estimated fee/deposit is received by CAP. Upon completion of the facility use, the District will calculate the actual facility and personnel fees and send an invoice for the amount due. The total fees and costs must be paid to the school district within 10 days following usage. Until the fees are received, the organization will not be allowed to utilize facilities in the future.

c. In-Kind Donations: Organizations or individuals have the opportunity to provide an in-kind donation to the District in lieu of facility fees for the utilization of district facilities. Organizations or individuals that wish to donate equipment in lieu of cash payment must gain approval from CAP/School District prior to the event being approved.

4. Approved applicants shall not sublet or otherwise transfer their approved usage of District facilities to other persons, entities or organizations.

5. In the case of special events, cancellations must be made at least three days in advance of the intended use. A \$50 late fee will be assessed for failure to cancel an approved facility use date without proper notice.

6. Inclement weather conditions: Should inclement weather occur and the applicant is not able to utilize the facilities, the applicant must contact CAP within 24 hours after the scheduled event to receive a refund or credit for that date.

1. District cancels event: The Cambridge School District reserves the right to cancel any program or event due to inclement weather, unforeseen events or the facility is not useable. CAP will contact the organization as soon as possible if the event needs to be cancelled. Payments will be returned under these circumstances.

C. General Facility Use Guidelines

The following guidelines govern the use of District facilities by individuals and organizations. Violation of these

guidelines may result in revocation of approval, denial of future facility usage or legal action.

1. All applicants shall be responsible for the conduct and control of any patrons, participants or invitees and must provide sufficient supervision to satisfy to CAP and the School District that the event will be adequately controlled.
2. Applicants and users are restricted to the reserved facilities; equipment identified, and stated purpose in the contract with the District.
3. The possession and use of tobacco products, alcoholic beverages, or controlled substances on District property is strictly prohibited.
4. Gambling of any kind and disorderly conduct is prohibited.
5. The District is not responsible for any personal items of the applicant or other persons using the facility that are lost, stolen or broken.
6. Approved applicants shall be responsible for any damage or loss to District property resulting from their usage and shall reimburse the District for all such damage or loss immediately upon receipt of a written demand for payment from the District.
7. Applicants will save and hold the District and the District's employees and agents harmless from and against any losses, damages, liability, or expenses (including reasonable attorneys' fees) resulting from, claimed by or against, or willful acts or omissions of the extent caused by or resulting from any negligence or willful acts or omissions of the applicant or the applicant's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents and invitees.
8. The applicant and users of District facilities must follow all state and local laws governing fire prevention and safety. Use of an open flame on District property is strictly prohibited.

9. Swimming Pool Use: Two certified lifeguards will be provided by CAP and must be on duty anytime that the swimming pool is used. The rules and regulations set forth in Chapter HSS 172.05 of the Wisconsin Administrative Code shall be followed when staffing the pool. Pool rentals shall be scheduled directly through the pool office.

 10. District facilities shall be open to inspection, at all times, by authorized representatives of the Board of Education.

 11. The District reserves the right to remove any individual or organization from District facilities for violation of District facility use policies and guidelines.

 12. Any individual or organization failing to conduct their usage consistent with District policies and guidelines will be denied subsequent use.

 13. The District and the Cambridge Community Activities Program shall handle all conditions or situations not covered by these guidelines on a case-by-case basis.
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LEGAL REFERENCE:

CROSS REFERENCE:

APPROVED: 12/17/12

REVISED:

POLICY #830(1)