

When considering the use of facilities, the School District of Altoona's mission is to encourage the use of school buildings and grounds by community groups when it does not conflict with the District's mission of educating students. The Altoona School District's "Community Use of School Facilities" policy governs the use of all District property and the school grounds. This policy and its' rules are designed to comply with local, state and federal law. The School District of Altoona has developed some basic rules governing proper conduct when using facilities, listed here:

1. Any individual, group, school or non-school organization wishing to use any of the school facilities or equipment must do so by completing the Application for Use of School Facilities, found on the District's website and submitted online. District sponsored activities shall always have priority over non-district administered activities. In no case shall verbal commitments for facilities use be considered in any way binding upon the District. Individuals may not apply to utilize school facilities for private, personal or family activities such as wedding receptions, family reunions or birthday parties.
2. Anyone requesting the use of school facilities will be charged fees in accordance with current rates, unless approved otherwise by the Superintendent/designee. In addition, personnel fees required to execute facility usage request will also be charged. The privilege of use may be suspended immediately if there is evidence of misuse of the facilities at any time.
3. Proof of insurance must be provided at least 10 business days prior to the scheduled use and maintained throughout the use.
4. Propping open exterior doors is prohibited at anytime for anyone within our school, due to the safety risks associated with such actions. The organization/groups who is responsible for the space is in charge of making sure the site is secure. Additionally, groups and individuals are responsible for making sure no doors are left open after the use of school facilities. Anyone found to have left a door open, or propped, may be suspended immediately from future use.
5. The submission of the Application for Use of School Facilities constitutes a guarantee to the Board of Education that the group will be responsible for the use of premises as outlined in the Application for Use of District Facilities

and Community Use of Facilities form (Policy 830).

6. All youth groups must be sponsored. No members of any youth group will be admitted into the facility prior to the arrival of the sponsor/agent.
7. Smoking or using controlled substances, including but not limited to vaping, e-cigarettes, JUUL, tobacco of any kind, etc. and the use or sale of illegal substances on District premises is strictly prohibited.
8. The carrying of a concealed or displayed weapon on District premises is strictly prohibited.
9. Animals are not allowed on District property without prior approval, with the exception of service animals.
10. Alcoholic beverages on District premises are strictly prohibited. Any person deemed intoxicated, or who is under the influence of liquor will not be permitted on District property.
11. No food, roller blades, street shoes or black sole shoes are allowed in the gym.
12. No roller blades, bikes, skateboards, scooters or similarly wheeled devices are allowed in the gym(s) and OakLeaf Stadium.
13. No gum, sunflower seeds and/or food of any kind is permitted on the Track or Turf Field in OakLeaf Stadium.
14. The use of profane language and/or gambling is not permitted on District property and may result in an individual(s) removal from District property.
15. Portable restrooms may not be brought onto District property without prior approval.
16. Burning of candles is prohibited.
17. User group may not cut grass or alter any fields.
18. No use of equipment shall be granted without prior approval from the District. Equipment usage is subject to availability. If District personnel are required to be present during use of equipment, personnel rates will also apply.
19. The application of material to walls, ceilings or floors is prohibited unless previously approved. User groups must remove their excess materials, equipment, furnishings and trash after facility use. Return room furniture to the original set-up.
20. It will be necessary to have a member of the custodial staff present for all inside activities, unless otherwise approved by the Superintendent/designee. In addition, the custodian may be required to

be present for outside activities if deemed necessary by the District. The School District of Altoona reserves the right to determine the number of personnel required for an activity.

21. Special permission must be received to serve meals. The use of the school kitchen must be approved through the food service director, and a kitchen staff member must supervise the use of the equipment. The schools have the prerogative of operating a concession stand. Those wanting to rent the High School and OakLeaf Stadium concession stand(s) must also sign an agreement with the Altoona Athletics Booster Club.
22. Use of school facilities is limited to the facilities requested by user at the time of application and may not be modified without previous approval by the District. No portion of any District facility may be used by any group after 11:00 P.M. without prior approval of the Superintendent/designee.
23. An invoice will be forwarded to the organization/individual listed as being responsible for payment following completion of the activity. For activities with multiple dates, periodic invoicing may occur. Payment will be due based on terms noted on the invoice. **No group delinquent in payment for use of a building will be approved for subsequent use of school facilities.**
24. The School District of Altoona reserves the right to cancel a reservation at any time, without cause or penalty. Altoona reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided. Cancellations by the Organization must be in writing to the Athletics & Activities office. No fee will be assessed if cancellation is made more than 10 business days prior to the facility use. Cancellations made less than 10 business days prior to facility use will be subject to a fee equal to 20% of the facility usage fees.
25. The privilege of use may be suspended immediately if there is evidence of misuse of the facilities at any time. The failure of an organization or group to follow this policy or the associated administrative rules relating to community use of school facilities may lead to the suspension of that organization's facility usage privileges. Any damage, broken equipment, vandalism or other alteration of buildings and/or grounds caused by a user group will be billed to that user group.
26. Applications for facility usage for Group II and Group III will be accepted

beginning the first business day of June each year. Please note that depending on the location requested, applications for facility use may not be approved until all district activities have been scheduled.

The Facility Use Fee Schedule (830-Exhibit) will be reviewed on an annual basis. Please note: Fees will not be assessed for use by the City of Altoona.

CROSS REF.: Section 120.12 Wisconsin Statute

Adopted: 06/15/81
Amended: 10/7/13
7/21/14
07/22/19