

COMMUNITY RELATIONS

Use of School Facilities

Priority for Use of School Facilities

School district sponsored activities shall have scheduling priority provided that the request is made within a reasonable period of time before the activity is to be held. This includes programs scheduled through the community services department. Portions of this policy will differ for use of regular school district facilities and for use of the Greenheck Field House (GFH).

Agreement for Usage and Applicant Procedure

1. Organizations or individuals requesting use of school facilities shall notify the community services office at least five (5) days in advance of the scheduled date. The Supervisor of Community Services or his/her designee will initiate the form "Use of School Facilities – Community Services." The form will be forwarded to the applicant. The applicant will fill out the form and return all three (3) copies to the community services office. (See Exhibits #1330E-A and #1330E-B.) For the Greenheck Field House, the "Use of School Facilities - Greenheck Field House" form will be used. (See Exhibit #1330E-D.)
2. Application and agreement forms shall be signed by the individual or representative of the organization scheduling the program, approved by the school principal and the superintendent or designee.
3. Applications will normally be processed on a first-come basis. In the event of a conflict, an effort will be made to find an alternate place. Every application for the use of a school facility shall state the general nature and purpose of the activity and, upon request, the proposed program will be furnished. The application must list the person responsible for the activity. The person who will be supervising the activity must be listed on the application if different than the responsible party. The Supervisor of Community Services or his/her designee must sign the application.
4. Advance payment of rental fees or deposits may be required at the time the agreement is approved by the superintendent or designee.
5. Any damage to school property will be the responsibility of the applicant. The Community Services office will invoice the user group for all repairs or restitution.
6. Keys will be issued to groups using school facilities only on the authorization of the school principal. (See Policy & Rule #1339.) The Greenheck Field House shall require special access considerations. The Supervisor of Community Services shall establish appropriate procedures.
7. No agreement is transferable to another party.
8. The district may also require proof of insurance and/or copies of certificates of insurance.
9. Waiver of liability and hold harmless agreements may also be required.

Permit Procedures

The Community Services Department of the D.C. Everest School District, upon receipt of a building use application, will compute applicable costs, verify space availability with the school site, and contact the applicant. Upon signature of the Supervisor of Community Services or his/her designee, copies of the application will be forwarded to the applicant and the building custodian. The original application will be kept on file in the community services office.

Cancellations

The applicant shall notify the community services office of any cancellation at least twenty-four (24) hours prior to scheduled use. Failure to do so shall result in a charge for expenses incurred in preparation for use of the facility requested or revenue lost.

Payment of Charges

All payments are due upon receipt of invoice from the business office. Some activities at the Greenheck Field House may require advance payment.

Liabilities and Property Damage

1. Any organization using school facilities may be required by the Supervisor of Community Services to furnish a certificate confirming liability insurance in the minimum amount of \$1,000,000 (one million) for bodily injury and property damage.
2. The user group may be required to provide a certificate of insurance listing the school district as an "Also Named Insured" on the certificate.
3. Any loss, breakage, or need of repairs of facilities or equipment must be reported to the community services office or the building principal immediately by the individual in charge of the scheduled activity.

Supervision

1. The superintendent or designee will determine what school personnel must be present at the activity in order to supervise the using group, to protect the safety of individuals in the group and to protect or maintain the school facilities. School personnel may include community services staff, custodians, instructors, lifeguards, or others. The cost of providing personnel shall be added to the rental fees charged to using groups. Custodial charges, when needed as determined by Community Services, shall be assessed at rates determined by the business office.
2. Each group using school facilities must have a responsible adult in charge of the using group's activity, and they must have any other individuals as specified by the superintendent or designee--such as a lifeguard at a swimming activity.
3. The superintendent shall ensure in his/her written regulations that the supervisory personnel present at any using group's activity are sufficient to ensure the protection of school facilities from loss or damage.

Responsibility of Users

1. Arrangement for use of special equipment, spotlights, audio-visual equipment, nets, etc. should be made at least five (5) days in advance. Only qualified persons shall use the special equipment.
2. Organization members must remain in the designated areas at all times.
3. Organization members must leave at the designated time in order to allow for cleanup.
4. No individual will be allowed to use the school telephones except in instances of 911 emergencies.

Responsibilities of Adult Supervisor

1. Be the first to enter the building at least fifteen (15) minutes before the scheduled event. Earlier arrival may be required for Greenheck Field House events.
2. Show the approval form to the building custodian or community services staff.
3. Report any building or equipment damage to the custodian or the community services staff immediately.
4. Make sure that all members of the group have left the building.
5. Notify the custodian when the group has left the building and the activity is over.
6. Notify the principal, or the community services staff, of any accident or injuries as soon as possible.

General Regulations Governing Use of School Facilities

The applicant using school facilities will be required to follow all related board policies.

1. Proper conduct will be observed at all times.
2. A school custodian, or responsible adult as designated by the school principal, will open and close the building.

3. School officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property.

4. Group Categories
 - Community Services purposes only:
 - A. Youth Groups

An adult (18 years of age or over) must be present at all times to supervise youth and teenage activities. An additional adult will supervise areas of access to the group (halls, bathrooms, etc.) It is required that when a group exceeds twenty-five (25) students, additional supervision should be present.
 - C. Other Groups

All other groups must have an adult on the premises during the scheduled activity who is responsible for that group.
 - Greenheck Field House purposes only:
 - A. School district events
 - B. Special community events
 - C. Other activities

5. Any sale or distribution of food or drink in buildings other than the Greenheck Field House shall require permission by the school principal in advance. All food and drink used in the Greenheck Field House shall be regulated by the Supervisor of Food Services through concession operations. Groups are not to bring in food or drink.

6. When using a classroom, all furniture shall be returned to its proper place. Classroom supplies and materials must not be used at any time.

7. No decorations shall be placed in or on any of the school facilities without specific approval of the school principal or Supervisor of Community Services, as applicable.

8. School buildings shall be vacated no later than 10:30 P. M. and the Greenheck Field House by midnight unless prior approval is granted by the Supervisor of Community Services.

9. Gym shoes or comparable footwear must be worn for athletic activities in school gymnasiums.

10. Tobacco use in buildings and on grounds is prohibited. Employees and Students refer to policy # 4118.231P, 4218.2P, 5131.6P, 5131.6R, and 5145.5P. Non-employees will be subject to the following consequences:
 - 1st offense: Verbal warning and a request for discontinuance from an administrator or activity official.
 - 2nd offense: The individual will be escorted from the premises.

11. There shall be no sale, distribution, or consumption of alcoholic beverages or illegal drugs in school buildings or on school grounds.

12. The signing of the application for Use of School Facilities shall constitute an acknowledgment by the group or organization of acceptance of responsibility for any damage incurred to building or equipment resulting from such use.

13. Community groups will need to provide their own first aid supplies as needed.

14. A building custodian and/or Community Services staff member must be contacted and informed of any body fluid spills.

Supervision Guidelines for Youth Group Leaders – Community Services

1. Students must stay in the designated area and must be with a supervisor at all times.

2. Only two students at a time may be allowed to leave to use the rest room.
3. Do not allow students to take pencils, pens, markers, etc. with them to the rest room.
4. All students using the gym area must wear gym shoes. Students are not allowed to run in their stocking feet.
5. All equipment and materials used should be returned to the proper area. This is very important! Students are not allowed to get their own equipment and supplies. The activity supervisor is responsible for obtaining and returning equipment and materials.
6. Students waiting for a ride home must stay in the front door area of the school. Students are not allowed to roam the halls or go back and forth into and out of the building.
7. Any injuries or damages must be reported to the community services office within 24 hours of the incident.

Regulations Governing Use of Specific Facilities

1. Use of the Pool
 - A. A district approved certified lifeguard is required to be in the pool area during the hours the pool has been reserved.
 - B. The Supervisor of Community Services or his/her designee will assign a lifeguard for community groups and bill this cost to the group.
 - C. The name of the lifeguard who will be on duty must appear on the application for Use of Facilities with home and work phone number. In addition to the lifeguard's name and phone number, the name of the person responsible for the group must also be on the application for Use of Facilities.
 - D. The pool may be used by outside groups according to district policy and fee schedules.
 - E. All groups must conform to all rules concerning the use of the pool.
 - F. If pool facilities are to be used by co-ed groups, at least one male and one female adult must be present.
 - G. A custodian, school employee or community services staff must be on duty in the building while the pool is in use.
 - H. The maximum number of persons permitted in the pool at one time is one hundred (100).
 - I. A community swim program will be available for district residents. The supervisor of community services or his/her designee or the high school principal shall arrange for the high school pool to be available at least one night per week during the swimming season. The program shall be three (3) hours in length, but the hours of operation may be varied at the discretion of the supervisor of community services or his/her designee.
 - J. School District pool rules and regulations are listed under policy #1330E-C.
2. Use of District Vocational Education Facilities
 - A. Use of vocational education facilities must be approved by the Superintendent of Schools or designee.
 - B. Individuals and groups using the facilities are required to meet all safety requirements.
 - C. A qualified supervisor, approved by the principal, curriculum coordinator, or supervisor of community services must be available to supervise the use of equipment. The cost of this supervision will be paid to the school district by the individual or group using the facilities.
 - D. The district will be reimbursed for any equipment or supplies that are damaged.
 - E. No general school supplies will be used by outside groups.
3. Use of Parking Areas

- The use of school district parking areas shall be subject to the "General Condition" for use of school facilities.
4. Use of High School Auditorium
All outside groups reserving the auditorium will make arrangements with the community services department to have an adult or other personnel who are knowledgeable in the auditorium lighting and sound techniques present during use of the auditorium. The rate is to be determined by the School Board.
 5. Use of Cafeteria and Kitchen Facilities (Does not include Greenheck Field House concessions)
 - A. If the Mountain Bay Elementary, D.C. Everest Middle School, D.C. Everest Junior High or D.C. Everest Senior High cafeteria serving equipment and kitchen equipment are to be used, a member of the food service staff or district employee may be employed to supervise their use. The cost of providing this food service staff will be paid to the school district by the facility user.
 - B. A member of the food service staff may be employed at the elementary schools at the discretion of the building principal. The cost of providing this food service staff will be paid to the school district by the facility user.
 - C. The cafeteria serving equipment and kitchen equipment must be left clean and in the exact order in which it was found. There may be an additional charge for the use of certain kitchen equipment.
 - D. For health and safety reasons, the refrigeration and freezer equipment utilized by food service is not available for use by any other group or individual.
 6. Use of Twin Oaks Environmental Center
D.C. Everest Area organizations and groups are encouraged to utilize the Twin Oaks Environmental Center. Non-school groups and organizations must comply with all the D.C. Everest Area School District's policies. In addition to these rules, groups must also comply with the following regulations.
 - A. An application for Use of School Facilities must be completed and approved by the Supervisor of Community Services or his/her designee.
 - B. A custodian must be hired to open, close and properly secure the center.
 - 1) For groups using the facilities for less than three hours, the custodian will remain on site. The custodian will be responsible for securing the building after the event.
 - 2) For groups using the facilities for more than three hours, a custodian will be hired to properly open and secure the building. A custodian will be available for approximately one hour at the beginning of the event and will return towards the end of the event and will be available to secure and properly clean and maintain the building. These hours could vary depending on each individual circumstance, such as, weather conditions and additional cleaning.
 - 3) All groups utilizing a custodian, will be responsible to reimburse the D.C. Everest School District as per amounts in the current contract. The minimum amount per day will be two hours.
 - 4) The community services staff shall determine when a custodian is needed.
 - C. When groups and organizations desire to use the outdoor areas near the Twin Oaks Environmental Center, they will not necessarily need to hire a custodian. Each case will be assessed individually by the outdoor education coordinator and his judgment will determine the security needs for that particular event.
 - D. A food service staff person shall be required if groups and organizations plan on using the kitchen facilities. The food service staff person will be paid according to the current board policy. It will be the responsibility of the group to reimburse the district for all costs incurred because of utilizing the food service staff personnel and any food dispensed.

- E. Each group will be responsible for supervising all activities. The organization or group will be responsible to report and reimburse to the district any property damage related to the use of the Twin Oaks Environmental Center.
- F. Supplies and equipment will be for school district use only, and will not be available for use by outside groups. (For use of kitchen equipment, see #D above.)
- G. Groups will be billed for appropriate rental fees according to policy.

7. Outdoor Facilities

The D.C. Everest Area School District School Board recognizes that school district outdoor facilities should be made available for public use when not in conflict with school activities. However, the school board does require citizens to follow all school board policies and guidelines relative to use of outdoor facilities.

The use of alcohol or tobacco products on school property is prohibited. Fires or grilling is prohibited without specific authorization from administration.

The school board also recognizes that school grounds are public property, and as such, we encourage citizens to use these in a respectful, meaningful manner. The district reserves the right to set limits on use of fields and outdoor facilities to control such things as the number of participants, the length of use, access to parking, use of bathrooms, and more.

With this in mind, we require that each organization planning to utilize the school district outdoor facilities and anticipating a crowd of 300 or more individuals to reserve that particular area via the community services office. An Outdoor Facilities Use form must be submitted to the Community Services Department.

Organized groups conducting activities, such as games, camps and tournaments using outdoor facilities, must file an application for use through community services to ensure proper coordination and insurance coverage. An application fee will be charged pursuant to policy 1334E and any direct cost incurred by the district resulting from such use shall be the responsibility of the user.

Use is not authorized without prior approval for groups exceeding 300 individuals. Groups of fewer than 300 individuals should reserve district outdoor facilities and in so doing will have priority of use over any other individual or group for that date, time and place.

All groups utilizing D.C. Everest outdoor facilities for group gatherings must comply with all municipal ordinances and regulations, as well as school board policies.

The Community Services Department shall be responsible to schedule and manage school district outdoor facilities for user groups of approximately 300 or more and for outdoor facilities used for extended periods of time. All necessary permits need to be obtained prior to receiving approval for use of district outdoor facilities. The D. C. Everest Outdoor Facilities Use Form shall serve as the contract between the user group and the district. Among other things, it must state if the group plans to sell or give away food, beverages, or merchandise and clarify forfeiture of deposits if the user group fails to comply with board policy.

The Supervisor of Community Services shall determine when additional requirements are required for use of school district outdoor facilities. Such requirements may include, but not be limited to, the following:

- A. Certificate of insurance, naming DCE as an additional insured with minimum coverage's of \$1,000,000 (one million) bodily injury and property damage. Circumstances may require that this certificate include specific notations. Examples include, food service, number of participants or attendees, type of activity, involvement and number of minors, etc.
- B. User groups will pay in advance for the cost of any required custodial staff on site during their activity.
- C. User groups shall provide clean up on a regular basis throughout the duration of an event. Also, they are responsible to pay for the removal of all trash generated as a result

of their event. They may be required to have one or more dumpsters on site. Community Services Department will make a determination on the size of dumpster and will be paid in advance for this service.

- D. Community Services Department will make a determination on what will be permitted to be sold or given away at an event. User must provide copies of proper permits and/or licenses before final approval will be awarded.
- E. User groups may be required to provide, at their expense, a district supervisor and/or security officer. The Community Services Department will make this determination based on, but not limited to, the number of people anticipated at event, if food is served, etc. User will pay in advance for this service.
- F. User group will be responsible for the overall conduct of their group. They must comply with all municipal ordinances and School Board policies. If deemed necessary, they shall provide crowd control and coordinate with the district's on-site supervisor.
- G. The user group may be required to post a security deposit for certain events. The amount will be determined by the Community Services Department and must be paid no less than 14 days prior to event. Part or all of the deposit is refundable after any expenses are recovered. If the user group fails to comply with municipal ordinances or board policy the supervisor on site or a Community Services Department representative may order the group off school property. In such cases, all deposits are forfeited.

The community services staff may notify the Everest Metro Police Department and/or the Marathon County Health Department of scheduled events.

The school board also has full authority to deny any request to use a school facility or a school's outdoor grounds.

8. Use of Varsity Fields by Primary Users

The district has designated certain fields to be used primarily by D.C. Everest varsity teams. The varsity coach of teams that use these facilities may enter into an annual agreement with the district to schedule and maintain those facilities out of season. Designated varsity fields include the high school baseball and softball diamonds, and the fenced soccer field at the middle school. [For use of Stiehm Stadium, please refer to #13 on page (k)] School sponsored athletic and educational events will have priority for the use of all fields and procedures for scheduling school events exist separately to the procedures established in the primary user agreement.

Out of season the primary user group is responsible for scheduling events for this facility and keeping the Community Services office informed as far in advance as possible of all events taking place at this facility.

The District, through Community Services, reserves the right to schedule events at any time, provided they do not conflict with events scheduled by the primary user. A fee will be paid to the primary user for use by groups scheduled through Community Services. Responsibilities related to cleaning the bathrooms, the concession, spectator and playing areas are defined in the agreement.

The district needs written notice no later than January 1 of the previous year to alter the primary use agreement.

A. Definitions

- Primary User Group
The user group most closely aligned with a varsity outdoor facility that has entered into an agreement with the District to have primary use and control of that facility.
- Primary User Group Agreement
An agreement between the District and a group designated as the primary user group allowing a primary user group to maintain primary use and control of a varsity facility in exchange for taking responsibility for the scheduling, security and maintenance of that outdoor facility.
The agreement establishes standards for maintenance and a schedule for payment of operational expenses. Inspection of the facilities by custodial and/or Community

Services personnel will take place on a regular basis. The District reserves the right to revoke a primary user group agreement if standards are not met.

- In Season
Defined as the period of time from the first day of practice to the last possible date of playing a game for the varsity team.
 - Out of Season
Defined as the period of time from the last possible game of the season to the date scheduled for the first practice of the next season.
- B. District custodial staff responsibilities related to maintenance:
Cutting of grass unless primary user group agreement states otherwise.
Replacement of consumable items.
Any application of chemicals must be done by the district or by a contractor approved by the district.
- C. Signs will be posted in conspicuous locations at all outdoor facilities informing people of how to reserve facilities and indicating availability for use.
- D. Outdoor facility controlled by Community Services
Any outdoor facility not operated according to a primary user group agreement will be operated by the Community Services Department in accordance with paragraphs 7A-G of this policy.

9. Use of Equipment

All equipment within the schools is purchased with the understanding that such equipment is necessary to achieve the educational or operational goals of the district. Such equipment is held in trust by the School Board for the public at large.

School equipment will not be removed from school premises without the authorization of a building administrator, superintendent or appropriate coordinator. This equipment may be authorized for such off-premise use to further the educational experiences of students and/or enhance the educational productivity of the school district or to provide a community service. All equipment used for community services purposes will be authorized by the supervisor of community services or his/her designee and the appropriate school official. When special training is needed to operate the equipment, an appropriate school official will inform the requester of the need for this training. Internal use of school equipment by non-school personnel will need to be authorized by the appropriate school official, i.e., the building principal, the curriculum coordinator, supervisor of community services or his/her designee, or the superintendent.

Users will be responsible for damaged equipment and may be charged a maintenance fee for specialized equipment. This decision would be made by the appropriate school administrator. All groups requesting use of school equipment will need to fill out an application to use equipment at least five (5) days in advance of the day the equipment is needed.

Equipment is not to be used for personal interest or gain.

10. Use of Greenheck Field House Concessions

Concession stand operations shall be managed by the Supervisor of Food Services with daily assistance from the Supervisor of Community Services. Concession operators shall supervise volunteers and staff working concession sales to ensure proper health standards are maintained, to ensure proper use and maintenance of equipment, to ensure accountability of inventory and cash, and to ensure proper opening/closing of the stand.

- A. Groups may arrange for concession sales to be available at nonscheduled times through the Supervisor of Community Services.
- B. No food products or beverages may be brought into the Greenheck Field House. Appropriate inventory of food and beverage is to be maintained by the Supervisor of Food Services with assistance from the Supervisor of Community Service.

11. Use of Greenheck Field House

The Greenheck Field House will be available for use by the public without regard to residency. Priority of use goes to the school district regular educational programs that include co-curricular and athletic programs. Special consideration for use shall also be given to major

activities that benefit the entire area; i.e., Badger State Games. Whenever the facility, or parts thereof, are not being used as stated above, the Greenheck Field House shall be available for use by anyone on a reasonable-fee basis.

- A. Application for use of the Greenheck Field House shall be made through the Community Services office.
- B. Tennis shoes must be worn in the gym area unless special activities, approved by community services, allow otherwise.
- C. All equipment and materials are to be returned to their proper place.
- D. Students waiting for rides must stay in the lobby area.
- E. Any injuries or damages are to be immediately reported to community services staff. An accident form is to be filled out as soon as possible but no later than 48 hours after the incident.
- F. The Supervisor of Community Services shall prepare and maintain an operations handbook. The handbook shall cover facility and program operating procedures and shall be approved by the School Board.
- G. Those participating in facility activities assume all inherent risks and responsibilities, whether spectator or participant.
- H. Consumption of food and beverage is allowed only in the lobby, commons, and ice arena bleachers.
- I. The facility or its management is not responsible for lost or stolen articles.
- J. Rollerblading or skate boarding inside the building is not allowed unless part of an approved activity.
- K. No sticks or pucks allowed in locker rooms or rest rooms.
- L. NO ONE IS ALLOWED ON THE ICE WHEN THE ICE RESURFACING MACHINE IS PREPARING THE ICE.
- M. During ice rentals only team members, coaches, and managers are allowed in the players' boxes.
- N. Hockey sticks and pucks shall be restricted to use on the ice surface.

12. Scheduling of District Facilities

It is the intention of the D.C. Everest School District to fully utilize all district buildings and facilities. It is also the intention of the District to ensure that all academic and co-curricular activities have the opportunity to have their needs met before buildings or facilities are opened for use by the community.

1. The principal shall provide all calendar information included in A-F below to the supervisor of community services on a regular basis for inclusion in the master district calendar. The principal will notify the community services office of any changes.
 - A. Activities of the particular school which, by School Board policy, have first priority for use of that school
 - B. Curricular and co-curricular activities
 - C. Local P.T.O. activities
 - D. Activities required for proper maintenance of school facilities
 - E. Activities under the district-wide sponsorship of the D.C. Everest Area School District or sponsored by other individual schools in the district
 - F. Professional educational meetings of district, regional, or state organizations

May 1 – June 15

The Community Services office will schedule requests from principals, coordinators, and athletic directors for the time period from the beginning of Semester I through March 1st. Form 1330E-F should be submitted. Priority will be given to the earliest requests if there are common requests.

June 1 – June 15

The Community Services office will review, approve, and finalize requests. After June 15th, the academic and co-curricular groups no longer have the right to bump the community groups.

May 1 – October 1

The Community Services office will schedule requests from elementary principals for elementary gymnasiums, kitchens, and libraries for the time period October 1 to the last day of school. After October 1, elementary principals will no longer have the right to bump community groups. Priority will be given to the earliest requests if there are common request.

May 1 – November 1

The Community Services office will schedule requests from athletic directors for the period March 1 through the end of Semester II. Priority will be given to the earliest requests if there are common requests.

November 1 – December 15

The Community Services office will schedule requests from principals, coordinators and athletic directors for the period following the end of school in June through September. Form 1330E-F should be submitted. Priority will be given to the earliest requests if there are common requests.

December 15

The Community Services office will review, approve, and finalize requests. After December 15, the academic and co-curricular groups no longer have the right to bump the community groups.

Scheduling of Non-Profit and Commercial Community GroupsJune 1

The Community Services office will receive requests for usage of district buildings and facilities (except for elementary gymnasiums, kitchens and/or libraries) for the period from the beginning of Semester I through March 1. These requests will not be assigned until June 16. Priority will be given to the earliest requests if there are common requests.

September 1

The Community Services office will schedule requests for the usage of elementary gymnasiums, kitchens, and/or libraries for the period of October 1 through the end of Semester II. These requests will not be assigned until October 1. Priority will be given to the earliest requests if there are common requests.

December 1

The Community Services office will schedule requests for usage of district buildings and facilities during summer break. These requests will not be approved until December 16th. Priority will be given to the earliest requests if there are common requests.

2. The Supervisor of Community Services or his/her designee shall keep a master calendar of all activities held in the schools and provide a weekly schedule of activities to each building principal.
3. In the event that a scheduling conflict or problem cannot be resolved by the building principal and the Supervisor of Community Services or his/her designee, the matter shall be referred to the superintendent who will make the final decision.

13. Use of Stiehm Stadium Complex

School district programs shall be given first priority for the use of Stiehm Stadium and its football field. The varsity football program shall be first among them followed by descending levels of the football program. The athletic director, respective principal and supervisor of community services shall coordinate other programs. The junior high physical education program shall be allowed to use the field during scheduled classes.

Internal scheduling of Stiehm Stadium shall follow the same timeline requirements set forth in 1330E-G. Once D.C. Everest programs have been scheduled the supervisor of community services can schedule outside users.

Rental fees, additional services and security deposit amounts shall be set forth on board policy 1330E-I. Such rates shall be subject to change as the market demands.

The User Group shall be responsible for providing the district a certificate of insurance naming the D.C. Everest Area School District as an additional insured for the duration of use. The minimum insurance liability level of coverage shall be \$1,000,000.

The User Group shall be responsible for clean-up following each event. This includes trash pick-up and disposal of the site and effected adjacent areas.

The User Group shall be responsible for providing event staff, as determined by the District, for, but not limited to, ushers, parking attendants and security guards.

Facility rental fees shall cover the cost of the event to include event/facility supervisors and a service fee paid to the community services department. The net of rental fees shall be deposited into the Tournament Activities Fund and designated for the future replacement of the field surface and repairs.

Once per calendar year, a youth football event sponsored by the D.C. Everest varsity football coaches may be held free of rental fees.

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KAG:ems

SCHOOL BOARD
D.C. Everest Area School District
6300 Alderson Street
Weston, Wisconsin 54476