

SCHOOL-COMMUNITY RELATIONS

Use of School District Facilities Procedures

Use of school facilities by any public or private organization or individual shall be subject to the policies, rules and procedures of the District, local ordinances, and Wisconsin Statutes governing the use of public school facilities. The possession and use of weapons, firearms, tobacco products, alcoholic beverages, intoxicants or illegal controlled substances on District property is strictly prohibited.

Application and Approval Procedures for Use of Facilities

1. The applicant shall obtain a Use of Facilities Request and a Hold Harmless Agreement from the use of facilities scheduling system.
2. The request shall be submitted at least ten (10) working days in advance of the requested date of usage.
3. Any request for use of recreational, audio-visual, stage lighting, music, or other school equipment, including computers, must be specifically included on the Use of Facilities Request. Competent operators of any such equipment, who shall be approved by the building principal, must operate district equipment. Charges for these operators will be the responsibility of the permit holder. The Greendale School District reserves the right to refuse use of equipment.
4. Approvals of the request will be made as follows: School principal or designee for site usage, Athletic Director for all indoor/outdoor school district owned athletic facilities and Greendale Park and Recreation Director for all other outdoor areas. Once approved, the request will be forwarded to the facilities scheduling administrator to estimate fees, if applicable, and process required paperwork.
5. Request will be activated in scheduling system permitting use of facilities.
6. No building use contract is transferable. District facilities are to be used only as designated on the Use of Facilities Request.
7. The applicant shall notify the site administrator of any cancellation of scheduled activities at least 2 business days in advance. Cancellation of scheduled activities in Gavinski Stadium must be done within 5 business days in advance due to additional staffing involved with those rentals. In case of failure to do so, the district may invoice for expenses incurred in preparation for the use of the facility. Refer to 830-Fees for No Show Fee.

Application and Approval Procedures for Use of Facilities - continued

8. The school district's liability insurance does not extend coverage to outside groups. Applicants shall assume full liability for any personal injuries or property damages arising in connection with the event and are required to provide proof of insurance prior to the scheduled facility use. A Certificate of Liability Insurance and Hold Harmless Agreement are required from users. Proof of insurance must include comprehensive, general liability policy limits of not less than \$1,000,000 single limit per occurrence for bodily injury and property damage that names "Greendale School District" as an "Additional Insured".
9. Applicants are responsible for any applicable fees and costs associated with their rental of District facilities in accordance with District Policy 830 – Fees. Such fees and costs must be paid within 30 days of the billing or shall be subject to the accrual of interest at the annual rate of ten percent (10%).
10. All permit holders must observe the rules for facility use. A copy of this policy will be given to permit holders at the time of making the request for Use of Facilities.
11. When scheduling and approving facility usage, priority will be given as stated below. In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school activity will have precedence. The building principal or designee shall contact the designated representative of the non-school user as soon as possible. The school district has no obligation to find a substitute facility.

Group A: Greendale District Schools

Group B: Greendale Park and Recreation Department Youth Activities

Group C: Greendale Youth Sports Organizations: Twi-Nite Baseball and Softball, Greendale Youth Soccer, Greendale Youth Football, Cheer, Jr. Panther Basketball

Group D: Greendale Park and Recreation Department Adult Activities

Group E: Greendale Non-profit Organizations that may include but not limited to Village of Greendale Board or Board Committees (for the purpose of public meetings, elections or community celebrations), Greendale Education Foundation, Parent Teacher Organizations, booster clubs, teacher groups, Girl and Boy Scouts, Greendale Lions Club, Greendale Woman's Club, Greendale Entertainment Association, Greendale Chamber of Commerce, Greendale Historical Society or other similar service clubs and other youth sports groups not identified in Group C

Group F: Non-profit organizations outside of the Greendale community

Group G: For profit organizations within the community

Group H: For-profit organizations outside of the Greendale community

As a result of having a Park and Recreation program affiliated with the District, Greendale Schools supports the balance of community activities for both youth and adults in accessing facilities. The Greendale Park and Recreation Director and School District Athletic Director will work cooperatively to make facility assignments for the programs based on the most effective use of these areas.

Corresponding fees and charges shall be based upon the Group listed above in which an organization requesting the facility use is located. Administrative procedures shall outline the corresponding obligations and costs for the requesting organization.

12. Appeals or questions relating to the facility use shall be made to the Director of Business Services.

Using the eight different groups identified in the sections above, fee structures and need for insurance certificate are set up based upon the relationship and partnership with the District.

Group	In Kind Donation	Facility Usage Fee	Custodial Fees- Regular Hours	Custodial Over-Time or Additional Staffing Fees (School Hours)	Custodial Fees Outside Regular School Hours	Use of District Equipment	Other Staffing Fees	Need for Insurance Certificate
A					X		X	
B					X		X	
C	X	X \$5.00/ participant for season			X		X	X
D					X		X	
E				(X)	(X)		X	X
F		X	X	X	X	X	X	X
G		X	X	X	X	X	X	X
H		X	X	X	X	X	X	X

General Rental and Equipment Fee Schedule:

All rates will be charged per hour of rental, with a one-hour minimum, unless stated otherwise. Setup and take down time will also be charged. Rentals include a minimal custodial setup and cleanup/closing during regular operating hours.

If significant setup or cleanup is necessary a fee will be charged. Fees for custodial personnel will be charged for the entire time of an event outside regular operating hours. Retainer fee of \$50.00 per day/session will be charged when renting two areas. This will be charged in addition to the rental fee of area actually used on a per day/session basis.

A \$50.00 "No Show" fee will be charged to all organizations when the event has not been properly cancelled.

The user organization is responsible for all applicable sales tax and other potential sales fees associated with their event. If user organization is exempt from sales tax a copy of their Certificate of Exempt Sales Tax Status (CES) must be provided to Greendale School District.

Elementary Schools (Canterbury, College Park, Highland View)

Hourly Rates:

Gymnasium	\$35.00	
MP / Cafeteria (College Park)	\$25.00	
Kitchen	\$30.00	Kitchen attendant required at an additional fee
Individual Classroom	\$20.00	
Computer Lab (CA only)	\$50.00	Computer technician required at an additional fee
IMC (Library)	\$30.00	
Outdoor Athletic Field (CP, HV)	\$75.00	Per session

All rates will be charged per hour of rental, with a one-hour minimum, unless stated otherwise.

Middle School

Hourly Rates:

Gymnasium*	\$75.00	
Upper Gym	\$75.00	
Weight Room	Excluded, not available for rental	
Grass Area West of Alonzo Hauser	\$75.00	
Kitchen	\$35.00	Kitchen attendant required at current District catering rates
Individual Classroom	\$20.00	
Music Rooms	\$30.00	
Computer Lab (2)	\$50.00	Computer technician required at an additional fee
LMC (Library)	\$35.00	For room rental without use of computers
LMC (Library)	\$80.00	With use of computers; computer technician required at an additional fee
Multi-purpose Room	\$50.00	

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Middle School continued

Hourly Rates:

Multi-purpose Room and Stage	\$60.00
Outdoor Athletic Field (CA & GMS)	\$90.00 per session

All rates will be charged per hour of rental, with a one-hour minimum, unless stated otherwise.

* Athletic area rentals include locker room use.

High School

Hourly Rates:

Gymnasium Balcony*	\$50.00 (no mats or tumble track)
Main/Lower Gymnasium*	\$75.00
Upper Gymnasium* (Full)	\$75.00
Weight Room	Excluded, not available for rental
Brinkman 1**, with lights	\$200.00 for 3 hour block
Brinkman 1**, without lights	\$150.00 for 3 hour block
Brinkman 2, with lights	\$200.00 for 3 hour block
Brinkman 2, without lights	\$150.00 for 3 hour block
Outdoor Practice Athletic Field	\$100.00 per session
Swimming Pool*	\$60.00
Individual Classroom	\$20.00
Computer Lab	\$100.00 Computer technician required at District cost
Multi-purpose Room	\$60.00
Kitchen	\$50.00 Kitchen attendant required at an additional fee
IMC (Library) No Computers	\$40.00
IMC (Library) Use of Computers	\$90.00 Computer technician required at an additional fee

All rates will be charged per hour of rental, with a one-hour minimum, unless stated otherwise.

* Athletic area rentals include locker room use.

** Fields are available for rental after the high school baseball season is complete and will be groomed (lined per request, bases are available, scoreboard is not available)

Fees for Equipment:

LCD Projector w/Screen	\$120.00 per event
Television	\$ 50.00 per event
DVD Player	\$ 30.00 per event
Sound System	\$100.00 per event

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High School - continued

Personnel:

Custodian (Monday - Saturday)	Actual rates apply
Custodian (Sunday)	Actual rates apply
Custodian (Holiday)	Actual rates apply
Lifeguard	Actual rates apply
Locker Room Attendant	Actual rates apply
Kitchen Attendant	Actual rates apply
Computer Technician	Actual rates apply

Greendale High School Henry Ross Auditorium Facility Use

(referred to as Greendale High School Auditorium)

The Greendale Board of Education recognizes that the school facilities belong to the residents of the Greendale School District. Therefore, it is our policy to cooperate with community agencies and organizations to the fullest extent, consistent with appropriate use of the Greendale High School Auditorium, in making it available to serve community needs, provided that such usage does not interfere with the regular academic pursuits, extra-curricular activities or maintenance functions of the schools.

The District retains the right to deny use of the Greendale High School Auditorium and shall be the final authority in all cases. All individuals, groups or organizations granted use of the Greendale High School Auditorium shall be given a copy of this policy and its Administrative Rules and will be expected to fully adhere to all expectations, rules and policies. Use of the Greendale High School Auditorium can be denied and revoked because of building maintenance, operation, security, weather conditions, lack of staff availability, failure to pay previous use charges in full, or failure to follow all District policies.

The District encourages informal resolution of complaints under this policy. However, if any person believes that the District or any part of the school organization has failed to follow the law and rules of Wis. Stats. 118.13, and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the basis listed above, he/she may bring or send a written complaint to the following address: District Administrator, Greendale Schools, 6815 Southway, Greendale, WI 53129 (telephone 414-423-2700).

Fee Structure

All users must submit a Certificate of Insurance per the Auditorium Facility Use Policy with the signed contract. Failure to do so will render the contract null and void.

Auditorium Fee Structure - continued

Facilities	Groups A, B, D	Group C	Groups E, F, G, H
Performance two per day limit Does not include rehearsal fees	Exempt	Exempt	\$800.00/ performance \$150.00/additional perf.
Rehearsal	Exempt	Exempt	\$200.00
Band Room	Exempt	Exempt	\$30.00/hour
Choir Room	Exempt	Exempt	\$30.00/hour
Orchestra Room	Exempt	Exempt	\$30.00/hour
Equipment			
House Large Screen Projection System	Exempt	\$50.00 per use	\$100.00 per use
Grand Piano	Exempt	Tuning	\$300.00 plus tuning
Digital/Upright Piano	Exempt	Tuning	\$100.00 plus tuning
Conventional Microphone	Exempt	\$10.00	\$20.00
Wireless Hand-held Microphone	Exempt	\$15.00	\$30.00
Podium	Exempt	\$15.00	\$20.00
Choral Risers Technician load in/strike labor charge will apply	Exempt	\$15.00 per unit	\$20.00 per unit
Platform Decks Technician Load-in/ Strike Labor Charge will Apply	Exempt	\$20.00 per unit	\$30.00 per unit
Other Equipment (Subject to Availability)	Exempt	Estimate will be provided	Estimate will be provided.
Labor Charges			
Auditorium Manager	Exempt	\$50.00/hour	\$75.00/hour

Technician	Exempt	\$50.00/hour	\$75.00/hour
Custodian	Exempt	Estimate will be provided	Estimate will be provided
Potential Additional Staff	Exempt	Estimate will be provided	Estimate will be provided

Auditorium rental includes standard lighting, two dressing rooms and set room. Auditorium Manager will provide user organization with an estimate of required personnel charges for the event.

\$500 security deposit required with application.

Greendale High School Auditorium Usage Rules & Regulations

A. Use Application:

All applicants must review and agree to adhere to this entire Greendale High School Auditorium Usage Policy document. The Fee Structure can be found in Greendale School Board Policy File: 830 - Fees.

1. All applicants must contact the High School Auditorium Manager regarding your preferred booking date(s) and with any other application questions. The High School Auditorium Manager must approve all booking dates, activities, and equipment being used in the Auditorium.
2. Upon establishing a potential booking date, the applicant will be sent a Greendale High School Auditorium Application for Use Form. This form will be used to help determine rehearsal/performance details and technical requirements. It will also be used to determine group classifications and potential fees. Complete the form and return it to the Auditorium Manager.
3. A final rental contract will be created based upon the applicant's needs and booking requirements. The final contract will serve as confirmation of the booking and will include all rental costs and personnel estimates. A \$500.00 deposit is required with the contract and applies directly to the final rental billing. No deposit will be required for events that are not assessed rental fees.
4. Greendale School District curricular and co-curricular groups are not assessed rental fees for the use of the facility but must follow the application steps and administrative rules of this policy if interested in a booking.

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Greendale High School Auditorium Usage Rules & Regulations - continued

5. If the applicant cancels the event within six months of the event, Greendale School District will retain the rental deposit. If the facility use is canceled by the School District due to inclement weather, public emergencies, acts of God, or for other reasons the deposit will be applied to a new booking date if it is possible to reschedule the event within twelve (12) months of the original booking. If the event is not re-scheduled, the School District will refund the deposit less expenses incurred specific to this rental.

B. Greendale High School Auditorium General Use Rules and Regulations:

1. Alcoholic beverages and tobacco are not permitted on Greendale School District premises, (Wis. Stats.120.12(20); 125.09(2)). Carry in of food or beverages (excluding plastic bottles of water) is strictly prohibited.
2. The Auditorium Manager and/or Auditorium Technician must be present during all auditorium facilities us.
3. The Auditorium Manager has authority over the general facility, parking lot, control rooms, box office, lobby, dressing rooms, music rooms, studio rooms, and other areas.
4. Each group using the Greendale High School Auditorium will provide pre-approved adult supervision adequate to ensure proper and careful use of the facility. The Greendale School District and/or the Auditorium Manager reserve the right to judge the adequacy of such supervision. Failure to provide such supervision may result in the immediate discontinuation of the event and refusal of the group to use the facility in the future.
5. The user organization is required to inform all of their participants of the Greendale High School Auditorium house rules, particularly concerning food, drink, and housekeeping. This includes but is not limited to production company members, volunteers, parents and others observing rehearsals, and any other groups and/or individuals associated with or peripheral to the rehearsal and event.
6. If a user organization or any of their participants, audience, etc., does not adhere to the Greendale High School Auditorium house rules the event may be discontinued and the user organization may not be permitted to use the facility in the future.
7. Food and drink of any kind (excluding plastic bottles of water) are prohibited in the Greendale High School Auditorium stage, house, lobby and seating areas.
8. The Greendale High School Auditorium lobby will be kept free of any obstructions and must conform to all fire code regulations. This includes but is not limited to all displays and decorations. The Auditorium Manager must approve any tables or displays placed in the lobby prior to setup.

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B. Greendale High School Auditorium General Use Rules and Regulations - continued

9. Third party sponsors will not be allowed to distribute materials, place objects bearing sponsor's name, or highlight their product or service without prior approval of the Greendale School District and Auditorium Manager. If contemplated, please submit sample materials two weeks in advance of usage to the Auditorium Manager.
10. Organizations or individuals may not use the Greendale High School Auditorium without having a custodian on duty. Custodial services may be subject to staff availability. Any overtime or additional costs incurred by the Greendale School District as a result of the event will be billed to the user organization. The Auditorium Manager will provide a reasonable estimate of anticipated costs.
11. Only Greendale School District may pay its employees for services rendered. The District will bill the user organization for all salaries and fringe benefit payments. At no time will any payment be made directly to the employee.
12. Tripods and any other form of potential aisle, seating area, and/or fire exit obstructions are strictly prohibited in the Auditorium.
13. Greendale High School Auditorium house ADA seating spaces are exclusively reserved for the use of patrons with wheelchairs and other forms of mobility impairment aid devices. No other items will be permitted in these spaces. Prohibited items include but are not limited to backpacks, baby strollers, cases, infant carriers, etc.
14. Greendale High School Auditorium house ADA Companion Chairs (single chairs immediately adjoining each ADA seating space) are exclusively reserved for the companion of a patron using a wheelchair or other mobility impairment aid device.
15. Any broadcasts, telecasts, recordings, etc., require prior written consent of the Greendale School District. The user organization is responsible for any associated fees and/or licensing issues.
16. The user organization is responsible for securing and providing all licensing rights for performance royalties, copyrighted materials, and novelty concessions sales.
17. The user organization is responsible for the licensing rights to all music and sound bites. The user organization is responsible for retaining rights from ASCAP, BMI, or any other organization holding the rights to copyrighted material. The Greendale School District is not responsible for violations of licensing rights.
18. The user organization is responsible for all applicable sales tax and other potential sales fees associated with their event. If user organization is exempt from sales tax a copy of their Certificate of Exempt Sales Tax Status (CES) must be provided to Greendale School District.

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B. Greendale High School Auditorium General Use Rules and Regulations - continued

19. Any problems including loss, damage, or injury must be immediately reported to the Auditorium Manager. The user organization will be responsible for reimbursing the Greendale School District for any damage to the property of the Greendale High School Auditorium within thirty (30) days.
20. Greendale School District will provide a clean and unobstructed area for the event. It will be the responsibility of the user organization to maintain and restore the area to such condition during and at conclusion of use. If Greendale School District incurs custodial or technical costs associated with restoring the area to its original condition, these costs will be billed to the group.

C. Greendale High School Auditorium Production Logistics Rules and Regulations

1. All technicians must be certified by the Auditorium Manager. The user organization may not provide their own technicians and will not be allowed to operate any Auditorium systems or equipment unless approved by the Auditorium Manager. If approval is obtained, the user organization is responsible for all compensation and must provide proof of Workers Compensation coverage to the District.
 - a. Call times for technicians will be made for a time suitably prior to a rehearsal/ performance to allow for setup and preparation.
 - b. All labor charges (when applicable) will be for a two-hour minimum.
 - c. Unscheduled labor may not be available.
 - d. Extra charges may be assessed for additional technicians, custodial overtime, security personnel, and other supervision staff as determined by the Greendale School District and/or Auditorium Manager.
2. All facility time, labor, and equipment required for the event must be identified on the application for use agreement and rental contract. Meeting last minute requests for additional time and labor may not be possible nor will Greendale School District guarantee that additional equipment will be available.
3. Any special technical requirements (including scenery load-ins, lighting plots, spot lights, advance setup, etc.) will be at the cost of the user organization and prearranged in a timely fashion.

C. Greendale High School Auditorium Production Logistics Rules and Regulations - continued

4. Any equipment required for load-in for a scheduled event must arrive well in advance as determined by the Auditorium Manager.
5. Any changes that have been made to the standard Auditorium house setup must be restored by the organization. Failure to do so may result in the organization incurring the cost of restoring the house setup.
6. Any damages to the facility will be assessed to the user organization.
7. All staging, lighting, and sound plots must have the prior approval of the Auditorium Manager. Any potential or active setup deemed unsafe will be modified to the satisfaction of the Auditorium Manager. Refusal to comply will result in the discontinuation of the setup and event. The cost of any necessary modifications may be borne by the user organization.
8. Any use of candles, open flame, pyrotechnics, smoke or chemical fog, hazers, etc. is prohibited at all times, unless it is part of a performance, prior approval from the Auditorium Manager has been granted, and authorization by permit has been issued by the Greendale Fire Department. The user organization is responsible to ensure a fire extinguisher is within a safe distance from the flame. If any of the aforementioned items are used without prior approval, the event will be discontinued.
9. All scenery, props, wagons, scenic shift elements, and/or other items (lighting, sound, special effects, etc.) must be approved by the Auditorium Manager before they may be used in the facility. All items will arrive intact and ready for a prescheduled load-in. No construction or painting will be permitted in the Auditorium or its adjoining areas. The Scene Shop may only be used on a limited basis with the direct approval of the Auditorium Manager.
10. No hardware or other items may be affixed to and no holes may be drilled into the stage floor. No hardware or other items may be affixed to and no holes may be drilled into any other area of the Auditorium facility.
11. There is to be no manipulation of electrical wiring.
12. The user organization will follow all fire code regulations and be required to use flame resistant materials for scenic, costume, or other production purposes. Any necessary flame retarding treatment of materials will be the responsibility of the user organization.
13. The user organization will be responsible for the strike and removal of all scenery, props, and other items as well as the rental of necessary dumpsters and their removal immediately after the event unless prior written approval of the Auditorium Manager is obtained.

C. Greendale High School Auditorium Production Logistics Rules and Regulations - continued

14. The user organization will be responsible for the removal of all other equipment, costumes, etc. immediately following facility usage, cleaning the dressing rooms, and checking the facility to secure all property belonging to the user.
15. No modification of the rigging system will be allowed. Any items to be flown or to otherwise utilize the rigging system must be approved by the Auditorium Manager. Absolutely no unsafe or questionable items will be hung or flown in the facility.
16. No removal, relocation or alteration of the stage curtains is permitted. Requests regarding curtain hang changes must be made in advance to the Auditorium Manager who will determine the feasibility of the request.
17. The user organization is responsible for ensuring that only gaffer's tape is used in the stage area and for the removal of all tape from the area at completion of event.
18. Glitter and/or glitter-like materials are strictly prohibited in all areas of the Auditorium. This includes but is not limited to glitter from scenery and costume items, as well as hair and body glitter. Any cleanup labor charges created by glitter will be billed directly to the user organization. Violation of the no glitter policy will result in the refusal of future facility usage.
19. The use of any significant special effects will be indicated in a performance program statement, lobby display, and/or pre-show audience announcement. This includes but is not limited to strobe lights, strobe like effects, ultraviolet light effects, and potentially disturbing sound effects.
20. The user organization will not post signs or affix banners to any area without the prior consent of the Auditorium Manager.
21. No painting is allowed in any area of the Auditorium without the prior approval of the Auditorium Manager.
22. Parking for trucks or vans at the Auditorium loading dock zone is limited to one vehicle at a time and must be coordinated prior to the event. No vehicle may stay in the loading zone unattended. Once the vehicle is unloaded it must move to a designated parking lot space or other predetermined area.
23. While it is the user organization's responsibility to establish safe sound levels, the final sound output of any recorded or live source will be monitored by the Auditorium Manager who will have the authority to change the levels prior to and during the rehearsal and/or event. This includes any sound or AV equipment used in or around the Auditorium and adjoining areas. Refusal to comply may result in the discontinuation of the rehearsal and/or event.

C. Greendale High School Auditorium Production Logistics Rules and Regulations - continued

24. Use of the piano, other instruments, stage, and orchestra pit must be specifically included in the Application for Use Form. The district reserves the right to refusal.
25. If the orchestra pit cover or orchestra shell is used for an event, the cost of removal and installation will be billed to the user organization.
26. No one is permitted access to the catwalks, control booth, or other restricted areas without the approval of the Auditorium Manager.
27. No costumes or makeup are allowed in the Auditorium house and seating areas without the prior approval of the Auditorium Manager. Any additional cleaning and/or custodial time made necessary by this or any other activity will be billed to the user organization.
28. All groups performing tap dance will be required to provide an industry standard protective Marley type dance floor. The suitability of the dance floor will be subject to the approval of the Auditorium Manager before booking approval is given. Installation and removal of the floor will be the responsibility of the user group and subject to the approval of the Auditorium Manager.
29. Tap dancing (performance and/or rehearsal) will be permitted only on the user provided installed dance floor and not in any other area of the facility. All tap shoes will be properly maintained and in good working order. Damage repairs made necessary by tap shoes in any area of the facility will be at the cost of the user organization.

D. Greendale High School Auditorium Front of House Rules and Regulations

The front of house will be considered areas outside the actual stage area (i.e., lobby and house seating area).

1. Greendale School District reserves the right to hire security for any event. All charges for security will be billed to the user organization.
2. The posted Auditorium seating capacity (876 plus two wheelchairs with attendant chair for each at side) may not be exceeded in any circumstance as per fire code. The maximum number of event tickets available for sale and/or distribution will be at the discretion of the Auditorium Manager.
3. Greendale School District reserves the right to require the use of tickets for no fee, general admission events that are anticipated to approach the Auditorium seating capacity.

D. Greendale High School Auditorium Front of House Rules and Regulations - continued

4. Food and drink of any kind (except plastic bottles of water) are prohibited in the front of the house and on stage at any time.
5. Appropriate behavior will be expected of all patrons at all times.

E. Greendale High School Auditorium User Fees

User fees are charged to organizations based upon the following types of groups:

Group A: Greendale District Schools

Group B: Greendale Park and Recreation Department Youth Activities

Group C: Greendale Youth Sports Organizations: Twi-Nite Baseball and Softball, Greendale Youth Soccer, Greendale Youth Football, Jr. Panther Basketball

Group D: Greendale Park and Recreation Department Adult Activities

Group E: Greendale Non Profit Organizations that may include but not limited to Village of Greendale Board or Board Committees (for the purpose of public meetings, elections or community celebrations), Greendale Education Foundation, Parent Teacher Organizations, booster clubs, teacher groups, Girl and Boy Scouts, Greendale Lions Club, Greendale Woman's Club, Greendale Entertainment Association, Greendale Chamber of Commerce, Greendale Historical Society or other similar service clubs and other youth sports groups not identified in Group C

Group F: Non-profit organizations outside of the Greendale Community

Group G: For profit organizations within the community

Group H: For profit organizations outside of the Greendale Community

F. User Organization Agreement

The applicant agrees to abide by the rules, regulations and policies formulated by the Greendale School District regarding the use of its facility, agrees to pay expenses incurred and billed by the School District, agrees to be responsible for careful and prudent use of the School District facility, and to be responsible for any damages which occur. Further, the applicant as lessee, will indemnify and save harmless the Greendale School District (lessor) from and against any and all loss, cost, (including attorney's fees) damages, expenses, and liability (including statutory and liability under worker compensation laws) in the connection with claims for the damages as a result of injury or death of any person or property damages to any property sustained by the lessee, its employees, and all other persons, which arise from or in any manner grow out of an act or neglect on or resulting from the use of lessor's facilities and equipment by lessee, lessee's agents, employees, and invitees, or any other

F. User Organization Agreement

person during the rental agreement. The School Board reserves the right to compel a showing of a financial responsibility or a policy of liability insurance for any given amount as it deems is advisable as a condition precedent to the leasing of the facility.

A Certificate of Insurance must be provided to the Greendale School District prior to use of the facility. The Certificate of Insurance must list Greendale School District as an additional insured, and provide a minimum of \$1,000,000 of Commercial General Liability, a \$1,000,000 Umbrella, and \$300,000 of Fire Legal Liability. A Certificate of Insurance showing Auto and Worker Compensation coverage and limits acceptable to the Greendale School District may be required as a condition of this lease agreement. The cost of this coverage is to be paid by the lessee.

Greendale School District assumes no responsibility for any equipment or personal property of the requestor or event participants.

In the event any fault or neglect by Greendale School District or its failure to satisfy any obligations under the Use Agreement, the liability of Greendale School District will be exclusively limited to the refund of any amounts paid by the user organization or due under the agreement.

Authorization for use of the school facilities will not be considered as an endorsement of or approval of the activity, group, or organization nor the purpose they represent.

Greendale School District prohibits discrimination or harassment against pupils on the basis of sex, race, religion, national origin, ethnicity ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, arrest or conviction record, physical, mental, emotional, or learning disability or handicap or any other category protected by state, federal or local law in any curricular, extracurricular, pupil services, recreational or other programs or facets of the District's operations.

Greendale School District prohibits discrimination in employment of harassment on the basis of age, race, color, national origin, ethnicity, ancestry, sex, sexual orientation, pregnancy, religion, creed, marital status, veteran status, arrest or conviction record, disability or any other category protected by state, federal or local law.

High School Pool – Specific Rules

Regularly scheduled use of the High School pool, for school sponsored activities and athletics, shall be requested through the Greendale High School. The requests for the use of the High School swimming pool for individual, private, or ongoing instructional/community swim teams shall be requested through the Greendale Park and Recreation Department/School District Athletics Director. Requests will be granted when the request does not interfere with school, instructional or community programs or programs sponsored by the Greendale Park and Recreation. When such use is granted, the following provisions shall apply:

1. Appropriate rental fees for use of the pool will be assessed as per Board Policy.
2. A certified lifeguard must be present and on deck during use. Costs of the lifeguard shall be paid by the permit holder. Said costs will be separate from any rental fee, if applicable. For ongoing instructional/community swim teams, copies of certified staff licenses must be submitted that adequate staff are provided by the user.
3. All applicable rules and regulations concerning use of school buildings and property stated in this policy shall apply to the use of the pool.
4. Rental groups are responsible to clean up pool area following pool facility use. All equipment, lockers and showers are to be left in the same condition they were prior to the rental period. Renter must verify that all swimsuits, towels, and clothing that were brought into the locker rooms are removed upon leaving.

Gavinski Stadium – Specific Rules

Gavinski Stadium is available only to an established sports or entertainment organization and is not available to individuals. Renters may charge admissions. Revenue resulting from ticket sales to the event are to remain with the renting organization.

Rental Fee

Rental of Gavinski Stadium includes the use of the following: Gavinski Field, Gavinski Track, Ticket Booth, Men's/ Women's Bathrooms, Bleachers, and the Press Box, Scoreboard, Scoring Table (electrical outlet, power strip, public address system) and Lights as necessary.

Rental includes use of facilities one hour before game time through the end of the game. An on-site event manager is included to handle any questions and concerns. Access to water and ice is available from the Athletic Training Room.

Gavinski Stadium Rental Fee - continued

1. A \$500.00 security deposit will be required for the rental of the Gavinski Stadium. Any fees assessed for damage and / or failure to clean up after using facilities will be deducted from the deposit.
2. Payment is due prior to the event unless arrangements have been made with the District. One-half of total fees are due when contract is signed. The remaining balance is due prior to game / event.
3. A one week notice is required for cancellations and full return of the renter's deposits. 24 hour notice will be accepted and the District will return 50% of renter's deposits.
4. Weather cancellations will be determined by Game Officials and Greendale personnel. It will be at Greendale's determination to cancel the event if the weather or conditions are not favorable to ensure the quality of the playing surface and / or safety of the players and spectators. A full refund will be provided to renter for weather cancellations and unforeseen events such as power outages.

Game / Event	\$900 (no lighting); \$1,000 (with lights)
Other Event	To be quoted based on requestor's specific needs
Practice Sessions (no lighting)	\$125 per hour
Practice Sessions (lighting)	\$125 per hour plus \$100.00 per session light fee

Rental of Gavinski Stadium includes Sound System, Press Box, Concession Stand, Scoreboard and Stadium clean up.

Gavinski Stadium Facility Rental Rules

1. Players are not permitted to wear shoes with spikes (pyramid or pin) longer than 1/8 inch in length.
2. Players, coaches, school employees, athletic trainers, game officials and/or spectators must wear turf shoes, tennis shoes or rubber cleats on the field, metal cleats (baseball, etc) will not be allowed on the Stadium Field. Metal tipped plastic cleats are acceptable.
3. Any player wishing to wear cleats must wash their cleats before walking on the field turf surface.
4. At no time will gum be permitted on or around the field turf, this includes players, coaches, school employees, game officials, athletic trainers and/or any spectators.

Gavinski Stadium Facility Rental Rules - continued

5. At no time will seeds or nuts of any kind (sunflower seeds, peanuts, popcorn, etc) be permitted on or around the field turf, this includes players, coaches, school employees, game officials, athletic trainers and/or any spectators.
6. At no time will confetti or any small non-degradable materials be used on or near the field.
 7. At no time will bleach or any corrosive cleaner be used on the field, except those cleaners permitted by the GSD Building and Maintenance Staff and utilized under their strict supervision.
 8. The use of chairs, tables, canopies, tent stakes, corner flags, or any potentially damaging objects may not be placed on any part of the field turf without getting permission from the GSD Buildings and Grounds Department prior to use (javelins must use rubber tips.)
9. No dogs or animals of any sort are permitted on the Stadium Field at any time.
10. No bikes, roller blades, strollers and/or motorized vehicles are allowed on the field at any time.
11. WATER is the only beverage that is permissible on the field.
12. No tobacco or alcohol products are to be used on or near the field turf and are prohibited on any school owned property. The user is responsible for the monitoring and enforcing of this rule.
13. At no time will glass or fireworks be permitted on the Stadium Field.
14. No golfing, hammer, archery or shot put events are to be held on field turf.
15. No athletic equipment is to be dragged across the field at any time. All goal posts and like equipment must be lifted and carried to a new location, unless the equipment is on wheels.
16. The District will have first priority use of the field during fall and spring sports. This may include previously unscheduled games, such as playoff games or makeup games due to weather.
17. Outside requests may be canceled or rescheduled to meet the needs of the District.
18. All users of the field are asked to clean up their team area after using the field as to prevent any future hazards for players or spectators.
19. Greendale School District does not provide an Athletic Trainer at any time.

Gavinski Stadium Facility Rental Rules - continued

20. There is to be no carry-in of food or beverages, other than water. Concessions can be made available by the Greendale Panther Booster Club for all scheduled contests and events. Proceeds shall remain with the Greendale Panther Athletic Booster Club. Should the Greendale Panther Athletic Booster Club be unable to facilitate a concession stand for the event, the user is permitted to operate a concession stand for spectators; however, the user will not be able to use the concession facilities on site (exceptions: Greendale Youth Football and Friends of Music or other groups approved by the GPABC). The user will need to secure a permit through the Village of Greendale and will need to supply their own tables, coolers and product for any concession stand sales. When the Greendale Panther Athletic Booster Club cannot operate a concession stand, proceeds from a user operated concession stand sale will remain with the user.
21. User shall indemnify the District for any damages to the field or equipment resulting from the event or its spectators. User agrees to return the facilities and equipment in the same condition they were in at the beginning of the period of usage. Repair or replacement shall be made to the satisfaction of the District.
22. Cancellation or denial of Permit may be made by the District for the following: Vandalism, use of drugs, alcohol or tobacco products, possession of weapons or firearms, damage to field, violation of contract provisions, event is contrary to School Board Policy, event conflicts with District schedules, event has the potential of inciting disorder that could be a danger to personnel or property.
23. User must arrange for unloading or reloading of their equipment with outside labor.
24. User is responsible for securing from visiting team(s) a signed Regulations for Use of Gavinski Stadium Field Turf Agreement. The user is responsible for any damages and cleaning charges resulting from the visiting team(s).

Tennis Courts – Specific Rules

Requests for use of the tennis courts located at the Greendale High School during the school year/day shall be requested through the Greendale High School Athletic Department. The use of the tennis courts at the Greendale Community Center and College Park shall be requested through the Greendale Park and Recreation Department/School District Athletics Director. In addition, the Greendale High School tennis courts, outside of the school year/day shall be requested through the Greendale Park and Recreation Department/School District Athletics Director.

Use of Outdoor School District Grounds – Specific Rules

1. Permit holders shall have priority over non-permit holders and will be entitled to usage of requested outdoor school district grounds.
2. Regulation baseball diamond, located at Brinkman and the high school football field are reserved for the exclusive use of the school district. Use by any other group is by permit only.
 - Field Playability is determined by GSD Administration
3. Athletic fields located at the southwest corner of Gardenway and Grange Avenue (84th Street Site) are available by permit only.
4. No motor vehicles of any type shall be allowed on athletic fields, playgrounds, or other sodded areas under the control and supervision of the Greendale School District, except for and by Buildings and Grounds staff. All vehicles shall be parked only in designated parking areas.
5. Any group's use of school district grounds does not necessarily include the use of any particular building's rest rooms, wash rooms, and/or locker rooms by that group. Any request for these areas must be specifically stated on the Use of Facilities Request.
6. Drum corps and marching bands may practice on athletic fields and playgrounds by permit only and under the control and supervision of the Greendale School District. All such groups shall at all times, comply with the local municipal noise ordinance and identified allowable practice hours. The groups shall make every effort to direct their practice away from the surrounding residential areas.
7. Community athletic groups are eligible to request use of district grounds. The Greendale School District reserves the right to refuse such a request when it will conflict with the needs of the Greendale District School students.
8. The Greendale School District will make every attempt to ensure outdoor athletic areas are groomed and in usable condition. However, priority will be given to those outdoor areas requiring maintenance as needed by the Greendale District Schools students. Youth group volunteers may be called upon to help with grooming and maintenance of fields during the season.
9. No fires or grills permitted except as expressly authorized by permit to be issued by the Greendale Fire Department after written approval by the Superintendent of Schools.
10. No person shall cause any damage to trees, flowers, shrubs, fences, or equipment. Requestors are responsible for any damage incurred to District property.

Use of Outdoor School District Grounds Specific Rules - continued

11. The use of "ATV", go carts, snowmobiles, or any similar vehicles on school property is prohibited.
12. The use of any golf equipment is not permitted on any school property except as part of a supervised school or recreation department activity.
13. The use of any ramp in conjunction with skateboards, bicycles, roller skates, or roller blades is prohibited except as part of a supervised school or recreation department activity.

Use of Facilities General Rules and Regulations

1. The building principal and/or his/her authorized representatives shall have the right to inspect any facility at any time and require compliance with any rules that may be necessary for the safety of such facilities and occupants.
2. The Greendale School Board, or its designee, reserves the right to refuse or approve the use of certain school district facilities when it determines it would be in the best interest of the community to do so.
3. When school is closed due to inclement weather or other emergency, the Superintendent of Schools will determine if the building is available for outside group use.
4. In the event of an emergency closure, facility rental charges will be waived for each day of closure. The District shall not be liable for any loss of income due to inclement weather, public emergencies, acts of God, or for any other reason whatsoever. In the event of any fault or neglect by the District or its failure to satisfy any obligations under the Facility Use Agreement, the liability of the District shall be exclusively limited to the refund of any amounts paid by the facility user.
5. All applicants shall be responsible for the conduct and control of any patrons, participants, or invitees and must provide sufficient supervision to satisfy the building administrator / designee that the event will be adequately controlled.
6. The District is not responsible for any personal items of the applicant or other persons using the facilities that are lost, stolen, or broken.
7. 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.

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Use of Facilities General Rules and Regulations - continued

8. No person shall sell any article or merchandise, nor solicit any trade, occupation, or business unless a permit is issued by the Village of Greendale after written approval of the Superintendent of Schools.
9. Gambling of any kind is prohibited unless user holds required state permit.
10. A building custodian and/or building administrator must be contacted and informed of any bodily fluid spills.
11. The applicant agrees to indemnify, save and hold free and harmless, the Greendale School District, its officers, agents and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents or employees or any of them sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with, or attributable to rental, use and occupancy of Greendale School District facilities and equipment.

CROSS REF: File 830-School-Community Relations, Use of Facilities

LEGAL REF.: Wis. State Stat. 125.09 (2)

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GREENDALE SCHOOL DISTRICT