

912.10 Facility Use Guidelines

- 912.10.1 The Facility Coordinator will be responsible for scheduling, supervising, and staffing the use of the facility for events after 5:00 pm on scheduled school days and for non-scheduled school days.
- 912.10.2 Staff requests for school affiliated activities for the coming school year should be submitted between January 1st and May 15th and will receive priority scheduling. Requests may be submitted at anytime. All requests will be granted on a space available basis for the upcoming school year.
- 912.10.3 Requests for non-school related use of facilities will be accepted beginning May 15th. These requests will be scheduled on a first come basis.
- 912.10.4 Groups requesting large blocks of time and/or multiple facility use for non-school activities will be scheduled as follows:
1. Scheduling requests can last for up to one year starting July 1 through June 30th. An organization may book a facility starting on May 16th for a reservation date after July 1st. The reservation will be valid through June 30th of the following year.
 2. The Oregon School District reserves the right to cancel or modify the facility use approval to accommodate school related activities or individual /infrequent use situations. As much notice as possible will be given in that circumstance.
- 912.10.5 Use of facilities on school observed holidays or emergency closure days is generally not available. The Oregon School District Athletic Team use during this time may be approved based on need. The holidays are:
- Christmas Eve
 - Christmas
 - New Years Eve
 - New Years Day
 - Friday preceding Easter
 - Easter
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving
 - Friday after Thanksgiving
- 912.10.6 Facility use cancellation guidelines are as follows:
1. Weekday reservations need one business day notice to cancel.

2. Weekend reservations need three business days notice to cancel.
 3. Failure to follow cancellation guidelines may result in assessing a set up and take down fee and may forfeit future use.
- 912.10.7 The Performing Arts Center, kitchens, concessions, and the pool have additional specific policies and guidelines for use listed in sections 9.06 through 9.14.
- 912.10.8 Food and/or beverages shall be allowed in limited food areas only. Requests should be listed on the facility use form.
- 912.10.9 Groups running concessions for activities shall obtain a concession contract and abide by its rules. See Concession Contract Form.
- 912.10.10 Smoking and alcoholic beverages are not permitted in any school building or on school grounds. See Wisconsin Statute 120.12(20) and 125.09(2).
- 912.10.11 For security purposes all users are requested to use designated entrances only.
- 912.10.12 Use of the facility outside of the approved dates and times is not allowed.
- 912.10.13 Gymnasium Use Check In/Out Forms will be required for all non-school related functions. Repeated failure to complete the Gymnasium Use Check In/Out Form after each use, will result in forfeiture of future reservations. These forms are available in each gymnasium in a facility binder.
- 912.10.14 Keys will be signed out to facility users as deemed necessary. The person accepting responsibility of the key or access control device is considered the activity key holder. The keys are the property of Oregon School District and a \$25.00 deposit is required. These keys are not to be duplicated or loaned to unauthorized persons.
- 912.10.15 The keys are the property of Oregon School District and a \$100 deposit is required per set of keys or organization. Upon the timely return of a set of keys, ninety five dollars will be returned to the key holder. Community Use/Gymnasium keys (light, basket and curtain keys, etc.) require a \$25.00 deposit and will be refunded at the time of return.
- 912.10.16 Oregon School District staff will not be charged a \$25.00 deposit. All staff are expected to follow the policies and procedures. Failure to do so could result in disciplinary action.
- 912.10.17 Keys must be returned within three working days of completion of the

scheduled activity. Access control devices can be purchased for \$10.00 and may be reprogrammed for future use. Users who return their access control device will be refunded \$5.00.

- 912.10.18 If a key is lost or stolen, the user must report it immediately to the building principal or facilities coordinator.. All deposit checks will be cashed and refunds, will be mailed after the keys are returned.
- 912.10.19 Keys are not to be duplicated or loaned to unauthorized persons.
- 912.10.20 Keys must be returned within three working days of the completion of the scheduled activity. Failure to return keys within three days will result in loss of the deposit and jeopardize future facility use.
- 912.10.21 If a key core replacement is deemed necessary by the District, there will be a minimum fee assessed of \$20.00 per core. The actual fee charged will be sufficient to cover the actual cost of the replacement.

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