

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE POLICY 5.02

USE OF SCHOOL FACILITIES

The Board shall grant the use of school district facilities as follows:

(1) USE BY DISTRICT

The District shall have first priority in use of its facilities to conduct its own activities. As used herein, school district facilities shall include, but not be limited to, all school buildings, field houses, playfields, stadiums, playgrounds, parking lots, and other district facilities.

(2) USE BY SCHOOL-BASED PARENT GROUPS

School-based parent groups shall have second priority in the use of school facilities. Requests for use of a facility by school-based parent groups shall be directed to the school administrator, defined as the principal or lead teacher with budgeting authority, of the appropriate school district facility, who shall issue a permit to cover the authorized school-based parent groups' meetings.

(3) USE BY COMMUNITY

(a) General Provisions

1. Individuals and groups in the community shall have third priority in the use of school district facilities. The use of school district facilities shall be granted regardless of the philosophical, political, or religious viewpoint of the individuals or groups requesting the use of school facilities. In addition, groups may request the use of school district facilities for speaker, panel, roundtable, debate, or discussion programs of the forum type on economic, social, and political subjects upon petition and in conjunction with applicable provisions

2. The following provisions apply to use of school district facilities by the community:

- a. The use of school district facilities shall be granted on a first-come, first-served basis as requests for use are received. No individual or group shall be allowed exclusive rights to the use of any school district facility or portion thereof in any given school year.
- b. Use of facilities must be in compliance with all applicable state and local laws, safety standards, and building-code requirements, including, but not limited to, the requirement that a licensed engineer employed by the Milwaukee Board of School Directors be on site for the operation of heating, ventilation, and air-conditioning systems.
- c. No request for facility use shall be considered unless it is made by an adult. All individuals or groups who use a school district facility must provide appropriate adult supervision for its activities and shall be responsible for the proper conduct of all persons using school district facilities under the permit.

- d. The District may not refuse to issue a permit for facility use unless the requested use conflicts with the interests of the District. Conflicts upon which community use may be denied include, but are not limited to:
- interference with use of the facility for school or district purposes or school-related functions
 - lack of appropriate space or facilities
 - lack of necessary personnel or event supervision
 - safety concerns
 - potential for damage to the facility
 - insufficient insurance coverage
 - failure to abide by board rules, policies, or procedures
 - failure to keep current on monies owed to the District
 - use that constitutes illegal activity
 - allowing a facility-use permit to be used by any other individual or groups.
- e. Use of school district facilities shall not be granted to individuals or groups whose purpose in using the school district facilities is to make a commercial gain or personal profit unless the individual or group has a Use of School Facilities Waiver Application on file that has been approved by the Office of Operations, Department of Recreation and Community Services. The sale of concessions or other goods is prohibited unless permission is granted in the Waiver. Any permitted use of facilities must be open to the public and free unless permission to charge admission or other fees has been granted in the Waiver.
- ~~1. While Admission to events may not be charged; requests for donation are permissible.~~
- ~~2. Unless otherwise authorized by the District, the sale of concessions is prohibited. In the event authorization is given, concessions must be sold at cost and may result in additional fees charges to the permit holder as they relate to set up and clean up.~~
- f. Individuals or groups using school district facilities shall be primarily liable for any damage to or theft of property, any personal injury, and any expenses incurred in consequence of any use of school district facilities or equipment and shall promptly reimburse and/or pay for costs associated with any such damages or expenses.
- g. No permits will be issued without a valid and current certificate of comprehensive general liability insurance as required by the Office of Finance, Department of Procurement and Risk Management. Such insurance is to name the Milwaukee Board

of School Directors as an additional insured and certificate holder for the term of the event or activity.

- h. Use or possession of alcoholic beverages, tobacco, controlled substances, pepper spray, firearms, or other weapons is prohibited on school district premises.
- i. Informational flyers, advertisements, or any other publications issued by the group shall not indicate endorsement or sponsorship by the Milwaukee Board of School Directors or the Milwaukee Public Schools.
- j. New permit applications or requests for the renewal of existing permits may be refused by the District for infractions of district administrative policies and procedures. Appeals must be submitted in writing to the Office of the Superintendent.
- k. Failure to provide proper notice of cancellation to the Office of Operations, Department of Recreation and Community Services, at least 48 hours in advance of the permitted date of use will result in revocation of current and future permits and may result in an additional assessment of fees.
- l. Failure to comply with general provisions will result in revocation of all current and future permits and may result in an additional assessment of fees.

(b) Use of Facilities During “Hours for Free Meeting Use” on Days of Student Attendance

1. To the extent practicable, a minimum of three regular classrooms, permanent cafeteria, and/or library, as designated by the school administrator, shall be made available for use for public meetings. The school administrator shall issue a permit authorizing such use.

2. “Hours for free meeting use” are permissible for up to four hours past final bell for all high schools and up to two hours past final bell for all other school district facilities.

3. Groups who are requesting permits for use during the “hours for free meeting use” and whose hours may extend beyond the free-time limit shall be charged a minimum of two hours’ facility use fees.

4. Organizations requesting room set-up service (such as tables, chairs, etc.), will be charged a flat fee per each date of use.

(c) Use of Facilities Other Than During “Hours for Free Meeting Use” on Days of Student Attendance

1. Rooms are available on a fee-paid basis.

2. All requests for the use of a school facility outside of the parameters as defined under “Hours for Free Meeting Use” shall be directed to the Office of Operations, Department of Recreation and Community Services. A facility use permit shall be issued by this Department, pending approval by the school administrator and receipt of proper liability insurance coverage.

(d) Use of Facilities on Weekends, Holidays, Vacation Breaks, and Non-Student-attendance Days

School district facilities shall be available for use by the public during weekends, holidays, vacation break, and non-student-attendance days on a fee-paid basis. All requests for use during these time periods shall be directed to the Office of Operations, Department of Recreation and Community Services. A building use permit shall be issued by this Department, pending approval by the school administrator and receipt of proper liability insurance coverage.

(e) Use of School Kitchens

School kitchen facilities, which are deemed separate from school cafeterias, in addition to being available for district programs, shall also be available for community use on a limited basis with the approval of, and under the conditions established by, the school administrator and the appropriate Central Services Departments as noted in the procedure.

(4) USE BY INSTITUTIONS OF HIGHER OR CONTINUING EDUCATION

Groups of higher or continuing education that charge tuition shall be required to obtain a permit from the Office of Operations, Department of Recreation and Community Services, and to pay a fee for the use of a school district facility, regardless of the time or day of the week in which the school district facility is used.

(5) USE OF SCHOOL STADIUMS

(a) Use of school stadiums, including, but not limited to, the field, track, seating areas, press box, concession areas, and restrooms, shall be made available for non-district use only when it does not conflict with school-district-sponsored activities.

(b) All non-district use of school stadiums must be in accordance with the provisions of section (3), Use by the Community, of this policy. In addition, supplemental fees related to stadium maintenance will be charged per use.

(c) Requests to use school stadiums must be approved by the Office of Operations, Department of Recreation and Community Services, which shall determine fees based on specific use.

(6) USE BY GOVERNMENTAL AGENCIES FOR CIVIL SERVICE EXAMINATIONS AND BY THE ELECTION COMMISSION FOR POLLING SITES

(a) A governmental agency may use room(s) in a school building free of charge during normal hours of operation or during "hours of free meeting use" for the purpose of conducting civil service examinations, if the school administrator indicates that space is available and if the governmental agency provides security or covers costs associated with MPS-assigned safety personnel to protect district property and to prevent unauthorized persons from being in the building. Use outside of normal hours of building operation or outside of the "hours of free meeting use" will be subject to the general provisions as described in Administrative Policy 5.02(3).

(b) The Election Commission may establish polling sites at various school district facilities to meet the needs of the voting community during elections of candidates for political office.

History: Adopted and codified 1976; revised 1980, 3-29-95, 1-29-97, 9-25-01; 01-30-03; 08-25-16

Previous Coding: Admin. Policy KG, KG-R, FN, prior to May 1995; Admin. Policy 6.02, May 1995-August, 1996

Cross Ref.: Admin. Policy 5.02 Use of School Facilities
 7.22 School Fundraising Activities

— ◊ —