

# ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE PROCEDURE 5.02

### USE OF SCHOOL FACILITIES

#### (1) USE BY DISTRICT

##### (a) Extra-curricular Student Activities

1. Extra-curricular student activities occurring during the school day, or immediately thereafter, and not involving extra custodial service, staff supervision, or admission fees shall be authorized at the discretion of the school administrator, defined as the principal or lead teacher with budgeting authority, or a district administrator from the Office of School Administration.

2. Permission for the use of school buildings and equipment for extra-curricular student activities outside of school hours may be granted by the school or district administrator under the following conditions:

- a. The school administrator shall be responsible for the building during student extra-curricular use and shall be either present or represented by an authorized school administrator.
- b. Student activities and celebrations of any kind held in the school must be school related and be initiated and sponsored by the District (e.g., dances, school plays).

##### (b) Alumni Events

1. A Milwaukee Public Schools alumni association or alumni group may be permitted the use of school district facilities free of charge for a two-hour nostalgic tour.

2. The school administrator shall be responsible for the building during such use.

3. All requests for a facility use permit for a nostalgic tour shall be directed to the Office of Operations, Department of Recreation and Community Services.

4. Activities of an alumni association that take place at the school district facility shall be in accordance with procedures for community use.

5. Activities of an alumni association that take place at an outdoor facility shall be in accordance with the outdoor permitting process.

##### (c) Department of Recreation and Community Services Activities

1. The Office of Operations, Department of Recreation and Community Services, and school administrator shall work cooperatively in providing a unified program. The Office of Operations, Department of Recreation and Community Services, shall arrange for the services of such staff, including nutrition services, school safety, and custodial, as may be needed to conduct its activities.

2. Requests for use of school kitchens must be received by the Office of Operations, Department of School Nutrition Services, at least ten (10) business days prior to the intended use. Kitchen use shall not interfere with the preparation, serving, or clean-up of school programs such as breakfast, lunch, or

dinner. The Office of Operations, Department of Recreation and Community Services, shall abide by such terms and conditions as may be established by the Office of Operations, Department of School Nutrition Services. The Office of Operations, Department of Recreation and Community Services, or its contractors or providers, shall be responsible for any costs associated with theft or damage to kitchen equipment during use.

3. The Office of Operations, Department of Recreation and Community Services, may charge reasonable fees for its activities and may sell supplies to participants. Gross receipts for fees and supplies shall be deposited with the Office of Finance and credited to the Extension Fund or designated program account.

## **(2) USE BY SCHOOL-BASED PARENT GROUPS**

(a) Internal Facility Use Permits, defined as permits issued and approved by the school administrator for use of a school district facility by a district affiliate or a district-sponsored group, shall be obtained from the school administrator for all meetings, activities, and fundraising activities of school-based parent groups/organizations. School district facilities may be used during school hours for meetings, if approved by the school administrator.

(b) School district facility use shall be free of charge unless additional costs result from use, including, but not limited to, room set-up and clean-up.

(c) Costs incurred from use of the assignment of additional staff such as nutrition services, school safety, and custodial, shall be charged to holder of the Internal Facility-Use Permit. At the discretion of the school administrator, costs may be assumed by the school.

(d) MPS Safety personnel may be requested at the discretion of the school administrator. Unless otherwise provided for in Administrative Policy 5.02, groups may not provide their own safety or security.

(e) Fundraising for the benefit of the school district, pursuant to Administrative Policy 7.22, may be permitted. Requests for an Internal Facility Use Permit shall indicate whether monies will be charged or raised in connection with the use, and if so, how such monies will be expended.

(f) Use of school swimming pools is prohibited due to risk of liability to the District and community.

(g) Occupancy of corridors is in violation of fire department regulations. Corridors shall be kept free from obstruction at all times.

(h) No holder of an Internal Facility Use Permit shall allow the permit to be used by any other individuals or groups. Third-party usage of an Internal Facility Use Permit may result in revocation of current and future permitted use.

(i) In addition to the adult supervision required by Administrative Policy 5.02, holders of Internal Facility Use Permits shall abide by any rules put into place by the school administrator.

(j) Requests for use of school kitchens must be received by the Office of Operations, Department of School Nutrition Services, at least ten (10) business days prior to the intended use. Kitchen use shall not interfere with the preparation, serving, or clean-up of school programs such as breakfast, lunch, or dinner. All permit holders shall abide by such terms and conditions as may be established by the Office of

Operations, Department of School Nutrition Services. The school shall ultimately be responsible for any costs associated with theft or damage to kitchen equipment during use.

### **(3) USE BY COMMUNITY**

#### **(a) General**

1. Facility Use Permits, defined as permits issued to community entities for use of school district facilities, shall be obtained from the Office of Operations, Department of Recreation and Community Services.

a. Indoor Facility Use Permits are defined as permits issued for the use of indoor school district facilities, including, but not limited to, classrooms, auditoriums, gymnasiums, and cafeterias.

b. Outdoor Facility Use Permits are defined as permits issued for the use of outdoor school district facilities, including, but not limited to, playfields and stand-alone field houses.

2. No holder of a Facility Use Permit shall allow the permit to be used by any other individuals or groups. Third-party usage of a Facility Use Permit may result in revocation of current and future permitted use.

3. The adult supervision required by Administrative Policy 5.02 is in addition to supervision of the entering and exiting of the school district facility by all persons using school district facilities under the permit.

4. Costs for facility use resulting from the assignment of additional staff, such as nutrition services, school safety, and custodial, shall be charged to the holder of the Facility Use Permit. At the discretion of the school administrator, costs may be assumed by the school.

5. MPS Safety personnel may be requested at the discretion of the school or district administrator. Unless otherwise provided for in Administrative Policy 5.02, groups may not provide their own safety or security.

6. Any school or district administrator wishing to waive fees for costs incurred by the permitted use of a school district facility may do so by providing his or her school or department budget code and assuming all costs.

7. Requests for changes to, or the cancellation of, an issued permit must be received by the Office of Operations, Department of Recreation and Community Services, no later than 48-hours prior to the permitted time of facility use. Requests for cancellations by a permit holder in excess of five times in a three-month period will trigger a review of all current and pending permits by that permit holder and may result in revocation of permits. Failure to submit proper notice of cancellation may result in the assessment of fees and/or revocation of current and future permits.

8. Admission for or other fees may not be charged requests for donations are permissible. only if permission to charge such admission or fees is granted by the Office of Operations, Department of Recreation and Community Services. Any admission and/or fees to be charged shall be disclosed on the Use of School Facilities Waiver Application. Permission to charge admission and/or fees shall be granted only if the profit-making use benefits Milwaukee Public Schools, a charitable organization, or is for a

**purpose that serves the public good.** 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~~ **may be** charged to the permit holder as they relate to set-up and clean-up.

9. A certificate of insurance providing liability insurance coverage shall be required for the use of a school gymnasium, field house, multi-purpose room, classroom, cafeteria, auditorium, or kitchen. The certificate shall name the Milwaukee Board of School Directors as additional insured and certificate holder for the term of the activity.

10. A minimum of three weeks' notice shall be required to obtain a Facility-Use Permit.

11. Revocation or non-renewal of permits by the issuing party may be appealed by the requestor to the Office of the Superintendent in written form. The Superintendent or designee shall review the circumstances surrounding the denial and shall render a final opinion on the appeal as to acceptance or rejection of the request for facility use.

12. Information regarding the fee schedule for facility use is available on the MPS website. Fees will be reviewed with the annual budget process and adjusted accordingly.

13. The Office of Operations, Department of Recreation and Community Services, may require prepayment of fees for facility use.

**(b) Indoor Facilities**

1. Indoor Facility Use Permits, defined as permits issued by the Office of Operations, Department of Recreation and Community Services, and approved by the school administrator for the use of district-owned indoor facilities, shall be issued to community groups, including groups of individuals, for the use of school buildings, provided that the meeting is open to the public and free; that the school administrator certifies that the meeting does not conflict with district-related activities; and that the charges for such use, as determined by the Board, are paid upon billing.

2. Use of school regular classrooms, libraries, or permanent cafeterias during "hours for free meeting use" shall be authorized by the school administrator. Upon approval, the school administrator shall provide the requestor with the appropriate rules and instructions for such use and direct applications to the Office of Operations, Department of Recreation and Community Services, to issue a Facility Use Permit.

3. Requests for use of school kitchens must be received by the Office of Operations, Department of School Nutrition Services, at least ten (10) business days prior to the intended use. Kitchen use shall not interfere with the preparation, serving, or clean-up of school programs such as breakfast, lunch, or dinner. All permit holders shall abide by such terms and conditions as may be established by the Office of Operations, Department of School Nutrition Services. The permit holder shall be responsible for any theft or damage claims arising out of its activities.

4. Use of school swimming pools is prohibited due to risk of liability to the District and community.

5. Occupancy of corridors is in violation of fire department regulations. Corridors shall be kept free from obstruction at all times.

6. All fees charged for Indoor Facility Use Permits will be billed by the Office of Operations, Department of Facilities and Maintenance. A minimum of one (1) hour will be charged for set-up and clean-up time in addition to permitted facility use time; portions of an hour will be charged in quarter-hour increments.

7. There will be no charge for community use of school district facility meeting rooms at times designated within the hours for free meeting use. If, however, the facility use requires district personnel for set-up or clean-up, a minimum fee of one (1) hour will be charged.

**(c) Outdoor Facilities**

1. The use of outdoor district facilities, including, but not limited to, playfields and field houses, shall be authorized by the Office of Operations, Department of Recreation and Community Services.

- a. Port-a-lets are available upon request of the permit holder and at the discretion of the Office of Operations, Department of Recreation and Community Service, which will arrange for the delivery and pick-up of port-a-lets. Charges incurred will be invoiced to the permit holder. Permit holders may not provide their own port-a-lets.
- b. The use of electricity from field houses to power outside equipment is prohibited. Permit groups must provide their own generators.
- c. Keys for MPS outdoor facilities are distributed at the discretion of the Office of Operations, Department of Recreation and Community Services, and only to permit groups that have an established partnership with the Office of Operations, Department of Recreation and Community Services, and a signed Partnership Agreement on file. Groups eligible for a Partnership Agreement include official neighborhood associations, youth-serving non-profit organizations, and governmental agencies. Keys are issued only with a current permit and are collected when the permit expires.

2. All fees charged for Outdoor Facility Use Permits will be billed by the Office of Operations, Department of Recreation and Community Services. A minimum of one (1) hour will be charged for set-up and clean-up time in addition to permitted facility use time; portions of an hour will be charged in quarter-hour increments.

**(d) School Stadiums**

1. Use of school stadiums shall be made available for non-district use only when it does not conflict with school district-sponsored events and at the discretion of the Office of Operations, Department of Recreation and Community Services.

- a. A maintenance fee will be charged to all permit groups using stadium locations.
- b. At the discretion of the Department of Recreation and Community Services, a MPS building engineer may be assigned. In the event that a MPS building engineer is assigned, permit holder will be billed by the Office of Operations, Department of Facilities and Maintenance Services.

2. Fees charged for Stadium Facility Use Permits and Event Staff will be billed by the Office of Operations, Department of Recreation and Community Services. A minimum of one (1) hour will be

charged for set-up and clean-up time in addition to permitted facility use time; portions of an hour will be charged in quarter-hour increments.

**(4) Use by Institutions of Higher or Continuing Education**

1. Institutions of higher or continuing education that charge tuition shall be required to obtain a Facility Use Permit from the Office of Operations, Department of Recreation and Community Services, shall provide a certificate of liability insurance naming the Milwaukee Board of School Directors as “additional insured” under the appropriate insurance coverage, and are subject to the same general provisions and fees as outlined under section (3)(a), Use by Community, above.

2. All fees charged for Indoor Facility Use Permits will be billed by the Office of Operations, Department of Facilities and Maintenance. A minimum of one (1) hour will be charged for set-up and clean-up time in addition to permitted facility use time; portions of an hour will be charged in quarter-hour increments.

**(5) Public Forum Meetings**

1. Groups may request the use of school facilities for speaker, panel, round table, debate, or discussion programs of the forum type on economic, social, and political subjects upon petition as hereinafter provided. The school administrator must certify that these gatherings do not interfere with the programs of the regular school day or the Office of Operations, Department of Recreation and Community Services, programs.

2. The Office of Operations, Department of Recreation and Community Services, shall issue a permit after acquiring the written request and the appropriate certificate of insurance naming the Milwaukee Board of School Directors as “additional insured” under the insurance coverage.

3. The form of petition shall be presented at least three (3) weeks prior to the date of the meeting. The person whose signature appears on the petition shall be considered spokesperson of the petitioning group. The spokesperson shall be responsible for the preliminary arrangements and program.

4. The public may be given an opportunity to share the use of the platform for a discussion of “the subject of the evening.” If the subject of the evening is one of political interest to be discussed by any political candidate for election, then all candidates for the particular office involved shall be eligible to take part in the program, but such candidates shall appear normally.

5. The petition shall contain, in addition to the time and place of the meeting, the subject or subjects to be discussed, together with the type of gathering to be held — speaker, panel, round table, debate, or discussion from the floor without platform preliminaries.

6. Petitions will be considered in the order of filing.

7. The Office of Operations, Department of Recreation and Community Services, shall, if requested, assist the petitioner in obtaining a moderator to be in charge of the program.

8. The Department of Recreation and Community Services shall arrange for the services of such help as may be needed to conduct and supervise such meetings and to perform the custodial work connected therewith. All costs for services shall be borne by the petitioner in accordance with the fee schedule for facility use by the community.

**History:** Revised 1-29-97, 9-25-01, 1-30-03, 09-18-14, 08-25-16

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

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