

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 1 of 16

USE OF FACILITIES AND PROPERTIES

The public school facilities will be available to responsible individuals or organizations for programs as approved by Board policy, and as permitted by law. Organizations eligible to request the use of school property, equipment and/or supplies include the following: school-affiliated groups; educational; cultural and social groups; civic and veteran's organization. The District will not knowingly grant the use of school facilities to any organization directly or indirectly in opposition to the Constitution of the United States, or associated with any design leading to the forcible overthrow of the Government.

The Hortonville Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

Implementation:

Rules and regulations: All groups and/or individuals using school district facilities will be required to follow established regulations for such use. Use of District Physical Education equipment is prohibited during use of any facility. (Excluding permanently fixed equipment.)

The following rules shall be in effect:

Wisconsin State Statute designates all facilities and properties of the Hortonville Area School District as a "Safe and Drug Free School Zone" at ALL times.

- A. Use by groups may be permitted provided the following criteria are met:
 - 1. The facilities are used only during non-school hours.
 - 2. Payment of fees (if applicable) will be invoiced after the event except for Auditorium Use. A \$250.00 non-refundable deposit is required for auditorium use for profit organizations.
 - 3. The activities do not interfere with the primary use of the property, which is education. The Board of Education's discretion or use of the school district's facilities by groups shall be applied non-discriminatorily.
- B. Priority for Use of School Facilities
In all cases, district maintenance schedules and school district sponsored activities shall have scheduling priority.
 - 1. HASD high school, middle school and elementary school sponsored activities.
 - 2. In District Parochial/Private school sponsored games and concerts.
 - 3. Non-School sponsored events (100% must be district youth/staff)
 - 4. Out of District/Adult Requests.

Requests can be submitted for the next school year no sooner than August 1st and will be considered on a first come first serve basis.

Policy

- C. Any groups utilizing school properties for activities shall be required to sign a Use of Facilities/Properties agreement. This does not give them sole rights to determine use (more than one occurrence). Requests to use the building must be by written application on a prescribed form at least ten (10) working days prior to the event and submitted to the District Administrator or designee. The District Administrator or designee may waive the advance request of ten (10) working days. Use of the facilities without written application is not permitted. Consistent or deliberate attempts to use the facilities without written application will result in the loss of facility privileges.
- D. Permits may not be transferred or subleased. Commercial vendors and concessions are not permitted, except on those occasions when the vendor is invited by a school group. All requests to use a facility to host a for-profit venture will be reviewed for appropriateness in advance and additional charges may be determined or the request may be denied. The District Administrator or designee will be the final authority on all cases of public use of school district facilities.
- E. The signing of the Facilities Use Form constitutes an acknowledgement by the group or organization of acceptance of full responsibility for any vandalism, unlawful act or negligence committed in the exercise of the request. Repair or replacement (if repair is not possible) of equipment, bleachers and/or furniture damaged or missing as a result of use of facilities will be charged to the individual or group using the facilities. Repairs will be billed at the maintenance employee(s) hourly wage and payable upon receipt of billed invoice. Any outstanding invoices will terminate future facility use for the individual or group until full payment is received.
- F. All requests approved by the District will be revocable and will not be considered as a lease. The District Administrator or designee may reject any applications or cancel any request. Any use by a public or private agency or institution may be preempted for school requirements.
- G. Adequate supervision, as an example, will be two (2) adult supervisors per 100 adult attendees. If children are involved, adequate supervision will be four (4) adults to 100 children. Number of attendees and the type of activity should be considered when planning for adequate supervision. Failure to observe this requirement will be grounds for immediate revocation of the permit.
- H. Arrangements for special equipment or moving equipment must be made on the original application.
- I. Any group/individual using school facilities or properties shall not use or promote tobacco, alcohol, or any other drug including non-alcoholic beer and wine. Violation of this regulation is grounds for immediate suspension of use. Groups using district facilities/properties are responsible for supervision, enforcement, and reporting of tobacco/alcohol violations by their participants and spectators. Violations or suspected violations of this regulation are to be reported to the office of District Administrator no later than the next day of business.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 3 of 16

- J. Tables, chairs and auxiliary equipment, excluding computers, may be loaned only to parochial schools or churches within the District at the request of the principal or pastor or chairperson of the congregation.
- K. No decorations requiring the use of items such as nails, screws and/or bolts may be installed. No tape, wax, glue will be used on any drywall, walls, doors, or wood floors without prior approval of the District Administrator or designee. Tape may be used on block construction if removed when finished. Note: Reasonable safety precautions will always be followed in installation of decorations.
- L. Open gym may be available to all interested district adults, subject to availability, on Wednesday nights. As with any facility use, the hours of the request are subject to approval. Reserving the facilities for a Wednesday night district adult open gym does not give exclusive rights for use of the gym. If exclusive rights are desired, a facility use fee will be charged. "Exclusive Use" should be written on the facilities use form that is submitted.
- M. School Sponsored "Open Gyms" must adhere to all WIAA rules and regulations.
- N. Request holders will agree to indemnify the School District for any and all damages by any person or persons attending the activity, and indemnify the School District against any and all liability and any and all damages to any person or persons.
- O. Gym use by outside groups will not be available until 5:30 p.m. during the school week as gyms are reserved for school sponsored events. Upon availability on Friday's: 4:00 p.m. during the school week. Outside groups using/renting our facilities will be responsible for excessive wear and tear to the equipment and will be billed for replacement if necessary.
- P. On the days of an emergency school closing, or on the days school sponsored practices are cancelled, all events scheduled within the buildings are cancelled.
- Q. All boys and girls clubs, Hortonville Booster Club, Hortonville PTO's (in their respective buildings) are allowed to use the school facilities without charge during our normal hours of operation. Normal hours of operation do not include early dismissal days, holidays, non-school days, Saturdays, or Sundays. This is basically any time that custodial staff are not on duty. During Christmas and Spring Breaks it will be determined by the District Administrator or designee whether the facilities will be available to use based upon the district maintenance schedules.
- R. When using a classroom, all furniture shall be returned to its proper place. Classroom supplies and materials should not be used at any time.
- S. Groups utilizing school facilities/properties are responsible for supervision/enforcement of parking in "designated areas" only. "Designated areas" are described as parking lots or on the street. Parking on/in the following areas is strictly prohibited: a) Grass b) Posted no parking areas c) Emergency vehicle access roads/fire lanes d) School Entrances/exits/receiving areas.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 4 of 16

- T. Any groups utilizing the schools inside or outside properties are responsible for clean-up unless they have hired or are required to have a custodian on site during or after the activity.
- U. The practice fields will be available for use free of charge if the time(s) and date(s) requested do not interfere with school sponsored events or outside practices. If a porta potty, painting of the fields or clean-up is required the requestor is responsible for the arrangement and payment of these fees. The requestor must request the painting of the fields with the facilities scheduler. If the practice fields are under construction, being re-seeded, there has been inclement weather or maintenance is being done to them, they will not be available for use.
- V. Akin field is not available for use by any groups/individuals at any time except for school sponsored events.
- W. Any organization which charges admission to any school building shall be responsible for full compliance with applicable Federal and State statutes concerning games of chance, tax payments, etc. and shall hold the district harmless regarding the possibility of non-compliance.
- X. Staff at the Hortonville Area School District may not use the facilities for their individual profit.

The Hortonville Area School District is designated a "Safe and Drug Free School Zone". Any party leasing/renting or using the school facilities must not use or promote tobacco, alcohol or any other drug including non-alcoholic beer and wine.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 5 of 16

Fee Schedule as follows: Per day

TYPE OF ROOM	UP TO 2 HOURS	OVER 2 HOURS AND LESS THAN 4 HOURS	OVER 4 HOURS AND LESS THAN 6 HOURS	6 HOURS PLUS	Flat Rate	Possible added charges
Classroom for those charging admission	\$15.00	\$20.00	\$25.00	\$35.00		Custodial
Classroom for adult classes	\$20.00	\$25.00	\$30.00	\$40.00		Custodial
Cafeteria for those charging admission	\$25.00	\$30.00	\$35.00	\$45.00		Custodial
Kitchen (plus the hiring of one cook)	\$25.00	\$50.00	\$75.00	\$100.00		Cook Wages
Computer Lab					\$75/hr	
Commons					N/C	
3 Station Gym -Fieldhouse - HHS	\$30.00	\$60.00	\$90.00	\$150.00		Custodial
2 Station Gym - HS gym - HHS and middle school gyms	\$20.00	\$40.00	\$60.00	\$100.00		Custodial
1 Station Gym - Old Elementary Gym at HHS and Greenville Elementary Gym	\$10.00	\$20.00	\$30.00	\$50.00		Custodial
Auditorium					\$800/day* (\$250 non-refundable deposit required for profit organizations)	Custodial
Auditorium Practice days					\$200/day*	Custodial
Auditorium for non-profit use by all District Schools					\$200/day*	Custodial
<i>(Auditorium rental: 1 day = 1 practice day, 2 days = 2 practice days)</i>						
Lighting and Sound System in Auditorium *					\$100	

Board Approved 6/9/14, 2/23/15, 2/26/18
Adoption Resolution 10/13/14

Policy

<i>*Plus the hiring of a lighting and sound specialist at a per hour basis</i>					*	
Practice Fields					N/C	Time & Materials for painting, cleaning, etc.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 7 of 16

PUBLIC USE OF SCHOOL FACILITIES CARE AND RESPONSIBILITY

The policy of the Hortonville Area School relating to public use of its facilities is that: ***“The school building and its properties belong to the community and shall be used to promote the education, public health and welfare of both the children and adults of the District.”***

Within this policy the Board of Education is concerned about the maintenance and care of its properties. To this end the following guidelines are provided for use of its facilities when use is authorized under its policies. (See Policy #7510 Use of Facilities.)

When school property is assigned for use to a person and/or organization, it is expected that facilities will be left in a condition equal to the condition when assigned for such use. This includes the following:

1. No soft drinks, food, candy, etc. are allowed in any gym, auditorium or computer lab facility at any time. (Popcorn and water are allowed in the high school gyms only)
2. All damage or defacement be reported, or if discovered, will be repaired or replaced to the satisfaction of the District.
3. The space and/or equipment assigned will be left in a “clean” condition, devoid of marks, bodily fluids, etc. This includes entry ways, restrooms, gym floors and other areas of the building when the crowd or activity uses these areas, or is not properly confined with the area assigned. When the cleaning of bodily fluids is necessary, please use the following procedure: There are white first aid kits located in all gyms. You will find the disinfectant product in addition to gloves in these kits. You need to wear gloves when involved in the cleaning of body fluids. Do not pick up glass or any sharp object with your hand, use a broom and dust pan. If equipment/surfaces become contaminated with a body fluid, the object/surface should be cleaned with the disinfectant product. After cleaning up a body fluid spill and removing your gloves, please be sure to remember to wash your hands with soap and water. All waste containers used should be emptied by removing the plastic liner.
4. Noise and the activity will be confined to the area assigned and be the responsibility of the person and/or organization granted the facility use. This includes all areas such as entrances, restrooms and other areas of the building not specifically assigned but used by people who are part of the activity.
5. Children are not allowed in the building during the scheduled use of the facility by an adult group, except if the use is authorized as an activity designed for spectators.
6. All equipment will be returned promptly upon completion of the activity or at the date and time designated in the agreement.
7. Failure to comply with these responsibilities or other owner concerns not included in the above, could lead to a special monetary charge and/or the organization being barred from future use of the District’s facilities.
8. Each group must provide adequate supervision to insure proper use of facilities. Adequate supervision would be:
 - if all adults: 1 supervisor per 50 attendees

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 8 of 16

- if children are present: 1 supervisor per 25 attendees.

Number of attendees and the type of activity should be considered when planning for adequate supervision. Failure to observe this requirement will be grounds for immediate revocation of the permit.

Note: This form is to be attached to the District's "Request for Use of School Facilities" form.

Addendum: Modified Medical Emergency Response Plan – After School Plan

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 9 of 16

Hortonville Area School District

Sherry Sullivan, Employment Opportunities & Facilities Secretary
P.O. Box 70, 246 N. Olk Street
Hortonville, WI 54944-0070

PH: 920/779-7900 ext. 17103 FAX: 920/779-7938

REQUEST FOR USE OF SCHOOL FACILITIES AND PROPERTIES

1. Name of group making request: _____
2. Name of person making request: _____ Date of request: _____
Address: _____ Phone: _____
3. Do you as sponsor live in the Hortonville Area School District: _____
4. Purpose or subject of meeting: _____
5. **Dates and hours requested (Be Specific):** _____
6. What building do you need? Please check.
 Greenville Elementary School North Greenville Elementary Greenville Middle School
 Hortonville Elementary School Hortonville Middle School Hortonville High School
7. What room do you need? Please check.
a. Classroom___ b. Gymnasium___ (If HHS) ___ FH___ HS gym
c. Auditorium___ (*complete Auditorium Use Form-Non-refundable deposit required*) d. Cafeteria ___
e. Kitchen___ f. Computer Lab ___ (*review Computer Use Procedures*)
g. Mobile Computer Lab ___ (*review Computer Use Procedures*) h. Other _____
8. Approximate number of students attending: _____ Approximate number of Adults attending: _____
9. Number of adult supervisors: _____ To insure adequate supervision will be provided, list of supervisors (with names & phone numbers) must be provided at least one week prior to the event. Failure to observe this requirement will be grounds for immediate revocation of the permit.

<i>Names of Supervisor(s)</i>	<i>Home Phone</i>	<i>Work Phone</i>

10. What special equipment is needed if any? Excluding phy ed equip. (ie: tables, chairs, LCD, screen) _____

11. Will admission/registration fees be charged?___
 1. Do participants pay a fee? _____ yes _____ no

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 10 of 16

2. Is the event open to the public? _____yes_____no
3. If the event is for students only, can students from other districts participate? _____yes_____no
4. Are coaches/supervisors paid? _____yes_____no
5. Is this activity for profit? _____yes_____no

If yes, do all of the proceeds go directly to a HASD student activity account? yes _____no _____

If this is a district-sponsored athletic camp/clinic and you have checked “no” to questions 2-5 above the fee will be waived. If you have checked yes to question 5 and 5(a) the fee will also be waived. If this is a summer time district-sponsored athletic camp/clinic and you have checked “yes” to any of questions 2-5 a \$150.00 fee will be billed for an up to 5 consecutive day camp/clinic.

On some occasions, building and facilities use requests occur when custodians and other employees are not scheduled to work. The person requesting the use of the facility may be required to have District custodian open and secure the facility before and after the activity is completed. In some instances, an employee of the District may volunteer to supervise an activity. In these cases, the volunteer employee and requestor assume full responsibility for the supervision of the facility and they must be present during the entire activity. The volunteer is responsible for the opening and securing of the facility for the activity.

Activities which involve large number of participants, (i.e. 100 or more) at the discretion of the District, will be required to have a custodian(s) on site during the activity. In any case, when a custodian is required to be present, the custodian’s actual salary and fringe benefits will be billed to the individual or group using the facility (non-school sponsored activities). Damages or incurred expenses during the activity will be charged to the responsible groups or party. Attached is a copy of the policy governing use of school facilities.

The undersigned agrees that they have read and agree to the terms and conditions as outlined in the Use of School Facilities and Properties (Policy #7510) and if appropriate, the Auditorium Facility Use Policy. If the terms and conditions are not followed or any misleading information is presented on this form, future facility requests will be denied.

Signed: _____ Date: _____

Note: For more information, please contact Sherry Sullivan at 779-7900 ext. 17103 or email: sherrysullivan@hasd.org

Completed forms should also be returned to Sherry Sullivan at the above address.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 11 of 16

REQUEST FOR USE OF SCHOOL FACILITIES (Auditorium Facilities Use)

Complete this side only if you are requesting the use of the auditorium.

1. Circle room(s) needed:
Auditorium Work Room Green Room Band Room Choral Room
2. Are you sponsoring any other group or individual to perform or lecture: _____
If yes to #2, who and how can they be contacted?
Name or Group: _____
Address: _____
Phone: _____
3. If admission is charged, please list fee(s): _____
4. Basic auditorium equipment needed (from included equipment list):

5. Are special services or equipment needed? If unsure contact the Auditorium Coordinator for clarification.

(For each service listed below write the requested total number of hours for both practices and the performance. Additional charges will apply)

- Special Lighting: _____
- Sound: _____
- Ushers/Coat check: (\$75.00) _____ Number of ushers requested: _____
- Stage Assistance: _____
- Performer Assistance: _____

OFFICE USE - DO NOT WRITE BELOW THIS LINE

Signature of Superintendent _____ Date: _____

Signature of H.S. Principal _____ Date: _____

Signature of Auditorium Coordinator _____ Date: _____

Additional Board of Education authorization if necessary.

Provisions _____

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 12 of 16

REQUEST FOR USE OF SCHOOL FACILITIES (Computer Use Procedures by Non-District Employees)

1. An **event official** may formally request use of HASD computer labs outside of planned HASD instructional or operational activities (contact Sherry Sullivan),
2. An **event official** may request temporary use of a network account, but the request must include the dates/times the network account will be used (contact IT helpdesk),
3. An **event official** remains responsible for the use of the “event network account” aligned with district acceptable use guidelines for the duration of the function,
4. **Event participants** will be expected to save their files to external drives,
5. **IT staff** create the “event network account,” assign account use times, and assign a password for use by event participants,
6. **IT staff** share the “event network account/password” with the requesting event official,
7. **IT staff** will not provide support services for the non-district event (i.e., no software installs, no modifications to the network/content filter),
8. **IT staff** will delete the “event network account” after the last identified date/time of usage.

For security purposes, we really need the “event official” to make the request with the facilities scheduler and let us know when the account will be used (date/times) and IT will send them what they need to login.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 13 of 16

MODIFIED MEDICAL EMERGENCY RESPONSE PLAN – AFTER SCHOOL PLAN

When using rooms in the Hortonville Area School District, please provide a phone that can call 911 in the event of an emergency and please note the location of the AED(s) before using the space. You may even want to visually locate the AED(s) in the buildings upon arrival.

Recognize the following signs of sudden cardiac arrest and act in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

Facilitate immediate access to professional medical help: Emergency: 911
Ambulance Services/Non-emergency Response: 920-727-3020

Emergency Call Procedure

What to Say:

1. Identify yourself (name and affiliation with Hortonville HS)
2. Briefly explain situation (i.e.: unconscious student, breathing)
3. Explain purpose of call (i.e.: ambulance needed)
4. Explain location (address/landmarks/method of access to site)
 - Inform EMS that you will have someone meet them at the front entrance of the building and assign someone to go a meet the EMS responders
5. Answer questions addressed to you
6. LET DISPATCH HANG UP FIRST!!

Your location and address to give to EMS:

- Hortonville HS (155 Warner Street)
- Hortonville Middle School (220 Warner Street Hortonville)
- Hortonville Elementary School (240 Warner Street)
- North Greenville Elementary School (N2468 Learning Way)
- Greenville Elementary School (W6822 Greenridge Dr)
- Greenville Middle School (N1450 Fawn Ridge Dr)

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 14 of 16

Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
 - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old.
 - Follow the 9-1-1 dispatcher's instructions, if provided.

Use the nearest AED:

AED locations:

- Hortonville Elementary School: In hallway across from health room
- Hortonville Middle School: In the large lunch room
- Hortonville High School: 1. In the hallway by the business office. 2. In the hallway outside of the field house and auditorium, by the display cases.
- Greenville Elementary School: In the lunch room
- Greenville Middle School: In the lunch room
- North Greenville Elementary School: In the lunch room
- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
 - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 15 of 16

Transition care to EMS:

- Assign someone to go to the door that was noted to EMS and wait for and flag down EMS responders and escort them to the exact location of the patient.
 - Transition care to EMS upon arrival so that they can provide advanced life support.
- 1. Contact parents or significant other of the person who was transported.**
 - 2. Someone should go with the person to the hospital, if the family is not available.**
 - 3. Contact building administrator to let them know of the event:**
 - Hortonville Elementary School: Larry Sikowski 920-460-5662
 - Hortonville Middle School: Steve Gromala 920-858-5604
 - Hortonville High School: Thomas Ellenbecker 920-378-4253
 - Greenville Elementary School: David Harris 920-740-3686
 - Greenville Middle School: Travis Lawrence 920-740-8865
 - North Greenville Elementary School: Janna Cochrane 920-460-5663

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7510 Page 16 of 16

PBIS – Positive Behavior Interventions and Support



Thank you for choosing the HASD facilities. We have a school culture built on the common values of being CARING, HONEST, RESPECTFUL, and RESPONSIBLE while maintain a safe environment for all. In partnership with the Fox West YMCA and local schools we promote academic and social success through these values.

You may see posters in the building that describe what these behaviors look like in the gymnasium, hallways, cafeteria, bathrooms, parking lot and playground. HASD students, staff, and parents may refer to voice level or the “Polar Bear Way,” when discussing how we act. This is all a part of demonstrating respectful, responsible, caring, and honest behavior and it is explicitly taught at all HASD schools and the YMCA.

Proactively teach, model and acknowledge behaviors that create a positive culture during your activity. Please take the time to consider what these behaviors (Care, Honesty, Respect and Responsibility) might look like when they are being demonstrated during your activity. Then, take the time to review these with those involved in your function.

- ❖ Review behavior expectations with children and adults
- ❖ Using Caring, Honesty, Respectful, and Responsible as your core expectations
- ❖ Provide positive reinforcement for those demonstrating these behaviors

Thank you for being supportive members of the HASD School Community.

If you want to know more, go to www.wisconsinpbisnetwork.org.