

**GENERAL REGULATIONS**  
AS PER SCHOOL BOARD POLICIES 1330 AND 1331

The following rules govern the use of District facilities (including grounds) by all organizations and individuals. Violation of these rules may result in revocation of approval, denial of future applications for "Permit for Use of School Property," and/or legal action.

1. A permit for use of school property must be initiated on the KUSD website ([www.kusd.edu](http://www.kusd.edu)) home page. The requestor, the Principal, and a Facilities designee must electronically sign the permit. A \$20.00 processing fee will be charged for all non-school related organizations. Permit approval will be pending receipt of the \$20.00 permit fee. In the event the permit is denied, the \$20.00 fee will be returned to the applicant.
2. Requests for the use of school facilities must be submitted at least three weeks in advance of the date of desired use.
3. Refer to the current *KUSD Permit Fees and Regulations* for fees. The rental per hour applies from the time the user group enters the building until the user group leaves. Additional charges are made for custodial, auditorium and kitchen personnel when used. Payment of fees is to be made immediately upon receipt of invoice.
4. Liability insurance coverage will be required of an applicant for permits with a minimum of 100 people in attendance. The Certificate of Insurance must be submitted to the building you are requesting to rent. Permit approval will be pending receipt of Certificate of Insurance. The minimum acceptable policy limit is \$1,000,000.00 and the District must be named as an additional insured covered by the policy. User shall assume full liability for any personal injury or property damage arising in connection with the event.
5. User agrees to indemnify the school district for any damage to the building or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the school district.
6. Applicants will save and hold the District and the District's employees and agents harmless from and against any losses, damages, liability, or expenses (including reasonable attorneys' fees) resulting from, claimed by or against, or incurred by the District, arising from any injury to any person or loss of or damage to any property, to the extent caused by or resulting from any negligence or willful acts or omissions of the applicant or the applicant's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents, and invitees.
7. Cancellation/Denial of Permits: Vandalism or violation of contract provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be denied if the event is contrary to School Board Policy, conflicts with School District schedules, or has the potential of inciting disorders that could be a danger to personnel or property, as determined by the Director of Facilities Services.
8. The following are prohibited on school property: (1) Possession or use of intoxicants or controlled substances, (2) Smoking, (3) Illegal games of chance, and (4) animals or pets except for service animals as governed by School Board Policy 6830.
9. Facilities are to be used only for the purpose and areas specified by the contract/permit.
10. User must arrange for unloading and reloading of their own equipment. School personnel or students are not available for such work.
11. School personnel shall supervise events and perform stage operations when considered necessary by the school administrator.
12. Long-term contracts must be renewed annually based on the fiscal year calendar.

13. Applicants and users must follow all policies, rules and procedures of the District, local ordinances, and Wisconsin Statutes governing the use of public school facilities.
14. Approved applicants shall not sublet or otherwise transfer their approved usage of District facilities to other persons, entities or organizations.
15. Organizations advertising or announcing programs to be held on District property shall identify their sponsorship in any advertisements or announcements of such programs.
16. 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 Principal and/or Director of Facilities Services/designee that the event will be adequately controlled.
17. Use of District facilities is contingent upon the availability of custodial services and other necessary services.
18. Disorderly conduct is prohibited.
19. The use of power driven recreational apparatuses such as snowmobiles, go-carts, mini-bikes, miniature airplanes, and self-propelled modes of transportation such as bicycles, skateboards, roller skates, roller blades and scooters shall not be permitted on District property without the express consent of the Director of Facilities Services/designee. This excludes any electronic, battery operated or mechanical transportation aid for individuals with physical disabilities.
20. Practice for the improvement of golf skills, including the swinging of golf clubs or hitting of golf balls, is not permitted on District property.
21. Use of an open flame on District property is strictly prohibited.
22. All conditions or situations not covered by these rules shall be handled on a case-by-case basis by the District and the Director of Facilities Services/designee.