



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

≈

Phone: 608-588-2551

830-Rule

## FACILITIES USE REGULATIONS

School district properties will be made available for community use in accordance with the following regulations:

1. Applications for use of school facilities are available in the respective school office or by filling out the Facilities Use Request Form (Policy 830 Exhibit 1) on the district website. They must be approved one week in advance of the booking by the Building Principal/Administrative Building Coordinator.
2. One person from the requesting organization must be delegated to accept responsibility for the conduct of participants.
3. Groups using any school facility shall be responsible for the replacement of any unwarranted destruction or damage of school property:

Damage Reimbursement - Groups must reimburse the school for any damage to equipment, chairs, furniture, building, etc. The reimbursement shall be determined by the District. Depending on the extent of damages, there is the potential denial of future use.

Clean-Up - Groups must clean up the facilities used or may be charged for clean-up. Clean-up includes checking restrooms for cleanliness or misuse, turning off lights and heat, and securing/locking building. Additionally, all materials brought into the building must be removed at the conclusion of use.

A separate billing will occur for any additions, costs, or damages incurred.

4. The consumption of alcoholic beverages and illegal drugs shall be prohibited on school grounds.
5. Tobacco use and the use of electronic smoking devices will not be allowed in school buildings or school vehicles or on school grounds (see exception in Policy 832).
6. The school district does not provide insurance for use of school facilities for groups or individuals. Each individual or group must provide its own insurance to ensure that they are protected against liability.
- \* 7. Fee Schedule: It is the responsibility of the individual or group to request assistance for gaining entrance to the building, if needed, and to pay any necessary fees prior to the use of the facility. Fees should be paid at the time the user secures appropriate keys (Policy 731).
  - A. All organizations shall pay the following use of school facilities rates. For the purposes of the table below, "resident" means the group resides in the River Valley School District.
  - B. Where a custodian/staff member is needed to open or close a building, the rates listed below shall apply.

	<b>Resident Group (Non-Profit)</b>	<b>Resident Group (For Profit)</b>	<b>Combination of Resident and Non-Resident Group</b>	<b>Non Resident Group</b>
Custodial Staff	\$25.00/hour	\$30.00/hour	\$35.00/hour	\$40.00/hour
Kitchen	\$25.00/hour	\$30.00/hour	\$35.00/hour	\$40.00/hour
Kitchen Staff	\$25.00/hour	\$30.00/hour	\$35.00/hour	\$40.00/hour
Classrooms, Cafeteria, and Little Theater	\$20.00/hour	\$25.00/hour	\$35.00/hour	\$40.00/hour
Gymnasiums	\$20.00/hour**	\$25.00/hour	\$40.00/hour	\$50.00/hour
Athletic Fields (excludes Stadium)	\$20.00/hour**	\$25.00/hour	\$40.00/hour	\$50.00/hour
Stadium (Minimum of 1 hour charge)	\$100.00/hour	\$125.00/hour	\$150.00/hour	\$200.00/hour

Other Stadium Rental Fees and Notes:

- All groups that rent the Stadium will be assessed an additional supply charge based on the group size. Group size includes all people in attendance. Supply charge rates are:
  - Less than 100 people: \$40.00
  - 100-299 people: \$50.00
  - 300-499 people: \$75.00
  - 500 or more people: \$100.00
- Policy 830 Exhibit 2 must be signed and approved prior to use.
- All groups renting the stadium will be assessed a custodial setup (if necessary) and cleanup fee (if necessary) at \$40.00 per hour.
- If an Events Manager is required, the rate is \$50.00 per hour.
- The concession stand will be run by the River Valley Athletic Booster Club (RVABC). If the RVABC is not able to run the concession stand, the group renting the stadium will be allowed to sell concessions. River Valley Youth sports are allowed to utilize the concession stand and sell concessions during their events.

\*\* Each non-profit resident group (local club team) may choose to pay an annual flat fee of \$200 in lieu of the hourly rate. This option is made available as it may be a more practical approach for coordinating practice schedule changes and/or cancellations as well as a more efficient method for administering the collection of fees. This flat fee will apply to each independent team that may (or may not) belong to a larger organization.

8. Any of the fees may be waived or modified by the District Administrator or Board in relationship to services or supplies rendered by a group or individual team.

CROSS REF.: Policy 731 Facility Access and Security  
Policy 733 Energy Management  
Policy 830 Exhibit 1 Facilities Use Request Form  
Policy 830 Exhibit 2 Regulations for Use of River Valley Stadium Artificial Turf  
Policy 832 Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises  
Policy 835 Alcoholic Beverage Possession and/or Use on School Premises

APPROVED: August 1977

REVISED: March 12, 1998  
APPROVED: March 26, 1998  
REVISED: June 8, 2000  
APPROVED: July 13, 2000  
REVISED: September 9, 2004  
APPROVED: October 21, 2004  
REVISED: November 18, 2010  
APPROVED: December 9, 2010  
REVISED: December 8, 2016  
APPROVED: January 12, 2017  
REVISED: May 10, 2018  
APPROVED: July 12, 2018  
APPROVED: August 11, 2022  
REVISED: September 14, 2023  
APPROVED: October 12, 2023