

WINOOSKI SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

1. Residents may use school facilities for individual activities (such as walking, jogging) provided that such activity does not conflict with scheduled school or organization’s use as provided in these procedures.
2. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, group or organization, nor the purposes they represent.
3. School sponsored activities shall have first priority. The right to authorize use of school facilities and approval to use school facilities shall be retained by the Superintendent solely.
4. Categorical group use authorization is outlined below and administered by the Superintendent.

GROUP CATEGORIES

- Group I: A Winooski school group (makeup are a majority of Winooski Youth) and/or staff
 Group II: A non-profit organization that the majority of members and participants in the activity are Winooski residents; city or state governmental organizations
 Group III. A non-profit group located within or outside the City of Winooski that the majority of members and participants in the activity are NOT Winooski residents.
 Group IV. A commercial organization.

SCHEDULE OF RATES AND FEES (as of July 1, 2017)

FACILITY	GROUP I	GROUP II	GROUP III	GROUP IV
Gymnasium	N/C	N/C	\$65/hour	\$80/hour
Performing Arts Center	N/C	N/C	\$65/hour	\$80/hour
Cafeteria	N/C	N/C	\$45/hour	\$60/hour
Multi-Purpose Room	N/C	N/C	\$50/hour	\$70/hour
Athletic fields**	N/C	N/C	\$65/hour	\$80/hour
Learning Media Center	N/C	N/C	\$65/hour	\$80/hour
Kitchen	N/C	N/C	\$45/hour	\$60/hour
Classrooms (WM/HS)	N/C	N/C	\$45/use/day	\$60/use/day
Classrooms (JFK)	N/C	N/C	\$45/use/day	\$60/use/day
STAFF SUPPORT				
Custodial Coverage*	N/C	\$25/hour	\$27/hour	\$45/hour
Food Service Worker*		\$25/hour	\$27/hour	\$45/hour
OTHER				
Translation Equipment	N/C	N/C	\$20/hour	\$35/hour

*Charges apply if activity occurs during hours when employee is not normally on duty.

**For night games, a lighting surcharge will be levied. Charges for a game will be equivalent to two (2) hours.

5. All applications for Groups III and IV must be made through the Superintendent's Office at least fourteen (14) days prior to requested use. The application must be signed by the person responsible to be held accountable for any damage or loss of property.
6. Group III and IV functions will be required to pay a deposit fee (1/4 of estimated total fee or \$1,000, whichever is smallest) ten (10) days prior to the event.
7. Groups II and III must show proof of Non-Profit status and submit a roster of current participants with their address.
8. All requests will be reviewed by the Superintendent.
9. All school activities have precedence over all other requests.
10. The Superintendent shall determine if police, fire or other special services (such as trash removal) are needed. If needed, groups will be responsible for any extraordinary expenses.
11. A permit can be cancelled provided its provisions or intent are violated in any way. The Superintendent or designee shall be the sole judge of such violation. A permit may also be cancelled at the discretion of the Superintendent if it is later found to be in conflict with a school activity. Notification of cancellation will occur as soon as possible.
12. All board policies are in full force and effect - The use of alcoholic beverages, tobacco, and other controlled substances are prohibited on district property.
13. Furniture or equipment belonging to the school district may not be moved without permission from the Superintendent, or his/her designee.
14. The use of school buildings on holidays, weekends and during vacation periods is contingent on the availability of custodians and/or other staff qualified to supervise the premises.
15. Corridors, exits, and stairways must be free of obstructions at all times.
16. Animals are not permitted inside of school buildings unless approved by the Superintendent.
17. Vehicles will park only in designated areas. **ABSOLUTELY NO PARKING IS ALLOWED ON ANY ATHLETIC FIELD**, green space, walkways or areas marked with no parking signs. All Groups must have a designated school employee be in charge of traffic control during the hours of the event(s) if it is deemed necessary by the Superintendent. That group will be responsible for the cost of said employee.
18. The organization or individual(s) participating or requesting the use of the school district facilities agrees to hold harmless the Winooski School District for damages or injuries experienced and shall be required to provide a certificate of insurance thereof.
19. Any infraction of the above rules may be grounds for immediate dismissal of the group or organization and termination of the contract for use. Such infractions may result in the refusal to grant subsequent requests for use of school facilities.
20. Trash fees will be assessed if determined that an extra pick-up is required by the district due to large functions.
21. Any special costs incurred by the School District in preparing for any function, or after such function, will be charged to the user.
22. Use of the kitchen facility may require the presence of a food service worker.

23. No food or drink allowed in gym or Performing Arts Center (PAC).
24. Invoices for the use of the facilities shall be issued by the Superintendent's Office. Payments shall be made by check or money order payable to the Winooski School District (WSD).
25. A detailed written summary of the event needs to be included with the application.
26. Three (3) current references must be provided with phone numbers.
27. Superintendent MUST give final approval to application.
28. The Superintendent has the option of waiving or keeping facility rental/custodial fees at their discretion for groups that benefit Winooski students.

Reviewed and Updated: July 1, 2017

WINOOSKI SCHOOL DISTRICT
60 NORMAND ST.
WINOOSKI, VT 05404
PHONE: (802)655-0485 FAX: (802)655-7602

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization _____ Address _____ City, State, Zip _____

Contact Person _____ Phone _____ E-mail Address _____

- AREA REQUESTING: Gym Performing Arts Center Cafeteria
 Learning Media Center Kitchen
 Athletic Field (type) _____
 Classroom(s) – WMS/WHS _____
 Classroom(s) – JFK _____

DATE(S) NEEDED: _____ TIME(S) NEEDED: _____
TIME EVENT STARTS: _____
TIME EVENT ENDS: _____

APPROX. # OF ATTENDEES: _____

EQUIPMENT NEEDED: _____

PURPOSE OF EVENT (summarize – attach extra sheet if needed): _____

REFERENCES (provide 3 current):

Organization _____ Contact Name _____ Phone # _____

Organization _____ Contact Name _____ Phone # _____

Organization _____ Contact Name _____ Phone # _____

MY GROUP IS (Please check all that apply):

- I. A Winooski school group (makeup are a majority of Winooski Youth)
- II. A non-profit organization that the majority of members and participants in the activity are Winooski residents; city or state governmental organizations
- III. A non-profit group located within or outside the City of Winooski that the majority of members and participants in the activity are NOT Winooski residents.
- IV. A commercial organization.

Certificate of Insurance must accompany all applications for non-school organizations
Three (3) references must be included, along with a detailed, written summary of the event.

If said permission is granted, I agree to comply with District Policy #1330. I also agree to pay for repair or replacement for any damage to, or loss, of school property arising from use of the facility.

Signature: _____

Date: _____

FOR SUPERINTENDENT'S OFFICE USE ONLY

APPROVED

CLASSIFICATION GROUP: _____

DISAPPROVED (reason): _____

ITEMIZATION OF FEES:

Rental Rate: _____ Custodial Rate: _____ Custodian(s) Assigned: _____

Kitchen Employee Rate: _____ Kitchen Worker Assigned (if applicable): _____

Trash Removal: _____ Deposit required: Yes No \$ _____ Due by _____

Comments: _____

Approval: (Superintendent)

Date: _____