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)

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

*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
# Application for Use of School Facilities

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Person</strong></td>
<td><strong>Phone</strong></td>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

**Area Requesting:**

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

**Date(s) Needed:**

**Time(s) Needed:**

**Approx. # of Attendees:**

**Equipment Needed:**

**Purpose of Event** (summarize – attach extra sheet if needed):

**References** (provide 3 current):

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Name</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**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  
☐ DISAPPROVED (reason): ____________________________________________

CLASSIFICATION GROUP: ______________

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: __________________________