



WINOOSKI SCHOOLS
We are the future.

RELATED BOARD POLICY: E20 - COMMUNITY USE OF SCHOOL FACILITIES

WSD PROCEDURE C8-F3

APPROVAL DATE: 4/1/2024



Superintendent Signature

USE OF DISTRICT AND SCHOOL FACILITIES

After school activities have been prioritized, the right to authorize outside use of school facilities shall be retained by the Superintendent, by their designee, or by direct Board action in the absence of a permanent Superintendent. No entity is automatically entitled to the use of the facilities other than the WSD schools and no approval shall be made outside of the stipulations below:

1. **Residents may use exterior school facilities** for individual activities (such as walking, jogging) provided that such activity does not conflict with scheduled school'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. **Categorical group use authorization** will be carried out as outlined under the "Group Categories" section and administered by the Superintendent's office.
4. **All school activities have precedence** over all other requests. No exceptions will be made.
5. **All applications must be made through the District 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. In very limited cases, the Superintendent may waive this requirement for situations where this timeline cannot be

met due to extenuating circumstances or the nature of the event.

6. **Group 4 and up 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. Group 7 will pay a deposit fee of \$2,000 or half of the total estimated fee, whichever is smallest.
7. **All non-profits** must show proof of Non-Profit status.
8. **Group 1-3B must submit a roster** of current participants with their addresses to verify service to Winooski residents primarily.
9. **All requests will be vetted** by the Superintendent's Office. Final approval rests solely on the discretion of the Superintendent, their designee, or by direct Board action in the absence of a permanent Superintendent.
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 outlined at the time of signing. However, should unexpected expenses happen or damage is done to the facilities, the applicant may be billed after the event.
11. **A permit can be canceled** 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 canceled 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, including those related to substance use and behavior.
13. **Furniture or equipment** belonging to the school district may not be moved without permission from the Superintendent, or their designee.
14. **The use of school buildings on holidays**, weekends and during vacation periods is contingent on the availability of a facility team member 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 due to a properly documented disability and for animals formally trained to perform specific tasks. According to ADA.gov, "In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability."

17. **Vehicles will park only in designated areas.** No parking is allowed on any athletic field, green space, walkways or areas marked with no parking signs. If deemed necessary by the District Office, a school employee will be in charge of traffic control during the hours of the event(s). That group will be responsible for the cost of said employee and non-school personnel may be allowed to perform this task only under previous District Office authorization.
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 not specified** in the fee table and incurred by the School District in preparing for any function, or after such function, will be charged to the user.
23. **No food or drink allowed in a gym,** library, black box theater, 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. **Only full applications** will be considered.
26. **Three (3) current references** must be provided with phone numbers.

GROUP CATEGORIES

Group 1: A Winooski school group (makeup are a majority of Winooski Youth) and/or staff that is directly sponsored and managed by the school and that is a part of the regular education program.

Group 2: A Winooski school group (makeup are a majority of Winooski Youth) and/or staff that is **not** directly sponsored or managed by the school and that is not an official part of the regular education program. **The group does not charge its members and is accessible** to all participants.

Group 2-B: A Winooski school group (makeup are a majority of Winooski Youth) and/or staff that is **not** directly sponsored or managed by the school and that is not an official part of the regular education program. **The group's activities are not free** to all participants or require individual expenses.

Group 3: A non-profit organization where the majority of members and participants in the activity are Winooski residents; This includes city or state governmental organizations. **The group does not charge its members and is accessible** to all participants.

Group 3-B: A non-profit organization where the majority of members and participants in the activity are Winooski residents; This includes city or state governmental organizations. **The group's activities are not free** to all participants or require individual expenses.

Group 4: A non-profit group located within or outside the City of Winooski where the majority of members and participants in the activity may or may not be Winooski residents, because it is not clear that their mission is to serve Winooski primarily. **The group does not charge its members and is accessible** to all participants.

Group 4-B: A non-profit group located within or outside the City of Winooski where the majority of members and participants in the activity may or may not be Winooski residents, because it is not clear that their mission is to serve Winooski primarily. **The group's activities are not free** to all participants or require individual expenses.

Group 5: Any organization (profit or non-profit) whose purpose is not primarily educational or recreational in nature, such as political organizations, events, fairs, etc.

Group 6: A for profit organization.

Group 7: Any organization (profit or non-profit) whose purpose for facilities use is to promote messages or activities that may pose a present or future liability for the district (physical or legal) or that is likely at odds with Winooski's Policies of non-discrimination, inclusion, and belonging. Group 7 is unlikely to be approved by the Superintendent, but if approved under specific circumstances, the fees will be substantially higher to account for the potential contingencies.

FEES PER GROUP CATEGORY

	2	2-B	3	3-B	4	4-B	5	6	7
New Gymnasium		\$100	65	150	\$100	200	150	200	1,500
Old Gymnasium		\$150	65	200	\$150	300	200	300	1,600
Performing Arts Center		\$150	65	200	\$150	300	200	300	1,700
Cafeteria		\$90	45	120	\$90	175	120	175	1,450
Lobby		\$75	50	100	\$75	150	100	150	1,400
JFK Shared Gathering Space		\$90	45	120	\$90	175	120	175	1,450
JFK/MS Pod Common Areas		\$90	45	120	\$90	175	120	175	1,450
HS Hub (Pyramid)		\$75	45	100	\$75	150	100	150	1,400
Yoga Studio		\$90	45	120	\$90	175	120	175	1,450
Black Box Theater		\$90	65	120	\$90	175	120	175	1,450
Athletic fields**		\$100	65	150	\$100	200	150	200	1,500
Library		\$100	65	150	\$100	200	150	200	1,500
Classroom		\$90	45	120	\$90	175	120	175	1,450
SUPPORT STAFF (rate per staff member, per hour)									
Facilities		\$35			\$40	\$40	\$45	\$45	\$250
Technology		\$50			\$55	\$55	\$60	\$60	\$265
EQUIPMENT (per event, no more than 8 hours)									
Non-A/V IT Device		\$100							
A/V Equipment		\$100							