



WINOOSKI SCHOOLS
We are the future.

RELATED BOARD POLICY: E20 - COMMUNITY USE OF SCHOOL FACILITIES

WSD PROCEDURE E20-P1

APPROVAL DATE: 12/30/2024



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 in this set of rules.

SECTION I: GENERAL CONSIDERATIONS

1. **All use of interior school facilities must be approved prior to its use**, this includes school athletic teams. No impromptu practices or informal use of gym space is allowed unless reserved in the system by the District Office Manager or superintendent designee.
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. In addition to determining rental use fee, the categories are in order of priority. When two requests conflict and are received within the same one-week period, the District Office Manager will use the category order of preference to determine who gets the spot. For example, when two requests come from group 1 and 2 within the same week for use of the same space, group 1 will take precedence.

4. **All school activities have precedence** over all other requests. No exceptions will be made. This may be inconvenient for all other groups in cases where a schedule cannot be determined with sufficient notice, such as determining home games that involve outside districts and entities. However, Group 1 (including athletic programs) is expected to provide a practice schedule well in advance to avoid last-minute confusion and conflicts with other categorical groups.
5. **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 where the conflict could not have been reasonably known at the time of booking. Notification of cancellation will occur as soon as possible.
6. **After Group 1 scheduling needs have been met**, no group, regardless of priority, will be allowed to reserve more than 75% of the remaining available time in a given space during a weekday, or more than 50% during a weekend or holidays. Available time will be calculated between 8 AM and 9 PM during non-instructional hours. Exceptions to this rule may be made for one-time events and when no other requests are on file nor likely to occur for that day and time. No standing exceptions.
7. **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.
8. **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.
9. **Any infraction of the rules in this document** 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.

SECTION II: APPLICATION

1. **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.
2. **Only full applications** will be considered.

3. **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.
4. **Two (2) current references** must be provided with phone numbers.
5. **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.
6. **All non-profits** must show proof of Non-Profit status.
7. **Groups 2-C, 3, AND 3-B must submit a roster** of current participants with their addresses to verify service to Winooski residents primarily.
8. **Final approval rests solely on the discretion of the Superintendent**, their designee, or by direct Board action in the absence of a permanent Superintendent.

SECTION III: USE REQUIREMENTS

1. **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.
2. **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."
3. **No food or drink allowed in a gym**, library, black box theater, or Performing Arts Center (PAC).
4. **All board policies are in full force** and effect, including those related to substance use and behavior.
5. **Corridors, exits, and stairways** must be free of obstructions at all times.
6. **Furniture or equipment** belonging to the school district may not be moved without permission from the Superintendent, or their designee.

SECTION IV: FEES AND INVOICING

1. **Initial usage fees** will be determined using the Hourly Fees Table in this document.
2. **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).
3. **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.
4. **Trash fees will be assessed** if determined that an extra pick-up is required by the district due to large functions.
5. **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.

SECTION V: GROUP CATEGORIES

The following groups are in order of preference should conflicting requests be submitted for scheduling purposes. However, once a place has been reserved in advance, no change will be made regardless of group except for home games that could not have been predicted at the time of booking, or in exceptional circumstances with direct superintendent approval.

1	WSD Athletics and Other School Sponsored Groups	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.
1B	City of Winooski Recreation and Parks	A program or event that is directly sponsored and managed by the city's Recreation and Parks Department.
2	Grassroots Winooski Youth Group Not Sponsored by the WSD	A Winooski school youth group (makeup are a majority of Winooski Youth) and/or staff that is <i>not</i> directly sponsored or managed by the school or the city's Recreation and Parks Department 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.
2B	Grassroots Winooski Affinity Groups	A Winooski Affinity group (makeup are a majority of Winooski residents) and/or staff that is <i>not</i> directly sponsored or managed by the school or the city's Recreation and Parks Department and that is not an official part of the regular education program. An Affinity group is welcome to all but is tailored to specific subsections of the population for the promotion of well being and belonging in the community. This includes cultural events, holiday celebrations, grassroots wellness programs, and affinity groups for historically marginalized communities. Examples of this group are parent groups that wish to convene for conversation, informal parent education, or miscellaneous organizing; informal resident collectives wishing to exercise, dance, or rehearse; Subsections of the community wishing to observe a holiday as a group; LGBT+ leagues or residents of Color affinity groups that meet for physical wellness, etc. These community collectives (not formal organizations) must be led by and have a direct benefit to Winooski residents, families, parents, guardians, and/or students. The group may charge no fee except to cover any fees charged by the WSD regarding the use of the facilities while the service is provided. A faculty or staff sponsor is required in lieu of insurance; the faculty or staff sponsor will be liable for misuse of the facilities and will be responsible for the group to abide by all facilities use rules and all applicable board policies.

2C	Fee Based Grassroots Winooski Groups	A Winooski group (makeup are a majority of Winooski Youth) and/or staff that is not directly sponsored or managed by the school or the city's Recreation and Parks Department 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.
3	Winooski Focused Non-Profits	A non-profit organization where the majority of members and participants in the activity are Winooski residents; This includes city or state governmental organizations other than the Recreation and Parks Department. The group does not charge its members and is accessible to all participants.
3B	Fee Based Winooski- Focused Non-Profits	A non-profit organization where the majority of members and participants in the activity are Winooski residents; This includes city or state governmental organizations other than the Recreation and Parks Department. The group's activities are not free to all participants or require individual expenses.
4	Other Non-Profits	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.
4B	Other Fee Based Non-Profits	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.
5	Other Non-Profit Groups	Any organization (profit or non-profit) whose purpose is not primarily educational or recreational in nature, such as political organizations, events, fairs, etc., and that does not clearly fall within the description of prior group categories.
6	Other For-Profit Groups	A for profit organization that does not clearly fall within the previous group categories. If charging a fee to participants or otherwise acquiring profit, a minimum 25% of the fee or profit will be required for WSD facilities use.

SECTION VI: HOURLY FEES PER GROUP CATEGORY

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

SECTION VII: FACILITIES USE COMMITTEE

A Facilities Use Committee will convene at the start of each semester to review adherence to this procedure and to address any questions arising from its application. Recommendations for modifications to this procedure can be made regularly by the Committee for superintendent consideration.

Committee Membership

1. District Office Manager (leader and person who convenes)
2. City of Winooski Representative (Preferably the Director of Recreation and Parks)
3. WSD Director of Finance and Operations or Designee
4. Athletic Director
5. One Principal (Kate Grodin)
6. *Optional: One or Two Volunteer Guardians or Community Members*
7. *Optional: One or Two Volunteer Student*