



Plymouth School District Facility Use Guidelines



Thank you for your interest in using Plymouth School District facilities. Our goal is to use district space to the fullest and we provide this opportunity to community groups when space is not being used by a school group. These fees and procedures are supported by our Administration and Board of Education and will assist with general upkeep.

THE FACTS: The Plymouth School District allows use of our facilities outside of school hours for school, community, public and civic groups. Administration of facility reservations and use is through Community Education and Recreation. Use by non-school groups must meet established facility use criteria and must not conflict with the regularly scheduled programs of the schools. In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school activity will have precedence. The designated representative of the non-school group will be notified as soon as possible. The school district has no obligation to find a substitute facility. However, all major school events are planned during the year prior and loaded into the facility scheduler by June. Any conflict with a school event would be rare and Community Education and Recreation acts as the intermediary between the requestor and the school district staff member in deciding use of the space. Typical example: Snow day makeup game

All facility requests during non-school use must be approved through Community Education and Recreation, the administrators of the district wide calendar for all schools. All requests must be logged in the facility scheduler and have Community Education and Recreation approval before using indoor space or **outdoor** space.

Facility use status is renewed annually, starting in July. The calendar is opened to the general public for facility reservation in August. Each group must review and update contact information, provide proof of insurance and the signed agreement of use guidelines. You will not be able to schedule use until the renewal and form are completed. Ongoing requests must be submitted at least 14 days prior to use. This allows adequate scheduling time, custodial notification and review of needs.

OUR PHILOSOPHY: In fulfilling facility requests, our goal is to serve the youth of our community, our community members and programs related to our community. We acknowledge and applaud groups who provide opportunities for our youth. As educators, we know the importance of these opportunities and expect groups to follow our district philosophy, mapped out in our district's Pillars of Excellence.

<http://www.plymouth.k12.wi.us/Schools/WHY/pillars.html>

Teams, sports and groups that are all inclusive to students within our district, allowing equalized opportunities, will have priority of scheduling over youth teams that have cuts and exclusivity. Studies show that extra-curricular activities are vital in student development. Your group reinforcing this by allowing our students the opportunity to develop and explore activities at a young age, on a team with a variety of talents and without cuts, will only enhance their future growth in school and more. We thank you for providing these opportunities.

We have established User Group classifications and fees specific to all groups. Besides the inclusivity of all, facility use is approved based upon date and time of submittal and in priority of the group levels of the classification categories.

Building Use Classification Categories

Group 1- All School Activities:

All school-sponsored activities or student groups with a school employee present as supervisor. Custodians must be present if 40 or more will be attending, therefore, considerations in scheduling when a custodian is present is highly recommended. If a custodian is required outside of their normal work time, administration will decide the feasibility of the request.

Group 1A School-affiliated groups

Groups directly associated with the school district supporting its objectives and Pillars of Excellence, to include: parent-teacher groups, staff associations, scholarship associations, school committees, school booster clubs, council of school associations, Community Education and Recreation Programs, etc. Custodians must be present if 40 or more will be attending, therefore, considerations in scheduling when a custodian is present is highly recommended

*Use of school facilities **may** be granted to **School-affiliated groups** with the following provisions:*

- 1. Use of the facilities is not to interfere with any school-related program.*
- 2. Use of the facilities must be within the hours of regular custodial service.*
- 3. Use of the facilities will not create unreasonable additional supervisory, custodial, or supply requirements. All costs associated with these additional requirements will be charged back to the user.*
- 4. Membership in the organization or group is open to the general public.*
- 5. Weekend use requires a custodian if over 40 participants at an additional fee.*
- 6. Auditorium use generally requires a paid school technician and requires an estimate before a reservation can be made.*
- 7. Cafeteria and kitchen are separate spaces and must be reserved separately.*

Cafeteria reservations should be requested via the rSchool facility scheduler. If you are serving food, **contact the Food Service Director directly** (920-893-6911 ext. 1083) with any equipment requests (such as warmers), as Food Service may be able to accommodate those needs in the cafeteria space. **Kitchen** spaces are governed by a variety of safety regulations; therefore, use of a kitchen requires approval from the Food Service Director and generally necessitates a Food Service employee to be present at a cost of \$20/hour. Please **contact the Food Service Director directly** (920-893-6911 ext. 1083) at least 2 weeks in advance to order food for your event.

Group 2 Non-Profit Organizations that serve our school district youth:

Organizations to include: non-profit youth organizations, non-profit education programs, non-profit day care organizations, etc., located within the Plymouth School District and devoted to community interest and child welfare with at least 75% of participants residing within the Plymouth School District. Rosters with addresses of participants may be required. *Examples: PABA, YMCA, PYAA, Youth Football, PSC (soccer), Boy Scouts, Girls Scouts, 4-H, Community church youth programs*

*Use of school facilities **may** be granted to **Non-Profit Organizations that serve our school district youth** with the following provisions:*

- 1. Use of the facilities is not to interfere with any school-related program.*
- 2. Use of the facilities must be within the hours of regular custodial service.*
- 3. Use of the facilities will not create unreasonable additional supervisory, custodial, or supply requirements. All costs associated with these additional requirements will be charged back to the user.*
- 4. Membership in the organization or group is open to the general public.*
- 5. Weekend use requires a custodian if over 40 participants at an additional fee.*
- 6. Auditorium use generally requires a paid school technician and requires an estimate before a reservation can be made.*
- 7. Any fund-raising activity is subject to additional facility fees.*
- 8. Consistently scheduled use of the gym and the multi-purpose facility will be subject to a group tiered annual fee based on number of uses (hourly) in a year from July – June 30 annually.*
- 9. Use of a standard classroom during regular custodial service will be at no cost.*
- 10. Use of any school equipment is prohibited without including in the contract. There is a fee for additional equipment use. Please bring your own balls, goals, etc.*
- 11. Rosters with names and addresses of participants is required prior to use.*

Group 3- Non-Profits with Residence Status serving school district residents

This is similar to Group 2, but is often ADULT only or a group serving all ages. Organizations to include religious, charitable, philanthropic, cultural groups, service clubs, fine arts associations, theatre groups, and other non-profit organizations located within the Plymouth School District and devoted to the community interest with at least 75% Plymouth School District residents or students participating. Rosters may be requested with the application. *Examples: Plymouth Art Center, Plymouth Library, Plymouth Chamber of Commerce, civic groups.*

*Use of school facilities **may** be granted to Non-Profits with Residence Status serving school district residents with the following provisions:*

- 1. Use of the facilities is not to interfere with any school-related program.*
- 2. Use of the facilities is best within the hours of regular custodial service.*
- 3. Use of the facilities will not create unreasonable additional supervisory, custodial, or supply requirements. All costs associated with these additional requirements will be charged back to the user.*
- 4. Membership in the organization or group is open to the general public.*
- 5. Weekend use requires a custodian if over 40 participants at an additional fee.*
- 6. Auditorium use generally requires a paid school technician and requires an estimate before a reservation can be made.*
- 7. Any fund-raising activity is subject to additional facility fees.*
- 8. Consistently scheduled use of the gym and the multi-purpose facility will be subject to a group tiered annual fee based on number of uses (hourly) in a year from July – June 30 annually.*
- 9. Minimal fees are charged for facility use for all adult activities, i.e. basketball or soccer groups, square dancing, tennis, wood carving, etc. Fee payment may be required prior to facility use.*
- 10. Use of any school equipment is prohibited without including in the contract. There is a fee for additional equipment use. Please bring your own balls, goals, etc.*
- 11. Rosters with names and addresses of participants is required prior to use.*

Group 4 - All other groups: Businesses and all other groups. *Examples: Just Drive, Dance studios, business meetings, union groups, Department of Transportation, Elected official listening session, DNR, generally state and county groups. All other groups.*

Use of school facilities **may** be granted to **Non-Profit with Residence Status** and **All other groups** with the following provisions:

1. *Use of the facilities is not to interfere with any school-related program.*
2. *Use of the facilities is best within the hours of regular custodial service.*
3. *Use of the facilities will not create unreasonable additional supervisory, custodial, or supply requirements. All costs associated with these additional requirements will be charged back to the user.*
5. *Weekend use requires a custodian if over 40 participants at an additional fee.*
6. *Auditorium use generally requires a paid school technician and requires an estimate before a reservation can be made.*
7. *Use of any school equipment is prohibited without including in the contract. There is a fee for additional equipment use. Please bring your own balls, goals, etc.*

Facility Use Fee Schedule Non School Groups

	Group 2	Group 3	Group 4
Hourly Fees			
Classroom	N/C	N/C	\$15
PHS Amphitheater	N/C	\$10	\$30
Cafeteria – room space only.	N/C	\$10	\$30
Gym- PHS, Riverview, Fairview	\$5*	\$15	\$40
Gym- Parkview, Horizon	\$5*	\$10	\$30
Multi-Purpose Facility – Half Field	\$10**	\$25	\$100
Multi-Purpose Facility –entire space	\$15**	\$50	\$200
Library	\$5	\$10	\$30
Pool	****By quote**** Contact our office at 920-892-5068 No private use, for groups only, i.e. scouts, 4H, local camps		
Varsity Football, Soccer, Softball and Baseball Fields	****By quote**** Contact our office at 920-892-5068.		
Outdoor Tennis Courts	N/C	\$10	\$30
Weekend Custodial Fee if over 40 participants in the activity	\$40	\$40	\$40
*Group Gym rate up to 330 hours i.e. PABA, PYAA, 4H, Y ball teams	\$500		
**Group Multi – Purpose Facility rate up to 150 hours. i.e. PYSA, PYAA	\$500		
The Multi-Purpose Facility is a practice facility only and spectator competitions will be discouraged. Spectators are not allowed on the floor level.			

Auditorium Addendum – to be created

Equipment Rental Addendum – to be created

Annual Facility Use Agreement

Group Name:

Anticipated Dates of Use:

I have read the Facility Use Guidelines and acknowledge that all members within our group will follow these guidelines.

Signed:

Date:

Our group assumes all responsibility in case of injury or harm in participation. The Plymouth School District, its employees/agents, volunteers, and organizations associated with this activity will not be held responsible for any personal injury or loss that may occur in conjunction with this activity. We acknowledge that all of our participants agree to this as well.

Signed:

Date:

We have completed background checks on all of our coaches and those working directly with students.

Signed:

Date:

Office use Only:

_____ Sign-offs received

_____ Rosters received

_____ Activated r School access

_____ Proof of insurance received

Dates of coverage: