

## PUBLIC USE OF SCHOOL FACILITIES

When a group/individual contacts WSD regarding facility use it is the responsibility of the ***Secretary Senior D132*** to:

1. Check the facility schedule to see if the dates/location are available
  - a. If yes, send the requesting group/individual a Facilities Request Form (4360F1), Fee Schedule (4360F2) and a Catering Menu (4360F6).
2. After the Facilities Request Form is completed and returned, review for the following:
  - a. If the group is non-profit, request a 501.c.3 and keep it with the file
  - b. Does the request include food service
    - i. If yes, a copy of the Facilities Request Form is forwarded to Nutrition Services for a quote
3. Complete Quote Sheet A, B, or C (4360F3, 4, 5) (depending on the status of the group – refer to WSD’s policy 4360) using the current Fee Schedule.
4. Forward the following completed documents to the Financial Operations Administrator. The following information will be reviewed with the Superintendent’s Office for final approval:
  - a. Facilities Request Form
  - b. Quote Sheet
  - c. Nutrition Services Quote (4360F6) (if necessary)
  - d. Proposed Contract (4360F7)
5. If request is denied, send a letter informing the group/individual
6. If the request is approved, send the requesting group/individual the following:
  - a. Quote Sheet
  - b. Nutrition Services Quote (if necessary)
  - c. Contract for signature
7. If an alternative payment method is requested, ask the group/individual to submit a written request explaining the benefit to the agency and the alternative suggested. Forward the request to the Superintendent’s Office.
  - a. Send a letter approving or denying the alternative payment request.

8. Once contract and quote sheet(s) are signed and returned from requesting group/individual:
  - a. Request copy of insurance policy naming WSD as an additional insured (if needed)
  - b. Send the contract to the Financial Operations Administrator or his designee for signature
  - c. Send a copy of the contract signed by WSD to the requesting group/individual.
  
9. Send copies of the completed documents to the:
  - a. Business Office – Facilities Request Form, Quote Sheet(s) and signed contract
  - b. Custodial Supervisor – Facilities Request Form
  - c. Facility Manager – Facilities Request Form
    1. It is the responsibility of the Facility Manager to:
      - a. Review the Facilities Request Form and ensure that all requests are completed (i.e. set-up of room) and equipment is in good working order.
      - b. Schedule security and custodial staff and other staff as needed
  - d. Nutrition Services – Facilities Request Form (if food services have been requested)
  
10. Notify the Business Office once the facilities use has been completed.
  
11. Write a thank you to the renting group/individual.

***Adoption Date: 05/13/04***