

USE OF DISTRICT FACILITIES

The Amery Board of Education recognizes that school district buildings, facilities, and grounds are a valuable asset to the community. Therefore, it encourages the use of school buildings, facilities, and grounds by community groups for worthwhile purposes when such uses do not interfere with regular school activities.

The Amery Board of Education also believes that the community use of school buildings, facilities, and grounds should not place a significant burden on the taxpayers of the district. The School District of Amery reserves the right to reject or cancel any request for use of district facilities, grounds, and/or equipment that is contrary or detrimental to the purpose of the schools or school district policies, or if deemed not in the public's best interest.

Authorization for use of district facilities, grounds, and equipment shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they represent.

Application Procedure

1. All applications for the use of school facilities shall be submitted online for approval. The Facilities Request System – including instructions, guidelines for use, and a fee schedule – can be found on the Community page of the district website.
2. Questions about reserving school building facilities should be directed to the secretary of the appropriate school building. Questions about outdoor facility reservations should be directed to the secretary of the Athletic Department.
3. The building or Athletic Department secretary shall verify that the facility is available on the date and at the time requested and will approve or deny the online request.
4. Completed applications must be submitted online at least five days prior to the event.

Terms of Agreement

1. The use of intoxicants, controlled substances, or tobacco products is always banned in school buildings and on school property. This ban applies to students, staff, and the public.
2. Weapons are always banned in school buildings and on school property. This ban applies to students, staff, and the public.
3. The organization or individual applying for use of school facilities accepts full responsibility for the repair or replacement of school property and/or equipment that is lost or damaged while using the facilities.
4. Activities will be conducted only in the area identified in the application by the organization or individual.
5. The organization or individual using the facility will provide adequate supervision.
6. The organization or individual is held responsible for the preservation of order during the event.
7. Arrangements for all indoor equipment shall be in the charge and control of the building Principal and his/her representatives. Arrangements for all outdoor equipment shall be in the charge and control of the Athletic Director and his/her representatives. Furniture, fixtures, and equipment may be moved

only with the permission of the building Principal, the Athletic Director, or his/her representatives.

8. Required personnel: (The District Administrator must approve all requests for exceptions.)
 - a. A school district custodian must be on duty to open, close, and clean a facility at the conclusion of the event.
 - b. A school district food service employee must be on duty when a kitchen is used.
 - c. A school district sound and lighting person must be on duty when the auditorium will be used.
 - d. A school district or approved booster club representative must be on duty when an outdoor field sound system, scoreboard, or lights will be used.
9. Designated district administration and their representatives must always have access to all areas.
10. If fees are involved in the use of a facility, it is expected that payment will be received within 30 calendar days of when the invoice is received.
11. District approved Booster Clubs and Parent/Teacher Organizations will be covered by the district's liability insurance policy. All other organizations or individuals shall show evidence of appropriate liability coverage.
12. If the application agreement is violated by an organization or individual, the School District of Amery reserves the right to deny further rental requests to that organization or individual.
13. The organization or individual agrees to indemnify, save and hold free and harmless, the School District of Amery and their officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the district or the city, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the school facility as provided herein.

Prioritized Users of Facilities

These groups will be given preferential access to school facilities, in this order:

1. School District of Amery activities and athletics
2. Amery Community Education
3. Approved Amery-area youth booster groups and non-profit organizations serving School District of Amery youth
4. Amery-area community groups
5. Groups and organizations outside of the School District of Amery

APPROVED: March 17, 2025