

## **MSD Facility Use Guidelines for Board Policy 7510**

We're happy to offer our school facilities for community use when possible!  
Below are the guidelines for requesting and using our spaces.

### **For General Questions and Information, please select a contact:**

- Aquatics or McFarland Recreation & Play department (MRAP) at [MRAP@mcfbsd.org](mailto:MRAP@mcfbsd.org)
- McFarland Performing Arts Center contact Zachary Franczak at [FranczZ@mcfbsd.org](mailto:FranczZ@mcfbsd.org)
- For all other rentals contact Ben Snyder at [SnyderB@mcfbsd.org](mailto:SnyderB@mcfbsd.org)

### **Quick Links**

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## **Application/Scheduling**

### **How to Request a Facility**

- The Building and Grounds Department manages all facility use requests.
- We use an online system to make scheduling easier.
- School staff, including the Athletic Director, Director of Community Services, Aquatics Supervisor, Recreation Supervisor, and PAC Supervisor, work together to coordinate requests.

 To request a space, visit: [MSD Facility Request System](#)

 Need help? [See our how-to guide here](#) or call the Building & Grounds Department at 608-838-4573

### **Who Can Use Our Facilities?**

We welcome **school, community, public, and civic groups** to use school facilities as long as they meet our guidelines and don't interfere with school programs.

### **Who Gets Priority & Are There Fees?**

Facility use is prioritized in this order:

1. **School-Sponsored Activities** (No Fees)
2. **MSD Athletics** (No Fees)

3. **MSD Community Recreation** (Fees may apply)
4. **School or Community Recreation Partner Organizations (CRPO)** (Fees may apply)
5. **District-Resident Civic & Service Organizations (Non-Profit)** (Fees will apply)
6. **Other Users (For-Profit Groups & Businesses)** (Fees will apply)

If a school event is scheduled after a non-school event has been approved, the **school event takes priority**. We'll notify the non-school group as soon as possible, but we can't guarantee a substitute location.

#### **Fees:**

- MSD Community Recreation and Pool programs have different fees based on residency.
- Families who live outside the district (including Open Enrollment families) pay non-resident rates since they don't contribute to facility funding through local taxes.
- Events with anticipated fees over \$2500 will require a 20% deposit and may require full payment 48 hours in advance of the event. Specifically, groups with first-time MSD rentals will be required to submit references for previous facility rentals.

## **When We Might Deny a Request**

The District reserves the right to deny or cancel any facility request at any time; some reasons might include:

- ✓ Building maintenance or repairs
- ✓ Safety or security concerns
- ✓ Inclement weather or emergency closures
- ✓ Limited staff availability
- ✓ Unpaid past facility fees
- ✓ Activities that may cause excessive wear or damage

If a request is denied, the District **is not responsible for any losses or costs** associated with the cancellation.

## **Facility Use Guidelines**

- Groups must **only use the space for the approved purpose**.
- If the event changes from what was approved, **future requests may be denied**.
- Activities that cause **excessive wear or damage** to facilities/equipment are not allowed.
- Additional specific rules may be communicated by a district director or supervisor.
- **Overnight use (Midnight – 6 AM) is not allowed** unless it's a **school-sponsored event**.

## **Cancelling or Changing Your Reservation**

- **Changes or cancellations must be made at least 30 business days in advance.** If you cancel late, you may still be charged for the **full facility fee** or the **actual costs incurred by the district**.
- If you would like to request a change or cancellation of your reservation, please contact our Building & Grounds Department at 608-838-4573.

## **Weather & Holiday Closures**

- School facilities are not available on school holidays or emergency closure days (e.g., bad weather) unless approved by the Superintendent.
- If the District closes due to an emergency:
  - ✓ Rental fees will be waived for the closed days.

- ✗ Users may still be billed for moving furniture or equipment.
- ✗ The District is not responsible for lost income due to weather, emergencies, or unexpected events.

If the school remains open, it's up to the facility user to decide whether to hold their event.

**Note that if snow removal services are needed, fees associated with such will be passed along to the rental group(s).**

## Annual Expiration of Facility Use Agreements

- All **facility use agreements expire on June 30th each year.**
- Agreements **cannot be transferred** to another person or group.
- Groups with **regularly scheduled facility use** may work with the **Director of Business** to arrange a customized schedule and fee plan.

## Supervision of Facility Use

To ensure our school facilities are used safely and responsibly, we have guidelines for supervision.

### Who Is Responsible for Supervision?

- The **appropriate director or designee** is responsible for making sure school facilities are used properly and kept in good condition.
- This person will use their best judgment to ensure safety and proper supervision.

### District Staff & Custodial Support

- In most cases, a **district custodian or authorized staff member** will be on duty when facilities are used outside of school hours.
- Exceptions: **McFarland Recreation, Aquatics & Play (MRAP), and Athletic Department** events may not require a custodian.
- The custodian or staff member will:
  - ✓ Open the facility and disarm the alarm
  - ✓ Check on the facility throughout the event
  - ✓ Assist with any issues that arise
  - ✓ Lock up and reactivate the alarm when the event is over
- **\*\*\*Important:** The custodian or staff member **is not** responsible for supervising your group.
- 💰 **Facility users must cover the cost of district staff support** based on the rates in the Facility Use Fee Schedule.

### Who Needs to Be Present?

- Every group must **designate an on-site representative (age 21 or older)** as the **person in charge**.
- This person must:
  - ✓ Be present when the facility is opened for their event
  - ✓ Stay for the entire event
  - ✓ Remain on-site until the custodian or staff member arrives to close the building

### Safety & Emergency Responsibilities

- In case of an emergency (fire, severe weather, etc.), the **person in charge** must follow the posted emergency procedures (SRP) and ensure all attendees are safe.

- The facility user must provide **enough responsible adults** (age 21 or older) to supervise the event, control crowds, and ensure proper use of district property.

## Access to the Facility

- Facility use is **only** for the **specific rooms, dates, and times approved** in the request system.
  - A **district staff member will only open the facility if there is an approved request in the system.**
  - Facility users **must**:
    - ✓ Stay in their designated area
    - ✓ Ensure no one enters unauthorized areas
    - ✓ Leave the premises at the scheduled time
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## Facility Use Rules & Guidelines

To keep our facilities safe and well-maintained, all users must follow these rules:

- All facility users must follow:
  - ✓ District policies and procedures
  - ✓ Local, state, and federal laws
  - ✓ Fire codes and safety regulations
- **Failure to comply may result in the termination of facility use and the denial of future requests.**

## Decorations & Setup

- If you need to put up **decorations**, you must get **prior approval** from the appropriate director.
- **Prohibited**: Nails, screws, bolts, duct tape, wax, glitter, or glue on walls, floors, or other surfaces.
- Generally, painters' tape and/or gaff tape are okay on walls. NO tape is allowed on wood or vinyl tile floors.
- Always **follow safety precautions** when setting up decorations. No open flames.

## No Tobacco, Alcohol, or Drugs

- **Tobacco products** (including vaping) **are not allowed** in any school buildings or on school property.
- **Alcohol and drugs** are strictly prohibited.
- Anyone under the influence of alcohol or drugs **is not allowed** on school property.

## No Gambling

- Gambling in any form is **not allowed** on school property.

## Inspections for Safety & Compliance

- School staff and **local safety officials** have the right to inspect any facility at any time.
- Groups must follow **all district rules and any safety regulations** required by inspectors.

## Storage of Personal or Group Property

- **You cannot store personal or group belongings** in school buildings without **prior approval**.
- The district is **not responsible** for lost, stolen, or damaged property.

## Special Setups & Cleaning Responsibilities

- **Facility users are responsible for their own setup** unless prior arrangements are made.
- If district staff are needed to set up furniture or equipment, **the group will be charged for this service.**

- After the event, users **must**:
  - ✓ Clean up after themselves
  - ✓ Return all furniture and equipment to its original location
- **If extra cleanup is required**, the group will be charged for staff time.

## Food & Drink Rules

- Food and beverages **can only be served in designated areas** approved by the appropriate director.
- **Not allowed:** ✗ Food or drinks (except water) in **gyms, aquatic areas, Performing Arts Centers, and weight rooms**.

## Security & Building Access

- For safety reasons, **all facility users must enter through designated entrances only**.

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# Liability, Insurance & Damages

## Insurance Requirements

- The **district's liability insurance only covers the school district**—not external facility users.
- **All facility users must provide proof of insurance**, which must include:
  - ✓ A **general liability policy** with at least **\$1,000,000 per occurrence** for injury or property damage.
  - ✓ The **McFarland School District (MSD) must be named as an "additional insured"**.
- A **certificate of insurance (COI)** must be sent to the **District Building and Grounds Department at least 15 days before** the scheduled facility use.

## Responsibility for Damages & Liability

- Groups or individuals using school facilities must **agree to protect and hold harmless MSD, its staff, and officers** from any legal claims or costs related to their use of the facility.
- Users **must follow all local, state, and federal laws, fire codes, and safety regulations**.
- **Any safety hazards must be reported immediately** to a school representative.
- Users are responsible for:
  - ✓ Any fines or citations due to non-compliance with safety laws
  - ✓ Any injuries or property damage caused by their activities

## Emergency Response Costs

- If a **false alarm** occurs during facility use (fire, police, EMS), the **user must cover any costs** related to the emergency response.

## Damage to School Property

- Users **must reimburse the district** for any damage beyond normal wear and tear.
  - Failure to **pay for damages may result in loss of future facility use privileges**.
  - The district is **not responsible for lost or stolen items** or for personal injuries while on school property.
  - Users should **provide proper supervision** to prevent loss, damage, or injury and should carry **appropriate insurance**.
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# Use of the School Kitchen

## Health & Safety Regulations

- The district **must follow state health and sanitation laws** at all times, even when the kitchen is used for non-school events.
- School Nutrition equipment **may only be operated by trained personnel**.

## Kitchen Use Guidelines

- **School kitchens can be used** for both school and non-school functions, but **approval is required** from the **School Nutrition Director**.
- Requests must be submitted **at least three (3) weeks in advance**.

## Kitchen Use Procedures

- **Food & Paper Supplies:** School-sponsored groups **may purchase supplies** from the School Nutrition Department if arrangements are made at least **three (3) weeks before the event**.
  - **Use of Equipment:** If large kitchen equipment is needed, **a trained school nutrition employee must be present** to operate and clean it.
  - **Cleaning Supplies:** Groups may **request towels, aprons, and cleaning supplies for an additional fee**.
  - **Costs for Staff:** Any required School Nutrition staff must be **reimbursed at the rates listed in the Facility Use Fee Schedule**.
  - **Cleaning Responsibilities:**
    - ✓ The kitchen **must be left as clean as it was found**.
    - ✓ All equipment **must be returned to its proper place**.
    - ✓ **Garbage must be taken to the dumpster** the same day by either the user or a custodian (if available).
  - 🖐️ **All general facility use rules also apply to kitchen use.**
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# Use of the Angie O'Donnell Aquatic Center

(McFarland Community Pool)

## Rentals for Groups with Minors (Under 18)

- The **district will provide lifeguards** based on the number of participants in the **Pool Rental Agreement**.
- Groups must provide **at least two (2) adult supervisors** (more may be needed based on group size). **It is preferred to have one male and one female supervisor**.
- **Adult supervisors must:**
  - ✓ Supervise locker rooms until all minors have finished.
  - ✓ Ensure all personal belongings (swimsuits, towels, clothes) are removed from the locker room.
  - ✓ Check that lockers, showers, and equipment are left in good condition.
  - ✓ Help lifeguards **enforce pool safety rules** during the rental.
  - ✓ Assist with **clean-up** in the pool area and lobby after use.

## Rentals for Groups with Adults (18 & Over)

- The **district will provide lifeguards** based on the number of participants in the **Pool Rental Agreement**.
- Groups must **check the locker rooms** after use to ensure all belongings are removed.

## Pool Rental Process

- **Approval Required:** Pool rentals **must be approved** through a **Pool Rental Agreement**, coordinated with the **Aquatics Supervisor**.
  - **Application Deadline:** Requests must be **submitted at least two (2) weeks before** the event.
  - **Pool Rules Must Be Followed:**
    - ✓ A copy of the pool rules **will be given to the renter**.
    - ✓ **Failure to follow rules may result in the loss of pool privileges.**
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# McFarland Performing Arts Center (MPAC)

## Making a Reservation

- All requests to use the MPAC must be submitted online using the district's facility request system: [Facility Request System](#).
- A MPAC Supervisor, House Supervisor, or Technician must be present during all events unless an exception is approved. The cost of their time will be billed to the renting group.
- PAC staff will arrive at least 30 minutes before the event starts.
- Any work beyond eight (8) hours a day or 40 hours a week requires overtime pay, which is the renting group's responsibility.

## Planning & Set-Up

- All lighting, sound, video, and stage design plans must be submitted in advance. Late requests may not be granted.
- The MPAC Supervisor has authority over all areas of the facility, including the stage, dressing rooms, lobby, and control rooms.
- If a setup is considered unsafe, the MPAC Supervisor will require changes, and the renting group must cover any additional costs.
- Large set pieces must be approved and, if left without permission, will be removed at the renter's expense.
- If extra equipment is needed, the renting group must provide it. The MPAC Supervisor will deny requests for unsafe equipment.
- Fire safety rules must always be followed, and attendance cannot exceed the MPAC's seating capacity.

## Performance Rules

- No open flames, fireworks, or pyrotechnics are allowed. Fog or haze effects must be approved in advance. If they trigger false alarms, the renting group must cover any costs.
- Only bottled water is allowed on stage; no food or other drinks.
- Any decorations, props, or items requiring nails, screws, or glue must be approved beforehand. Safety rules must always be followed.
- Event sponsors may only be recognized in banners or programs—no promotional materials or advertisements.
- Only one vehicle may be at the loading dock at a time, and it must move within 15 minutes after unloading.

## Music, Recording & Cleanup

- Music volume must stay below 95 dB and may be adjusted by MPAC staff if needed.
- Recordings or broadcasts require prior written approval.
- The renting group is responsible for obtaining all necessary performance and music rights.



- The facility must be returned to its original condition. Any special lighting, sound, or stage setups must be reset at the renter's cost.
- Dressing rooms and hallways must be cleaned, and any lost items will be returned at the renter's expense.

## **Security & Front of House Rules**

- The district may require additional security for events, with costs covered by the renter.
  - A MPAC House Supervisor must be present at least one hour before the show and stay until all guests have left.
  - The audience area opens at least 30 minutes before the performance.
  - Renting groups must provide their own ushers and ticket sellers, with at least one usher per 250 attendees.
  - Any concession or merchandise sales must be reported, and a percentage fee may apply.
  - Lobby displays must be approved in advance and follow fire safety rules.
  - Free performances cannot exceed seating capacity, and free tickets cannot exceed 10% of total seats.
  - Upon request, the renting group must provide four complimentary tickets to the district.
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# **HS Stadium & Athletic Field**

## **Event Responsibilities**

- The group renting the stadium is in charge of running their event. This includes organizing, selling tickets, hiring officials, supervising, setting up, cleaning up, and making sure the stadium is closed properly.
- After the event, all trash must be picked up and properly disposed of.
- For larger events, the McFarland School District (MSD) will provide an on-site staff member to assist and oversee facility use. The cost may include time prior to and after the event.

## **Security & Supervision**

- The renting group must provide enough staff to supervise and ensure safety before, during, and after the event.
- MSD may require security for certain events. If so, the renting group will be responsible for all security costs.

## **Equipment Use**

- Any equipment needed for the event must be requested when applying for stadium use.
- If the renting group needs additional equipment beyond what is provided, they are responsible for bringing it.

## **Scoreboard & Sound System**

- If using the stadium scoreboard or sound system, at least one member of the renting group must be trained by school staff before the event.
  - Extra charges may apply for groups 3, 4, and 5 using the scoreboard, sound system, and stadium lights.
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# **User Groups and their Activities**

## **Group 1 – MSD School-Sponsored Activities**

School-sponsored events, such as sports, clubs, and performances, always have first priority for facility use. These events must be approved by the appropriate director.

- Whenever possible, school events should be scheduled when custodial staff are already on duty.
- A school employee must be present at all school-sponsored events.



- If custodial staff are needed outside their regular hours, approval is required from the Director of Buildings and Grounds.

## Group 2 – MSD School-Affiliated Groups

Includes:

- **McFarland Recreation Aquatics and Play (MRAP)**
- **Community Recreation Partner Organizations (CRPO)** – Youth sports organizations that work alongside MRAP (e.g., basketball, soccer, wrestling, football, softball, baseball, and swim teams).
- To be considered a CRPO, groups must:
- Be a registered **501(c)(3)** non-profit organization.
- Have an active, well-managed board.
- Be open to all who want to participate.
- Offer reasonable fees, with financial assistance for those in need.
- Be approved by the Director of Athletics, Community Programming, or Business Manager.
- Have one designated contact person responsible for facility requests.

### Important Notes for CRPOs:

- **No facility use charge** Facility use charge is waived only during.. applies **only** during regular custodial hours (Monday–Friday, 7:00 a.m.–10:00 p.m.) and with approval.
- If a group needs facilities outside regular hours or requires a special setup, custodial and supervision fees will apply.

### Current CRPOs:

- McFarland Boys Basketball Association
- McFarland Girls Basketball Boosters
- McFarland Spartan Sharks (Swim Team)
- McFarland Youth Baseball Organization
- McFarland Youth Soccer Club
- Monona Grove/McFarland Youth Wrestling
- McFarland Youth Hockey
- McFarland Youth Football Inc.
- McFarland Youth Softball
- Spartan Volleyball Organization

## Group 3 – Local Non-Profit Organizations & Government Agencies

These groups must consist entirely of McFarland School District residents and may include:

- **Youth civic groups** (Boy Scouts, Girl Scouts, 4-H, etc.)
- **Local service organizations** (Lions, Jaycees, Optimists, American Legion, etc.)
- **McFarland Chamber of Commerce**
- If a local non-profit is not listed, they may apply for Group 3 status by submitting a written request to the Director of Business.
- **Important Notes for Group 3 Organizations:**
- Custodial fees **may** be waived if facilities are used during regular custodial hours.
- Facility use outside normal hours or requiring special setup will include additional custodial and supervision fees.

## Group 4 – Other Organizations

Any group that does not fit into Groups 1, 2, or 3 will be classified in this category and subject to standard facility use fees.

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# Facility Use Fees and Charges

### Facility Fees (Effective 05/22/2025)

Facility use fees apply to individuals and organizations based on the district's guidelines and approved [fee schedule](#). The school district has categorized its facilities into different classes for rental purposes.

## Facility Categories:

### Premium Facility Category

- McFarland Performing Arts Center
- Angie O'Donnell Aquatic Center

### Class 1 – Athletic Facilities

#### Indoor:

- MHS Gym A & B
- IMMS Gym
- WIS Gym
- MPS Gym

#### Outdoor:

- MHS Stadium (Athletic Field & Track)
- MHS Baseball Diamonds @ Lecy
- MHS Softball Diamonds @ WIS
- MHS Tennis Courts @ CEPS

### Class 2 – Multi-Purpose Spaces

#### Indoor:

- MHS Commons
- IMMS Commons
- MPS Commons
- WIS Commons
- MHS Multi-Purpose Room
- WIS Multi-Purpose Room
- MHS FC/S Lab

#### Outdoor:

- MHS Practice Field
- IMMS Practice Field
- WIS Practice Field

### Class 3 – General Use Spaces

- Classrooms
- Conference Rooms

- Parking Lots

**Note:** Additional facilities not listed may be available for rental, pending approval by the Buildings and Grounds Department.

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## Contracts, Payment & Fees

### 1. Contracts may be required for any and all groups

### 2. Invoices & Payment

- Facility use fees are due upon receiving an invoice.
- Payments should be made payable to **McFarland School District** and sent to:  
**5101 Farwell Street, McFarland, WI 53558**

### 3. Late Fees

- Payments not received within **60 days** will incur a late fee of **15% of the total invoice** or **\$25** (whichever is greater).

### 4. Non-Payment Consequences

- Unpaid fees will **block future facility use requests** until the balance is fully paid.
- The district may **require a deposit** or prepayment for future rentals.
- The district **reserves the right** to use a collection agency or legal action, if necessary.

*The McFarland School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.*