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* identifies general policy category, is not currently represented by policy

GENERAL USE

The River Ridge School Board encourages the responsible use of school facilities by local and school community groups. The Superintendent may approve the use of school facilities by responsible and properly organized groups and organizations. Such use will be restricted by District policy and procedures and will be permitted only at times when facilities are free from District curricular and extracurricular activities.

The District reserves the right to reassign or cancel usage of school facilities when necessary due to conflicts with school activities or when it appears to be in the best interest of the school district.

APPROVED: February 9, 2000

910.1

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the River Ridge School District that no person, group or organization be denied use of school facilities or be discriminated against in any curricular, extracurricular, recreational, or other program or activity. The River Ridge School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

Approved: February 9, 2000

Amended: January 10, 2001

PRIORITY OF FACILITY USE

The order of priority for the use of school facilities shall be as follows:

1. School-sponsored events.
2. Events sponsored by school-related adult organizations.
3. Events sponsored by other educational or governmental institutions.
4. Non-school events sponsored by persons or organizations residing within the District.
5. Non-school events sponsored by persons or organizations residing outside the District.

APPROVED: February 9, 2000

RULES FOR THE USE OF SCHOOL FACILITIES

Individuals or groups may use the facilities of the River Ridge School District upon request and approval and according to the following conditions:

1. The group requesting permission to use school facilities shall designate a responsible adult(s) who will be in charge of the activity and this person must be present and in control of the activity and those participating during the entire time the building is in use.
2. The school facility is used only for the purpose stated in the request and only in the areas authorized in the approved request.
3. The individual or group making the request is responsible for any physical damage done to the school facilities by those people who are involved in the activity or by anyone allowed on the property as a result of such use.
4. The school district assumes no legal or financial liability or responsibility for injury that results from this use either incidentally or coincidentally in or on any portion of school property.
5. If required by the District, a district custodian must be in attendance when school facilities are used by non-school groups and organizations. The group or organization will be required to pay to the District the over-time rate of pay of the employee for each hour, or any part of an hour, if it is outside the employee's regular work hours.

6. Furniture and equipment owned by the District shall not be moved unless approved by the Building Principal and Custodial /Maintenance personnel and supervised by a district custodian.

7. Any apparatus or other equipment moved into the building must have prior approval of the Building Principal and Custodial/ Maintenance personnel and must be removed promptly so as to not interfere with normal school functions.

8. All local and state ordinances and laws of the police and fire departments must be observed.

9. Smoking is not allowed at any time by anyone in school buildings, on school property, or in vehicles on school property.

10. Possession or consumption of alcohol, illegal drugs, or illegal chemicals is not allowed at anytime by anyone in school buildings, on school property, or in vehicles on school property.

APPROVED: February 9, 2000

913

RENTAL FEES

There will be a fee charged for the use of school facilities by any out-of-district group or organization or by any for-profit group or organization. The fee charged will be determined by referring to the fee schedule. All fees will be paid in advance of the use of the facility.

There will be no fee charged for the use of school facilities by groups or organizations involved in class or extracurricular activities involving River Ridge students, adult activities organized and administered by the school district, parent or teacher organizations, organized children and youth activities such as Boy Scouts, Girl Scouts, 4-H, and Little League, or activities of a civic, social, religious or cultural nature sponsored by in-district non-profit groups or organizations.

APPROVED: February 9, 2000

913.1

RENTAL FEE SCHEDULE

\$25.00 per day - for less than 4 hours use

\$50.00 per day - for more than 4 hours use

APPROVED: February 9, 2000

APPLICATION PROCEDURE

1. Applications for the use of River Ridge School District facilities are available from the District Activities Director.
2. All applications for the use of school facilities should be submitted to the District Activities Director 10 days prior to the date of the requested use.
3. The District Activities Director, in conjunction with the appropriate Building Principal, will determine if the facility is available on the date and at the time requested.

APPROVED: February 9, 2000

RIVER RIDGE SCHOOL DISTRICT
APPLICATION FOR THE USE OF SCHOOL FACILITIES

Organization: _____ Date of Application: _____

Address of Organization: _____

Responsible Person: _____ Telephone: _____

School Facility Requested: _____
(Identify building and rooms)

Purpose of Use: _____

Anticipated Number of Participants: _____

Event Date(s): _____

Arrival and Departure Time: _____
(Include set up and clean time in your estimate)

The applicants have received, read, and agree to the rules for school facility use identified in River Ridge School Facilities Policy. In addition;

1. The representative and the group or organization which he/she represents, hereby agree and undertake to save and hold harmless the school district from any and all claims for damages, personal or otherwise, that may arise out of the use of the property, whether by a member of his/her group or organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the representative, organization, the school district, or all three.

2. The representative and the group or organization will be responsible for and agrees to pay for damages done, exclusive of wear and tear.

I have received and agree to abide by the School District Facility Use Policy.

Representative: _____ Date: _____
(Signature)

.....

FACILITY AVAILABLE: YES _____ NO _____

DISTRICT ACTIVITIES DIRECTOR: _____

APPROVED: YES _____ NO _____

BUILDING PRINCIPAL: _____

APPROVED: YES _____ NO _____

SUPERINTENDENT: _____

APPROVED:

YES _____

NO _____

Approved: February 9, 2000

FACILITIES PLANNING

It is the goal of the River Ridge School Board to maintain a continuous on going program of facility improvement, maintenance, and expansion as needed to meet the continuing educational expectations and demands of the student, the community, and society in general.

The Board realizes that to provide adequate facilities for the total educational program requires planning for the present, the immediate future, and the distant future based on current and future anticipated needs.

The Superintendent of Schools or designee shall have primary responsibility for the development and administration of major facility construction, additions or remodeling projects. Planning of major facility construction additions or remodeling shall involve staff members and Board members and be approved by the School Board. The District shall comply with federal, state and local laws, codes and ordinances relating to design and construction.

The Superintendent of Schools or Designee shall have decision-making authority to revise plans and specifications recommended through the planning process to avoid cost overruns and to ensure timely completion of the project, subject to School Board approval. Approval of plans at the various stages of development shall be by School Board action.

A milestone schedule for the entire project shall be developed and submitted to the School Board for approval.

An estimate of the costs of major construction, additions or remodeling shall be submitted to the School Board and based upon information furnished by the architect/engineer and/or the general contractor/construction manager. A total project cost estimate shall be prepared and include:

- a. Construction cost including fixed equipment and site development
- b. Architectural services
- c. Movable equipment (Furniture, Fixtures and Equipment)
- d. Special assessments for sewer, water and paving
- e. Contingency

The public shall be kept informed of District facilities needs and plans.

LEGAL REF.: Wisconsin Statutes

Sections 120.10(5) [Annual meeting power; designating building sites]

120.10(10m) [Annual meeting power; school capitalization expansion fund]

120.12(1) [Board duty; care, control and management of district property]

120.12(5) [Board duty; repair of school buildings]

120.12(21) [Board duty; consideration of effects on historic properties]

120.13(1) [Board power; do all things reasonable for cause of education]

APPROVED: February 9, 2000; April 12, 2017

FINANCING CAPITALIZATION

Major construction, additions or remodeling may be financed from the general fund budget or from notes or bonds approved in a capital project referendum in accordance with state law.

Upon approval of a major construction, additions or remodeling project, the Superintendent of Schools or designee, shall initiate the necessary procedure for securing financing.

In evaluating financing options, the borrowing term should not be longer than the life cycle of the project. Prior to engaging such financing, administration shall develop a financing plan and present it to the Board for approval.

LEGAL REF.: Wisconsin Statutes

Sections 67.03 [Limitations on indebtedness]

67.05 [Bond issues]

67.12 [Temporary borrowing]

120.10(6) [Annual meeting power; tax for sites, buildings and maintenance]

120.10(10) [Annual meeting power; debt service fund]

120.10(10m) [Annual meeting power; school capital expansion fund]

120.13(29) [Board power; borrow money and issue municipal obligations]

120.135 [Capital improvement fund]

CROSS REF.:

931, Consultant Services

951.1, Construction Contracts, Bidding and Awards, and Change Orders

APPROVED: April 12, 2017

930 FACILITIES CONSTRUCTION

CONSULTANT SERVICES

Consultant services may be used to assist the District staff in development of major construction, additions or remodeling programs consistent with School Board policy and approved budget.

Specifically, consultant services may be obtained to assist in educational planning, design, projecting building needs, soil testing, site development, engineering services, cost estimating, bond referendums, and bond sales among other services.

LEGAL REF.: Wisconsin Statutes

Section 120.13(9) [Board power; employ architect/engineer]

CROSS REF.: Policy 920, Facilities Planning

Policy 920.2, Facilities Capitalization

Policy 932, Selection and Function of Architect/Engineers

Policy 951.1, Construction Contracts, Bidding and Awards, and Change Orders

APPROVED: April 12, 2017

SELECTION AND FUNCTION OF ARCHITECT/ENGINEERS

Upon the completion of the educational specifications, the Board shall designate an architect/engineer for major facility construction, additions or remodeling projects. Selection shall be on the basis of general qualifications including design ability, technical competence in the design of educational facilities, reliability, and past work experience with the District. A modified AIA contract between the architect/engineer and the School Board shall be promptly executed upon selection. This contract shall define in detail the rights and obligations of both parties and shall be approved by the school district's attorney.

The architects shall advise the administration and Board on the phases of the project for which they have technical training and experience.

The architect - engineer employed for the building project shall;

1. Translate the educational program for which the facilities are needed into building design and specifications.
2. Be responsible for drawing up preliminary and final plans and specifications for the total project with the counsel and approval of the Board. This shall include site development, construction, and equipment. All such final plans and specifications shall be in compliance with all local, state and federal building codes which are applicable to the project.
3. Advise the Board on the letting of contracts.
4. Supervise or direct the supervision of construction.
5. Recommend approval and acceptance of completed facilities.
6. Supplement their services, when necessary, by consulting specialists such as landscape architects, heating, ventilating, electrical, structural, and acoustical engineers.

LEGAL REF.: Wisconsin Statutes

Section 120.13(9) [Board power; employ architect or engineer]

APPROVED: February 9, 2000; April 12, 2017

DESIGN, DEVELOPMENT AND CONSTRUCTION DOCUMENT DRAWINGS

Architectural Design Development and Construction Document drawings shall be developed in accordance with standard architectural practice methods and with established District standards. Architectural Design Development floor plans and evaluations, will be developed under the guidance of the Buildings and Grounds Committee, and shall give a clear idea of the basic design of the building, materials, built-in equipment and the approximate cost.

Upon completion of the Design Development phase of the building design and by the recommendation of the Building and Grounds Committee, plans, specification and cost estimates will be submitted to the Board for approval. The Superintendent of Schools or Designee shall make recommendations to the Board to proceed with the development of final Construction Documents.

Complete architectural, structural, mechanical and civil engineered drawings which detail the building layout, design and construction materials shall be included in the Construction Document drawings.

CROSS REF.: 920, Facilities Planning
APPROVED: April 12, 2017

PROJECT ADMINISTRATION/SUPERVISION

The architect/engineer shall be responsible to the Superintendent of Schools or designee for the major facility construction, additions or remodeling project as specified in the contract, including providing for regular observation and inspection of the project.

APPROVED: April 12, 2017

CONSTRUCTION CONTRACTS

The architect or the school attorney shall prepare the contracts in accordance with policies of the Board and the provisions as set forth in the plans and specifications. If the architect prepares the contract it shall be approved by the school attorney.

APPROVED: February 9, 2000; April 12, 2017

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS, AND CHANGE ORDERS

Bids shall be received for major facility construction, additions or remodeling in accordance with established rules and regulations. All competitive bids shall be in conformity with the project specifications.

All bids shall be in writing and properly sealed to be eligible for consideration by the Board. No bids received after the time deadline shall be accepted for consideration.

All written and sealed bids shall be opened at a public meeting at a time and place designated by the Board. Bids may be withdrawn prior to the opening of bids. Withdrawals will be allowed after the opening of bids only upon proof of substantial, unintentional error or omission, based on the recommendation of the Superintendent of Schools and subject to School Board approval.

The Board shall have the final authority to accept bids and award contracts on a given building project. In considering all bids on a project, the board will accept those bids that the Board feels are in the best interest of the School District.

The Board shall make final award of the contract based on recommendations of the Superintendent and receipt of the protection and guarantees required by law and School Board policy and regulations. The protection and guarantees may include certificate of insurance and performance bond. Or: Proper causality, liability, and surety bonds insurance shall be provided by all contractors in accord with the Board directive in the final plans and specifications.

All details of payment procedures to contractors and the architect-engineer shall be clearly specifies in the written contract. These details will include a definite payment schedule that shall be strictly adhered to throughout the construction period. All requests for payment must be made in writing and be approved by the Board before they are made.

At the time the School Board makes a final award or contract or at any other time deemed appropriate by the School Board, the School Board may set a fixed dollar amount as an owner's contingency and the same or a lesser amount of that contingency as that which can be used upon the approval of the Superintendent of Schools or designee. When change orders or other expenses not included in the base award exceed the fixed dollar amount established by the School Board, the Superintendent shall recommend acceptance or rejection of the change to the School Board. The School Board shall make the final decision in such cases.

LEGAL REF.: Wisconsin Statutes
Sections 779.14 [Public works; form of contract, bond or remedy]

APPROVED: February 9, 2000; April 12, 2017

EQUIPMENT AND FURNITURE

Fixed equipment designated by the Superintendent of Schools or designee shall be included in the construction contract. Fixed equipment shall include items that are a permanent part of a school building.

Movable equipment and furniture designated by the Superintendent/ or designee shall be purchased by the District through the Purchasing Department. Movable equipment shall include items that can be used in more than one location.

CROSS REF. Policy 951.1, Construction Contracts, Bidding and Awards, and Change Orders
APPROVED: April 12, 2017

ACCEPTANCE OF COMPLETED PROJECT

The School Board may accept a major construction, additions or remodeling project when a Certificate of Occupancy has been granted by the building department of the local governing body. A Certificate of Substantial Completion which records the date of substantial completion of the work by the contractor or substantial completion of a designated portion; thereof shall be issued by the project architect in conjunction with a "Punch list" to the Director of Facilities.

APPROVED: April 12, 2017