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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.

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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.

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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.

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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

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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.

When the board decides to proceed with a building project, the project planning shall involve any individual, or organization, that can contribute to the effectiveness and success of the project. In addition to professional and nonprofessional district staff, this may include; professional consultants, architects, school attorneys, members of and organizations in the community, community members, and various local, state, and federal agencies.

Prior to the start of any building program the educational specifications of the new facility will be determined by an appropriately selected committee and be approved by the School Board.

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920.1

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the River Ridge School Board that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, recreational or other program or activity 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.

LEGAL REF.: Section 118.13 Wisconsin Statutes

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Amended: January 10, 2001

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SELECTION AND FUNCTION OF ARCHITECT

Upon the completion of the educational specifications, the Board shall employ a professional architect - engineer whose responsibility it shall be to design and program all details of the project.

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.

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951

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.

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OBTAINING BIDS AND QUOTATIONS

The Board, with the advise and counsel of the architect - engineer and professional district staff, shall determine the estimated project cost which shall be the basis for the financing the project. It shall be the general practice to seek competitive bids on all such projects. All competitive bids shall be sought on the basis of detailed written project specifications as compiled by the architect - engineer and shall be in conformity with the project specifications. The Board does reserve the right to accept bids that are a variance with the written project specifications if it is deemed to be in the best interest of the school district. The Board also reserves the right to accept a bid that is not the lowest bid if it is deemed to be in the best interest of the school district.

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.

The bidder may withdraw his/her bid prior to the opening of the sealed bids.

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ACCEPTANCE OF BIDS AND AWARDING CONTRACTS

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 contract shall be awarded when the Board takes action at a regular or special meeting. The successful bidder, as well as the architect, shall receive written notice of the awarding of the contract.

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CHANGE ORDERS

Only the Board had the right and authority to approve change orders from the final plans and specifications. The Board may choose to authorize the Superintendent to tentatively authorize

change orders during construction. However, the Board must take official approval action after the fact in such cases so that they are a matter of public record.

All change order requests shall be in writing stating the specific details of the proposed change, reasons for the change and any effects on costs.

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951.4

PROJECT INSURANCE

Upon advice of the school attorney and architect, the Board shall determine all necessary insurances to cove all eventualities and to protect the school district. These various insurance policies shall be included in the final plans and specifications. 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.

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951.5

PAYMENT PROCEDURES

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.

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951.6

PROJECT ADMINISTRATION

Prior to the start of the project, the Board shall set up the supervisory and administrative structure for the total project. Throughout the duration of the project the Board shall see that the project is carried out in accord with the predetermined supervisory/administrative structure.

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PUBLIC DEDICATION AND NAMING OF FACILITY

It shall be the practice of this district to conduct a brief and meaningful public dedication ceremony anytime a new building or building addition is built. The naming of the facility, if appropriate, shall be the responsibility of the Board.

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