

Indian Community School of Milwaukee, Inc.



BUILDINGS AND GROUNDS USE POLICY AND GUIDELINES

Updated 9/25/2014



Statement of Policy:

Building and Grounds Use Policy

School facilities shall be used in a manner consistent with the Mission and Values of the School. Facilities use shall adhere to guidelines developed to

1. Ensure facilities usage fits within the School's Mission and Values
2. Protect the School's assets against losses from misuse or neglect and
3. Promote a safe environment for students, employees and guests.

Usage of facilities will be granted to users in the following priority:

First priority will be given to School sponsored activities or other activities directly related to or in support of School curricular, co-curricular or extracurricular activities under the supervision of School personnel.

Second priority will be given to persons or groups with a community or cultural connection to the School. This includes but is not limited to use by students, parents, staff or other community members for weddings, anniversaries, naming ceremonies, family reunions, school reunions and other celebrations/ceremonies.

Third priority will be given to persons or groups that are not affiliated with the School but whose proposed use of the facilities is consistent with the School's Mission and Values.

Any use of facilities for fundraising (other than for School activities or programs), profit making, or political activities must be approved by the Board in advance. The consumption of alcohol on School premises is prohibited.

A reasonable fee designed to recover all or a portion of the School's costs may be assessed to outside persons or organizations for use of facilities for nonschool purposes. The user shall be primarily liable and the School secondarily liable for any damage to facilities and for any expense incurred as a result of the use thereof.



Buildings and Grounds Use Guidelines

All use of the School's facilities (other than for ordinary school-sponsored activities) shall adhere to the following guidelines.

- A "Facility Usage Request Form" must be completed and submitted to the Facilities Department by the user and approved by ICS prior to use of the building and grounds.
- The Buildings and Grounds Use Policy and Guidelines must be read and signed by the user.
- If the proposed Facility use is for fund raising (not related to ICS activities or programs), profit making or political activities, a majority of the ICS Board of Directors must pre-approve such a request at a duly called meeting.
- If the proposed Facility use includes consumption of alcohol, a majority of the ICS Board of Directors must pre-approve such a request at a duly called meeting.

When the proposed use is by an unrelated person or organization, a certificate of insurance for liability and property damage coverage, naming the Indian Community School of Milwaukee, Inc. as an additional insured, must be provided prior to the date of the event, unless waived by the CFO.

Priority of Use

The priority of use shall be provided as follows:

First, to activities organized by persons or organizations that are closely related to ICS operations as a school. Examples include but are not limited to parent meetings, teacher events, extracurricular events, spiritual ceremonies, etc.

Second, to activities that are not directly related to ICS operations as a school that are organized by students, staff, parents, board members, and other people associated with the functioning of ICS. Examples include but are not limited to weddings, spiritual ceremonies, family reunions, alumni events, etc.

Third, to other persons or groups whose proposed use of the Facility is not sponsored by ICS, but whose proposed use is in keeping with the School's Mission and Values.



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Users will be required to explain their proposed use of the facilities on the Facility Usage Request Form and indicate the priority level of such use. ICS shall review the proposed use and make the final determination in its sole discretion as to the priority level of such use.

Reservations

Reservation requests to use the Facility/equipment should be made as far in advance as possible. Regardless as to when application has been made, the ICS Facility/equipment will not be available to a requester until notice of approval has been issued, and where applicable, pre-payment for anticipated use has been received. Therefore, no notice of any activity that is subject to this policy may be given until such approval has been received by the requester.

A Facility Usage Request Form, must be completed and submitted to the Facilities Department no later than four (4) weeks in advance of the proposed date(s) of use. No date is placed on the ICS calendar until the form has been submitted and approved by ICS.

The requester must document their intended use of:

1. Interior and exterior spaces on the grounds, including the corresponding time periods for such use,
2. ICS equipment,
3. ICS property proposed for posting notices and signs,
4. ICS consumables (i.e. supplies, cleaning equipment, etc.),
5. ICS personnel.

The requester must also specifically state the:

1. Manner and times of set up and take down,
2. Special accommodations needed,
3. Plans for food/beverage services,
4. Methods for providing entertainment, presentations or information (particularly the requested use of any equipment for audio visual needs),
5. The manner by which any and all heavy items will be moved so as not to damage floors or other interior or exterior surfaces,
6. Insurance that will cover both ICS and the proposed Facility/equipment user for both property and personal injury damages allegedly arising out of the use of ICS's Facility,
7. Manner in which applicable laws and the fire code will be enforced.

The Director of Facilities and Engineering or that person's designee will clarify with the representative any information needed to make a decision about the Facility/equipment requested usage.



If the Facility is deemed to be eligible for a non ICS-related purpose, the requester will be provided with an invoice detailing the fees that must be prepaid for use of the Facility. Payment is due a minimum of seven days prior to the scheduled event.

Fees may be waived, in whole or in part, at the discretion of the ICS Principal or Board of Directors.

In the event of damage to the Facility or ICS equipment, ICS will pursue reimbursement of actual losses from the user of the Facility. In the event there are any outstanding unpaid invoices from a previous use, the requester will not be considered eligible for future use of the Facility.

Publicity and Promotion

Any advertisement or sale of admission tickets for an activity to occur at the Facility must be pre-approved by ICS through the CFO or his/her designee.

Postings or decorations of any kind may not be adhered to the walls or other surfaces of any part of the Facility or equipment. Postings and/or decorations may be placed on the user's easels or other the property.

Safety

Use of the Facility/equipment may only be approved for times when the appropriate Safety and Buildings and Grounds staff are available to be on duty. ICS shall have sole discretion to determine which and how many of its staff should be present for the use of its Facility and/or equipment. If the requester's use of the Facility causes ICS to incur labor charges that it would not ordinarily have incurred during the time period the requester uses the buildings or grounds, the requester agrees to pay the costs associated with the staff on site, regardless as to whether such costs include overtime pay. The staff person designated as ICS's on site representative is the person to whom questions or needs should be addressed during a Facility use that takes place outside of normal weekday working hours (7:30 A.M.- 4:30 P.M.). ICS staff may also require the requester to meet during normal weekday working hours in advance of any proposed Facility use to discuss the event.



Conduct

All users of ICS's Facility/equipment shall be required to comply with the following guidelines regarding conduct:

1. Ensuring that the conduct of all persons in attendance are respectful of ICS's Mission and Core Values,
2. Protecting the integrity of ICS's property by following rules for its use,
3. Maintaining noise levels that respect others in the building as well as ICS's neighbors,
4. Limiting use of the Facility, equipment and personnel to that which was agreed at the time ICS approval was given,
5. Providing appropriate supervision for minors,
6. Strictly enforcing ICS's policies regarding smoking, the use of alcohol, the possession of illegal substances, and the possession of weapons,
7. Avoiding unruly, verbally and/or physically confrontational behavior,
8. Immediately abating and reporting to law enforcement any unlawful conduct,
9. Limiting food and beverages to pre-approved areas,
10. Strictly following the instructions of the onsite ICS staff person,
11. Removing all non ICS property from the Facility immediately after use,

Parking

Parking is restricted to only those areas on the grounds designated by ICS as appropriate vehicular parking.

Food Service

ICS maintains an institutional kitchen that meets the standards for professional food preparation. The kitchen equipment requires professional instruction for its safe and proper use. Unless the Principal is satisfied that a proposed user of the kitchen facilities is competent to use such equipment in a safe and proper way, a request to use the kitchen will be denied. In the event that a user is approved to use the kitchen and its equipment, the following requirements apply:

1. The user must designate a competent kitchen manager who must remain onsite at all times the kitchen is in use.



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2. No later than one week before the proposed facility use, the user's kitchen manager must meet with ICS's Food Service Manager for a kitchen tour and briefing on instructions for using the kitchen facilities/equipment.
3. The user's kitchen manager must supervise kitchen operations consistent with the instructions provided by the ICS Food Service Manager, posted instructions, and governmental regulations.
4. All equipment, surfaces, dishes, utensils and other items used for the preparation and consumption of food must be cleaned and stored according to the requirements set by the ICS Food Service Manager.
5. All equipment that was used must be turned off and returned to the settings that existed prior to use.
6. The user must supply and remove its own food service linens and products for preparing, serving and cleaning up after its food service,
7. All leftover food must be removed.
8. Kitchen waste must be properly bagged and placed into the appropriate dumpster.

If under any circumstances it is determined by the ICS's Food Service Manager that ICS's main kitchen was not left as initially presented, ICS will charge the guest organization for the actual staffing and materials costs of the clean up. There will be a minimum charge of 2 hrs in the event cleaning must be done by the ICS's Food Service Department or ICS's Facilities Department.

Gymnasium

1. Exterior doors will be locked at all entrances except the Main Entrance during school hours.
2. Users of the Gym will provide an individual to allow access at the Gym Entrance.
3. Doors may not be propped open at any time.
4. If exterior doors need to be unlocked for the event, an additional Safety Officer will be provided by ICS at the user's expense.
5. Gym shoes must be worn by all users of the Gym. Shoes worn into the building from the outside are not acceptable.
6. Bleachers may not be opened by users. Request bleachers on the Facilities Usage Request if needed.
7. Climbing on the bleachers is not permitted.
8. Only basketballs, soccer balls and volleyballs are allowed in the Gym. No baseballs or softballs of any kind are allowed.
9. Contact Safety at 6105 as necessary.
10. Violations of these guidelines will result in the denial of future use of the Facility.



Spiritual Center

The Principal or his/her designee must consent in advance to any use of the Spiritual Center.

The Spiritual Center is intended for use by or under the direct supervision of ICS's Principal or his/her designee. The following rules apply to Spiritual Center use:

1. The Principal or his/her designee will designate a representative of the School to be present during an approved use of the Spiritual Center to oversee the use of the space for the specific purpose for which it was requested.
2. The Spiritual Center may not be used for meetings or ceremonies between one child and one non custodial adult. If the spiritual well being of a child is the reason for use of the Spiritual Center, other adults approved by the Principal or his/her designee must be present at all times that the child is present.
3. Use of burning materials is limited to the Spiritual Center proper.
4. The number of people contained within the space must comply with the fire code and is therefore limited to 28.
5. Tables, chairs or other furniture are not allowed unless expressly agreed to by the Principal or his/her designee.

Sweat Lodge

No one may use the Sweat Lodge without the advance knowledge and consent of the ICS Principal. The Sweat Lodge is intended for use by or under the direct supervision of ICS's Principal or his/her designee.

Alcohol and Tobacco

The consumption of alcohol on School premises is prohibited.

The use of tobacco in any form on School premises, in School vehicles and at School-sponsored events is prohibited. The Principal may authorize the use of traditional tobacco at the School when satisfied that such use meets the requirements for ceremonial or other cultural purposes.



RECEIPT AND ACKNOWLEDGMENT/HOLD HARMLESS AGREEMENT

I acknowledge that I have received a copy of the ICS Buildings and Grounds Use Policy and Guidelines. I have read and understand its contents. Further, I agree that I, and those associated with my organization will abide by the policy and guidelines as set forth therein.

The undersigned agrees at all times to defend, indemnify, hold harmless, and provide legal defense and related services, to ICS, its officers, agents, and/or employees, for any and all claims, expenses, demands, damages, judgments, causes of action, liability, loss or injury, regardless of their nature or character, in any manner whatsoever, arising out of, or relating to use of ICS's facilities and grounds. The undersigned further agrees to reimburse ICS for the cost of repairing any damage occurring while the applicant is in possession of the facility, or occurring as a result of applicant's use of ICS's facilities and grounds. I certify that I am authorized by my organization to request the use of these facilities and grounds and to sign this Receipt and Acknowledgment/Hold Harmless Agreement.

Name/Title (Please Print) _____

Organization: _____

Signature: _____

Date: _____