

# West Allis-West Milwaukee School District

## Facility Usage FAQ Sheet for Class A & B User Groups

- Question: What is the WAWM School Board approved facility usage policy and procedures?
- Answer: See School Board Policy **830-Rule 2** for the exact policy and procedures.
- Question: Who do we contact to fill out a Facility Use Request Form?
- Answer: PTA and Scouts (Boys and Girls) must fill out a Facility Use Request Form at their school. All other groups must contact the WAWM Recreation & Community Services Department to fill out a Facility Use Request Form.
- Question: Is the form on the WAWM Recreation & Community Services Department website the official Facility Use Request Form?
- Answer: Yes, there is one standard Facility Use Request Form.
- Question: What is the processing time for a permit?
- Answer: One week or less is the normal processing time for all Facility Use Permits. Please contact the WAWM Recreation & Community Services Department at (414)604-4900.
- Question: How far in advance should we submit our Facility Use Request Form for processing to guarantee our Facility Use Permit for the requested date?
- Answer: If a Facility Use Request Form is submitted at least 14 days prior to the requested date, it is guaranteed to be permitted based on availability.
- Question: If we receive a bill for our facility usage who does the bill come from?
- Answer: The WAWM Recreation & Community Services Department bills for facility usage.
- Question: Who allocates the 16 hours of facility usage time?
- Answer: This is a school based decision determined by the principal.

Question: Will we have a pool for extra hours where schools can give hours into the pool and others who need hours can take from the overall pool?

Answer: All elementary schools, Lane Intermediate and Lincoln Intermediate will be allocated 16 hours per year. If a school is requesting more than 16 hours they need to contact the WAWM Recreation & Community Services Department to see if more hours are available.

Question: Do we need a permit for outdoor areas? Does this space need a supervisor?

Answer: A Facility Use Request Form should be submitted and permitted in order to secure exclusive use of the space. Outdoor areas are expected to be kept clean and orderly. Supervision is not required for outdoor areas.

Question: Do we need a Facility Use Permit for non-school related events scheduled at a facility during the school day?

Answer: Standard school visitor protocol will be followed by the school's main office during the school day.

Question: Who is considered a "Principal Designee"?

Answer: A "Principal Designee" can be an Assistant Principal, Academic Dean or a Lead Teacher.

Question: Do SAFE staff count as supervision or do we need a supervisor in addition to SAFE staff?

Answer: SAFE staff can provide building supervision during program hours ending at 5:30 p.m. This is subject to staff availability.

Question: Do cleaners count as supervision?

Answer: No, building cleaners do not count as supervision.

Question: If we have a person in our group who is an employee of the District, do we need someone there to supervise?

Answer: Yes, supervision is defined as a principal, assistant principal, academic dean, or lead teacher or as provided by the WAWM Recreation & Community Services Department.

Question: Does Sodexo have any association to setup and takedown or are they only there to clean the facility?

Answer: Sodexo cleaners are contracted to clean school facilities. Their job is not to setup or takedown of rooms. Setup or takedown is done by the custodian or facility attendant. Sodexo cleaning staff is currently contracted in secondary schools, Parkway, and Franklin Fieldhouse.

Question: Can school kitchen facilities be used by non-school groups during non-school hours?

Answer: When it comes to the use of school kitchen facilities liability is the biggest concern to the District. Sodexo staff must have an official food safety certification with recertification done every three years. There must be someone present with a food safety certification when food is prepared in the school kitchen or in school facilities.

Items that are pre-packaged, ready to eat, or pre-cooked with the exception of popcorn do not require a Sodexo staff member to be present. There will be an additional charge to request a Sodexo employee. Please contact the WAWM Recreation & Community Services Department at (414) 604-4900 with any questions.

Question: If the school kitchen is attached to the multi-purpose room do we need a separate permit?

Answer: Yes, you must include this in your Facility Use Request Form.

Question: Is there a concern with cross-contamination? Things like peanuts, etc.

Answer: All groups bringing in food should be aware of any food allergies that the audience involved may have especially tree nut and nut allergies, which is becoming more prevalent with students. This also supports having a Sodexo staff member present if there is food preparation involved to make sure the space is properly cleaned and sanitized after use. It is recommended that all peanut items are pre-packaged.

Question: Does a Sodexo staff member have to be present if we are bringing in food?

Answer: No, but all food must be contained on a tray or in a container. There can be no preparation of food from scratch and no cutting of vegetables, fruit, etc. in the school kitchen or in school facilities without a certified Sodexo employee present. Please Note: Events that include food preparation in

the school kitchen or in school facilities require Sodexo staff at an additional charge.

Question: Can we bring in our own stand-alone pizza oven?

Answer: A stand-alone pizza oven is permitted as long as it is not used in the school kitchen and is clear of any fire alarm sensors.

Question: Can we bring in hotdogs and put them in a cooker in the school kitchen or in school facilities?

Answer: Hotdogs are pre-cooked and are not considered raw meat. It's permitted to put hotdogs in a cooker in the school kitchen or in school facilities.

Question: Can we reheat food items like sloppy joes, taco meat, etc. as long as it is prepared ahead of time?

Answer: Yes, reheating food items is permitted as long as it is prepared ahead of time. Raw meat preparation is not permitted without a certified Sodexo staff member present.

Question: Can we use refrigerators in the school kitchen for storage or events?

Answer: The use of refrigerators in the school kitchen must be indicated on the Facility Use Request Form. If Sodexo is notified in advance they will try to make accommodations, however the use of refrigerators in the school kitchen subject to space availability. Also, USDA government commodities are stored in the refrigerators and must be under lock and key by the appropriate personnel. At the end of the event all items must be removed.

Question: Pocket knives are part of the Boy Scouts lesson in third grade. Can we deliver this lesson at a school facility?

Answer: Yes, please include the lesson information on the Facility Use Request Form. This needs to be pre-approved by the school principal per School Board Policy.

Question: We have SAFE at our school and cannot setup while the SAFE program is going on. What is the flexibility of setting up while SAFE is going on as long as we are not disrupting the program?

Answer: Facility use must be permitted if setup is required while the SAFE program is going on. Usage is dependent on each individual school site and their needs based on space availability options.

Question: Can we distribute flyers in our school's office after school office hours but before SAFE leaves?

Answer: No, SAFE staff does not have the authority to enter the school office after school hours except in the event of a medical emergency. Elementary school office hours are until 4:00 p.m., Horace Mann and all secondary schools office hours are until 3:30 p.m. Groups are encouraged to use the copy center for distribution and delivery to schools.

Question: If we want to clean out the PTA storage area from 4:00 p.m. to 5:30 p.m. do we need a Facility Use Permit even if SAFE is in the building until 5:30 p.m.? What if it is not more than 14 days in advance of the date?

Answer: All facility usage beyond the normal school day requires a Facility Use Permit. All facility usage is based on availability and cannot be guaranteed.

Question: Does PTA need a Facility Use Permit if the principal has given us permission to use the facility and it is before the end of the school day at 3:30 p.m.?

Answer: During the school day PTA members should follow standard protocol by signing in at the main office per the school visitor policy. All facility usage beyond the normal school day requires a Facility Use Permit.

Question: What is the correct protocol if someone is causing disruption during an event?

Answer: You should contact the principal, principal designee, or the WAWM Recreation & Community Services Department building supervisor.

Question: If multiple events are held at the same time do the hours cover both events?

Answer: Yes, hours are allocated by time not per event.

Question: Are custodial fees part of the 16 hours? If the principal is at an event and the hours are covered, how do we cover the cleanup and custodial costs?

Answer: Yes, custodial fees are part of the 16 hours. The 16 hours cover additional building supervision and custodial support. Saturday events are based on availability.

Question: If our event is five hours and only one hour is used to clean up, do we only get charged one hour?

Answer: No, a minimum of two hours is charged for cleaning.

Question: If a principal or principal designee is at our event do we need to pay someone outside of the 16 hours?

Answer: The only additional costs would be for cleaning and a minimum of 2 hours is required.

Please Note the Following Information:

- A **Facility Use Request Form** is submitted by the user group.
- A **Facility Use Permit** is issued to the user group by the WAWM Recreation Department.