

### LONG TERM LEASE OR RENTAL OF SCHOOL SPACE

Leasing of buildings or portions of buildings will be subject to Board approval. Temporary use of surplus property by another public agency, private individual, or legal entity may be authorized by the Board. Such use will be for a fixed term and subject to regulations and written agreement designed to protect the School District from any expense, loss, or liability arising out of such use. The Board will periodically approve a schedule of fees to be charged to non-school related groups for use of school facilities for various events.

#### Criteria for Determining Space Available

The following criteria will be applied in the determination of space available for leasing and/or joint occupancy:

1. The space is projected to be surplus for at least one-year.
2. The space is located in a portion or section of the building which will not interfere with the ongoing educational program. (A separate entrance is desirable).
3. The space is not required for the conduct of a quality educational program.

#### Priorities for Leasing Space

This order will be applied to meet the needs of the children and the educational programs, and to ensure prudent utilization of resources. School program and/or personnel needs will always come first:

1. Other educational programs (publicly supported or private nonprofit), which will benefit children enrolled in the regular public school programs and which may enhance their learning experiences (e.g. day care centers, preschool programs, and other such programs).
  2. Community programs (publicly supported or private nonprofit), which will enhance learning experiences for children or provide needed community services (e.g. senior citizen centers, counseling centers).
  3. County or city operated programs (e.g. recreation department, health services).
  4. Private daycare or nursery school providers.
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In those instances where two or more candidates, within the same priority category, request the same space, the space will be provided to the candidate making the most beneficial contribution to the school program, as determined by the School Board and Administration.

Cost to User Groups

Each user of the available space shall be expected to reimburse the public schools on a prorated basis for applicable costs related to this use, which may include normal building upkeep, custodial services, utility expenditures, restroom supplies, insurance, administrative costs, and other such items on a square foot basis which may be identified and included in the lease negotiated with the user. The lease cost will be negotiated and be reflective of public schools costs, comparable market prices, and the profit/nonprofit status of the proposed tenant. The income from the leasing of space will be received as general revenue and paid in advance on a monthly basis. The period of the lease will be related to the best estimate of how long the space may not be needed for public school programs.

Save Harmless Provision

The lease for each user will include appropriate language to save the Board and the School system harmless against any and all claims, demands, suits or other forms of liability that may arise out of this use of school space.

LEGAL REF: WI. ST. 120.13 (25)

Adopted: \_\_\_\_\_ February 13, 1991  
Last Revision: \_\_\_\_\_ March 12, 2003  
Last Review: \_\_\_\_\_ December 14, 2016

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