

Hartland/Lakeside Joint District #3
800 North Shore Drive
Hartland, WI 53029
262-369-6746 FAX: 262-369-6755

FACILITY USE AGREEMENT
APPLICATION FOR USE OF SCHOOL FACILITIES

This form must be completed in its entirety and submitted to the mailing address of the Community Education Office. An authorized copy will be returned to the responsible party. **A \$15.00 processing fee must accompany this application made payable to Hartland/Lakeside Community Education.** Any rental, or personnel fees will be assigned in accordance with established Board of Education policy and are due within 10 days upon receipt of statement. Please return the completed form to Steve Hogan at shogan@hartlake.org.

PLEASE PRINT THE FOLLOWING INFORMATION

1. Date of Application: _____
2. Formal name of organization requesting a facility: _____
3. Name of person requesting facility: _____
4. Event or purpose: _____
5. Dates requested: _____
6. Time of day requested: From: _____ To: _____
7. Name of building and location (room # or area) within the building: _____
8. Special equipment needed: _____
9. Number to be accommodated: Adults _____ Youth _____
10. Other special instructions: _____
11. Rental Fee: _____
(Will be Assigned in Accordance with Established Board of Education Policy)
12. Custodial Fee: _____
(If Applicable, Will be Assigned in Accordance with Established Board of Education Policy)
13. Each application must identify one individual, age 21 or older, whom is the responsible party for this facility use agreement. The responsible person identified herein agrees:
 - a. **Users may be assessed a fee for any scheduled use which is not cancelled at least 48 hours in advance.**
 - b. To be accountable for the facility.
 - c. To assume liability for any costs incurred by the Hartland/Lakeside Joint District #3 for maintenance or repairs resulting from the improper or negligent use of said facility.
 - d. That under no circumstances shall users identified on this application use facilities not specifically requested and authorized.
 - e. The use of the requested facility shall be limited to the date and areas requested and approved.
 - f. The Hartland/Lakeside Joint District #3 and its agents shall not be held responsible for accidents, injuries or the theft of personal property incurred by parties using district facilities.
 - g. To provide a Certificate of Insurance - Liability when requested by the district.
 - h. **"For Profit" organizations will be assessed a fee equal to 15% of fees charged to participants**

I certify that I have the authority to sign this application and bind the organization identified above to the terms and conditions set forth herein.

14. **Signature of Responsible Party** _____ **Date** _____
15. Address: _____ City: _____ Zip: _____
Home Phone No. _____ Work Phone: _____ E-mail: _____

DETERMINING ACCEPTABLE CLASSROOM FOODS & EVENT FOODS

Is product homemade?

Yes

NO

Exceptions are permitted for cheese and fresh produce for individual student snacks. Any cheese or fresh produce that is to be shared in class, or at any school event, must be prepared (washed and cut up) at school in a nut safe environment.

Does product have a commercial label?

No

YES

Is product labeled as containing peanuts or tree nuts?

Yes

NO

Is product labeled with precautionary statement specifying: May contain traces of peanuts or tree nuts (or similar)?

Yes

NO

Is product labeled stating: Manufactured in a facility or on equipment that also processes peanuts or tree nuts (or similar)?

Yes

NO

Food product is allowed in class rooms and at school events.

Does NOT Meet The Requirements Of An Approved Food

Please Note:
The District requests that parents refrain from using candy as a treat to be shared with the class even if it meets the nut safe guidelines.
Thank you!

Section Support Services
Title Kitchen Use Agreement
Number 763.0
Adopted March 11, 2003
Revised April 18, 2016

The kitchen use agreement is to ensure and maintain correct sanitation measures for everyone using our facility. The Food Service Workers would like to accommodate the requestor as much as possible. Prior (one week prior to event) notification will allow proper communication to take place between all parties.

1. A properly trained member(s) of the food service staff or designated Hartland/Lakeside employee must be present at all times while the requestor is using the facilities and or operating the equipment. Properly trained food service or designated Hartland/Lakeside staff and/or requestor should be the only one operating the equipment.
2. The kitchen must be left in a clean and orderly manner. Countertops, sinks and equipment must be cleaned and sanitized after usage. All dishes, pans, utensils, and carts must be washed and put back in its proper storage place.
3. If the group or organization is to use any supplies or food from the kitchen, it must be purchased from the Director of Dining Services prior to the event. If items are to be brought into the kitchen they must be okayed by the Director of Dining Services prior to being brought in to ensure foods meet the district's food safety policies.

Prior to approval, the requestor will be contacted by the Director of Dining Services to discuss specific needs and related fees. When requestor provides signature they are stating awareness and ability to abide by all of the districts food safety policies.

Reference Policies 762.0, 763.0 Exhibit, 841

Section	Support Services
Title	Food Service Program and Safety Procedures
Number	762.0
Adopted	February 18, 2013
Revised	April 18, 2016

The Board of Education recognizes that students need adequate, nourishing food in order to grow and learn and to give a good foundation for their future physical wellbeing. The District may provide a food service program based on regular lunch service and including such other snack and breakfast programs as the needs of the students and the financial capacity of the district permit. Although it is the parents or guardians primary responsibility to provide a meal to their child(ren), the Board recognizes that the food service program is an important complement to their nutritional health.

The Board believes that:

1. Foods available on school premises should contribute to the nutritional wellbeing of students.
2. Foods shall be prepared in ways, which will appeal to students while retaining nutritive quality.
3. Food should be served in quantities coinciding with federal regulations and appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible.

The food service program shall be operated under the direction of the Superintendent and Business Manager in accordance with laws, regulations and policies established for children's nutrition program by the federal government and the Wisconsin Department of Public Instruction. The food service program shall strive to be self-supporting.

Eligibility for free or reduce priced meal benefits shall be based on state and/or federal regulations. Parents/guardians shall be informed of the District policy and regulations concerning free or reduced priced meal benefits. Children eligible for free or reduce priced meal benefits shall not be treated differently from other children and shall have the same choice of meal benefits that is available to those children who pay the full price. There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means. The children shall not be required to work for their meals or milk, use a separate dining area or entrance, or consume their meals or milk at a different time.

The District may choose to contract its meal preparation to outside vendors who are expected to comply with all applicable district policies.

SAFETY PROCEDURES:

The Board of Education recognizes the importance of maintaining facilities that are clean, safe, and appropriately managed for the inspection, preparation and delivery of food served to students, staff and guests.

The Director of Dining Services will implement and maintain a plan that addresses each facet of food service operation as mandated or required by local, state and federal laws and regulations.

- The Director of Dining Services will maintain a program that includes sanitation training for all food service staff and other staff as appropriate. This position will maintain a required in-service program for all new food service staff as it relates to storage, preparation, and serving of food products. The Director of Dining Services will maintain staff trainings on food and operation safety procedures as appropriate.
- A safety manual containing operational and food service safety addressing the Hazard Analysis Critical Control Points (HACCP) principals will be kept at each school site. These rules will be reviewed annually by the Safety Coordinator/Director of Dining Services or as needed and communicated to all food service employees.
- The Director of Dining Services will implement a food and waterborne illness outbreak procedure. This procedure is outlined as follows:
 - A suspected food borne illness will immediately be reported to the Waukesha County Public Health Division.
 - The superintendent or designee, in cooperation with the school nurse, will function as the district's liaison with students, parents, staff, public health officials and the community at large if the Waukesha County Public Health Division and/or a qualified health care provider confirm a food or water borne illness.
 - The Director of Dining Services and district will maintain confidentiality and will not disclose information provided by students, parents or staff except to the extent required by law.
 - The district nurse will serve as a resource for providing information regarding the control of communicable diseases.
- The school district has a nut free policy and no outside sources of food that could possibly be contaminated with nuts are allowed in the classrooms or kitchens.
- Home baked goods are not allowed in the classroom under any circumstances.
- Fundraising must adhere to the district's food safety procedures/nut free policy.
- Items for fundraising may not be put into the district kitchens if these items violate the districts food safety procedures/nut free policy or have no prior approval by the Director of Dining Services.
- All food requested to be cooked/prepared/stored in any of the Hartland/Lakeside School District kitchens must follow the districts food safety procedures and must be approved by the Director of Dining Services.
- All staff and volunteers preparing foods for group snacks, classrooms, building or district celebrations will follow food safety procedures related to food preparation and serving, including frequent hand washing and wearing of gloves.
- Food brought on field trips must include school lunchroom practices and awareness of any student with an individual health plan. This includes providing separate storage for allergen free lunches.
- School sponsored bake sales that occur during the school day will be approved and monitored by the Director of Dining Services to reduce the risk for possible allergen contamination. Baked goods for bake sales must comply with packaging and labeling procedures.
- All requests to use Hartland/Lakeside School District kitchens/equipment must be

approved by the Director of Dining Services and the Kitchen Use and Kitchen Equipment Agreement must be completed (See Policy 763.0 and 763.0 Exhibit).

Reference	Policies 763.0, 763.0 Exhibit, 841
Legal Reference	WI Statute Section 120.13(6) WI Statute Section 120.13(10) Public Law 108-265 of the Child Nutrition and WIC Reauthorization Act of 2004 Public Law 111-296 Healthy Hunger Free Kids Act of 2010, Section 204

Section	School Community Relations
Title	Fundraising
Number	841
Adopted	August 28, 1999
Revised	November 9, 1999 January 8, 2002 November 19, 2007 December 20, 2010 May 16, 2016

All fundraising request applications must be submitted to the building principal and superintendent for approval prior to the start of a fundraising activity.

The Board will permit fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes, for an activity connected with the schools, or for a district approved charity.

For the purpose of this policy, fundraising shall include the solicitation and collection of money for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. Funding should be limited to projects, which enrich the learning experience for students.

Funds collected in the name of the approved activity become the property of the organization approved for such fundraising activity and are dispensed according to the plan presented to administration. Fundraising on behalf of school related organizations whose funds are not managed by the District may be permitted on school grounds with Superintendent approval.

For each fundraising activity conducted in a school, except those sponsored by the District or Foundation/PTO, the principal or designee shall maintain separate accounts and records of collections, earnings and expenditures.

Fundraising may not be conducted during instructional time without prior approval of the Superintendent. Any selling of food items may not be conducted during student breakfast and/or lunchtime.

A teacher may not use any curricular or video materials whose primary purpose or organizational purpose is fundraising without Superintendent approval.

Participation in any approved fundraising activity shall, in every respect, be the student and parent's choice. Staff shall ensure that a student or parents decision to not participate will not result in any negative consequence relative to participation in an activity, sport, or class.

Fundraising shall be conducted in a manner that does not violate state, federal or local laws or regulations. There will be no school sponsored fundraising activities on a door-to-door basis for students.

As per Wisconsin State Statute 103.23(2), a minor under 14 years of age may work in a fundraising sale for a non-profit organization, a public school, or a private school under the following conditions:

- a. Volunteer/Service Learning: Each minor must give the non-profit organization, public school or private school written approval from the minor's parent or guardian and under the supervision of a responsible adult.
- b. Work-based Learning Employment:
 - i. Entrepreneurship - Students engaged in providing products and/or services, operated on or off school grounds that is school-based and supervised by properly licensed staff with parent written consent.
 - ii. School-based Enterprises – Operation of a sponsored school-based store/ concession stand.

Reference: Policies 841 Exhibit, 762, 763, 763 Exhibit

Legal Reference: Wisconsin Statutes 103.23(2)

**SCHOOL DISTRICT OF HARTLAND/LAKESIDE
APPLICATION FOR FUNDRAISING ACTIVITY**

School or Organization: _____

Name of Group: _____

Date of application: _____

(must submit a request for approval to the building principal at least three weeks prior to the date the fund raising activity is to begin)

Contact Information:

Applicant: _____

Phone: _____

Email: _____

If selling a product:

Items to be sold (please describe in detail, including product price): _____

Sales time line: _____

Location of where sale is taking place: _____

**SCHOOL SPONSORED FOOD SALES CAN ONLY TAKE PLACE 30 MINUTES AFTER THE
END OF A SCHOOL DAY RELEASE TIME AND BEFORE MIDNIGHT.**

If hosting an event:

Description of event (please describe in detail): _____

Sales timeline and event date: _____

Location of where sale and event are taking place: _____

Expected attendance: _____

Number of chaperones at event: _____

Purpose for which the funds will be used: _____

Estimated profits from this sale/event: _____

Advisor Signature: _____ Date: _____

Approved by building principal: _____ Date: _____

Not approved by building principal Reason: _____

Approved by Superintendent: _____ Date: _____

Not approved by Superintendent Reason: _____