

CESA #9 ADMINISTRATIVE RULES, REGULATIONS, AND PROCEDURES FOR AGENCY  
FACILITY USE AND RENTALCESA #9 Facility Areas Available for Public Use

The following areas will be made available for use by qualifying educational and civic non-profit/non-religious individuals, groups or organizations:

1. Computer Lab
2. Large/Small Group Training Room
3. Conference Room
4. Kitchen/Concession Area

Agency Sponsored Activities

1. All Agency sponsored activities shall have precedence over requests for use of the facility.
2. Requests for use of the CESA #9 facility by one of the twenty-two (22) school districts which comprise CESA #9 shall take precedence over requests for use by outside nonprofit/non-religious individuals, groups or organizations.
3. The Agency shall maintain a calendar of all scheduled activities.

Non-Agency Activities

1. The use of most CESA #9 facilities (large/small group training room, conference room and warming kitchen) by non-profit and non-religious organizations may be made available on a free of rent basis. Custodial and technical staff fees will be charged to all groups regardless of their status.
2. The use of CESA #9 facilities (large/small group training room, conference room and warming kitchen) by non-profit and non-religious organizations on a frequent and regularly scheduled basis shall require the payment of a rental fee.
3. The use of the computer lab by any outside group will require the payment of a rental fee.
4. All general provisions and Board of Control regulations covering the use of the Agency's facilities must be followed.
5. For-profit groups/activities will not be exempt from paying a rental fee and custodial fee. The Agency reserves the right to refuse the use of its facility to any for-profit group/activity. Use of the facility by a for-profit group shall be determined by the Agency Administrator and shall conform to the policies of the Board of Control.
6. The following are examples of nonprofit organizations. Requests by others will be evaluated on an individual basis.
  - a. Department of Public Instruction
  - b. Municipal, county and state governmental agencies

- c. Public libraries
  - d. Civic not-for-profit organizations
  - e. Public meetings
  - f. Fraternal organizations
7. Activities for which an admission/registration fee is charged by private groups/organizations:
- a. Activities by organizations as outlined above may be scheduled at CESA #9 with the appropriate facility use fee being applied.
  - b. Admission/registration fees may be charged by the organization and/or material may be sold if they are directly related to the program as long as the sale of such items is legal and permissible under state law and/or Agency policy.
  - c. Permission for the use of the Agency's facilities may be granted only by the Board of Control's designees (Agency Administrator or Fiscal Administrator) and all use agreements must comply with the general provisions and Board of Control regulations as set forth in this policy.
  - d. Agency sponsored activities and CESA #9 school district use shall take precedence over those activities sponsored by groups, agencies and/or organizations outside of CESA #9's educational mission.
8. Limitations: CESA #9 facilities may not be used for:
- a. Promulgating any theory, doctrine, or group subversive to the law of the United States or any subdivision thereof advocating governmental changes by violence or subterfuge.
  - b. Any activity that violates the canons of good morals, manners or taste, or may be injurious to the building, grounds, equipment or that might be injurious to any persons.
  - c. Any purpose that is in conflict with an Agency or CESA #9 school district activity.
  - d. Any political purpose unless expressly approved by the Board of Control.
9. Final Authority:
- a. Complete authority rests with the Board of Control and its designated representatives (Agency Administrator and/or Fiscal Administrator) for the following:
    - (1) Who shall receive agreements for use (free or rental) of CESA #9 facilities.
    - (2) The amount of fees and charges to be made for the use of CESA #9 facilities, property and services rendered.
    - (3) The Agency personnel needed to support each scheduled activity.
    - (4) What Agency equipment may be used.
    - (5) The days and hours of opening and closing the Agency for use and rental.
    - (6) The general rules and regulations to be observed while using Agency facilities, property and grounds.
  - b. Resolution of conflicts in scheduling rests with the Board's designee.

## CESA 9 CONFERENCE ROOM LEASE AGREEMENT

<b>Lessee:</b>	<b>Requested Lease Date(s):</b>
<b>Address:</b>	<b>Conference Room Assigned:</b>
<b>Contact Name:</b>	<b>Time(s):</b>
<b>Phone #:</b>	<b>Fee:</b>

**Lessee agrees to the following terms:**

CESA 9 is providing room space only with table and chairs with the exception of the computer lab which contains 20 laptop computers and a SMART Board. CESA 9 will not provide equipment nor clerical services unless negotiated separately.

Lessee will provide their own AV equipment; meeting supplies; paper products; meeting beverages/food/utensils/cups/plates/napkins and all other items necessary for their meeting unless negotiated separately.

Lessee understands that no food or drink is permitted in the computer lab.

Lessee will be responsible for arrangement of table and chairs for their group needs.

Lessee will notify CESA 9 staff immediately in event of spillage on carpeting/flooring as well as any blockage created in sinks, drinking fountains and restrooms.

Lessee is responsible for making sure that the room(s) utilized are left as they found them ensuring that everything is back in its proper place including the arrangement of tables and chairs as they were when arrived. Upon exiting of room, Lessee will make sure trash is disposed in garbage containers and all lights are off.

Lessee further agrees if any damage is done to the room(s), furnishings, and equipment, costs to repair will be the sole responsibility of the Lessee.

**Lessee Signature:** \_\_\_\_\_

Please sign the form and return to:  
CESA #9, c/o Nancy Kind, P.O. Box 449, Tomahawk, WI 54487.