

# Sauk Prairie School District Facility User Manual

<b>Table of Contents</b>	
<b>Sections</b>	<b>Page</b>
Responsibility, Facility Use & Application	1
Facility Use Fees and Charges	1
General Facility Procedures	1 - 2
Bridges Elementary	3
Community Center	4
District Office	5
Grand Avenue Elementary	6
High School	7
Merrimac Community Charter School	8
Middle School	9
Tower Rock Elementary School	10

# Sauk Prairie School District

## Facility User Manual

### Responsibility & Facility Use

1. The Sauk Prairie School District (District) allows our facilities to be scheduled for use of school sponsored activities, school affiliated groups, community groups, non-community groups, and for profit organizations provided that the use meets the facility use criteria and it does not conflict with regularly scheduled programs of the District.
2. See Sauk Prairie School District Facility Policy Manual for more information on facility policies within the district :
  - a. [https://drive.google.com/file/d/0B6\\_SID9IG3clcHVnWmJMJMUN0MGc/view?usp=sharing](https://drive.google.com/file/d/0B6_SID9IG3clcHVnWmJMJMUN0MGc/view?usp=sharing)

### Facility Use Fees and Charges

1. Deposit
  - a. Groups (or individuals) may be required to post a minimum security deposit of \$250.00 which will be applied toward liable damages, if occurred, or refunded if the area is left in good order.
2. Rental Fees can be found on pages 7-9 in SPSD Facility Policy Manual

### General Facility Procedures

1. When your facility reservation is approved through RSchoolToday, it will be necessary to make arrangements to pick up a fob or key to access the school on the date(s) of your reservation(s). Please contact Julie Nicholson at [julie.nicholson@saukprairie.schools.org](mailto:julie.nicholson@saukprairie.schools.org) or 608-643-8386 between 9:00am and 1:00pm to make these arrangements.
2. A fob, key or key code will be issued for a facility reservation. A fob and key code will only allow you access to the building during your reserved time. It will not be active before or after your specified reservation times.
3. **How to use a fob?**
  - a. To gain entrance to the building there are 2 options:
    - i. To open the doors for a moment for you to enter the building, swipe the fob one time. You will have 5 seconds to enter the door until it will lock again. This might be useful if you are coming early to set up for your activity, but you do not yet want the doors open to everyone else. There is a fob reader at both the exterior and interior set of doors at the main entrance.
    - ii. To unlock the doors for the duration of your rental, swipe the fob two times within a 5 second time period. This will unlock the doors and keep them unlocked until either you or the door security system lock the doors again. You only need to double swipe the fob on the fob reader by the



# Sauk Prairie School District

## Facility User Manual

**EXTERIOR** doors at the main entrance. This will unlock both the exterior and interior set of doors at the main entrance.

- b. To lock the doors
  - i. Swipe the fob two times within a 5 second period of time at each door. This will lock them to secure the building. This will be especially important if you should leave the building prior to the end of your scheduled time. The door security system will also lock the doors at the end of your rental time, but if you leave early the building would be unsecured until that time.

#### 4. How to use Pin Code

- a. The code will NOT work prior to the time you gave us for set up (1/2 hour)
- b. Punch in the \* (star) on the key pad
- c. Punch in the code for unlocking the door (typically ends in zero)
- d. Punch in the # key
- e. You should hear a click and the door will be unlocked.
- f. The door will remain unlocked until half hour after your end time.
- g. When you leave again punch in the \*(star) , code to lock (ends in 1) and the # key.
- h. You should hear a click and the door will be locked. Please double check it.



#### 5. Returns

- a. Please return all fobs and keys to the Community Center, 730 Monroe St, Sauk City. Returns can be made during office hours and fobs/keys can be placed in drop box.

#### 6. Emergency

- a. If you have significant concerns with your building rental or have difficulty with the fob or key codes, please contact Mitch Koester at (763) 478-1873 or John Lehan (262) 498-8888.



# Sauk Prairie School District Facility User Manual

## **Bridges Elementary Facility Rental Instructions**

**During your time at Bridges Elementary:**

**1. Entrance**

- a. The only entrance you will be able to access will be the main doors at the main entrance of the building at.

**2. Parking**

- a. There are 2 parking lots at our location. One is located off of Broadway Street and the other is located off of Thirteenth Street. You may park in either parking lot, but the lot off of Broadway Street is closest to the Bridges Elementary entrance.

**3. Restrooms**

- a. Restrooms are located at the far end of the cafeteria to your left as you enter the building.

**4. Lights**

- a. All lights in the building operate with motion sensors. Please leave the light switches in the “on” position and they will turn off automatically when you are no longer in that area.

**5. AED**

- a. If there is a medical emergency during your time at Bridges Elementary, there is an AED machine located along the East wall of the cafeteria area.

**6. Map of Building**

- a. [First Floor](#)
- b. [Second Floor](#)



# Sauk Prairie School District Facility User Manual

## Community Center Facility Rental Instructions

During your time at the Community Center:

**1. Entrance**

- a. The entrance you will be able to access will be the main doors at the main entrance of the building at 730 Monroe Street.

**2. Parking**

- a. There is street parking available on two sides of the building and a parking lot off of Monroe Street, behind the building in spaces marked community center.

**3. Restrooms**

- a. Restrooms are located past the gym on the right as you enter the building.

**4. Lights**

- a. All lights in the building operate with motion sensors. Please leave the light switches in the “on” position and they will turn off automatically when you are no longer in that area.

**5. AED**

- a. If there is a medical emergency during your time at Sauk Prairie Community Center there is an AED machine located along the West wall of the gym area.

**6. [Map of Building](#)**



# Sauk Prairie School District Facility User Manual

## District Office Rental Instructions

During your time at District Office:

### 1. Entrance

- a. The only entrance you will be able to access will be the main doors at the main entrance of the building at 1200 Broadway Street.

### 2. Parking

- a. There are 2 parking lots at our location. One is located off of Broadway Street and the other is located off of Thirteenth Street. You may park in either parking lot, but the lot off of Broadway Street is closest to the Bridges Elementary entrance.

### 3. Restrooms

- a. Restrooms are located at the far end of the cafeteria to your left as you enter the building.

### 4. Lights

- a. All lights in the building operate with motion sensors. Please leave the light switches in the “on” position and they will turn off automatically when you are no longer in that area.

### 5. AED

- a. If there is a medical emergency during your time at Bridges Elementary, there is an AED machine located along the West wall of the cafeteria area.

### 6. [Map of Building](#)



**Sauk Prairie School District**  
**Facility User Manual**

**Grand Avenue Elementary Facility Rental Instructions**

**During your time at Grand Avenue Elementary:**

**1. Entrance**

- a. The only entrance you will be able to access will be the main doors at the main entrance of the building at 225 Grand Avenue.

**2. Parking**

- a. There is 1 parking lot at our location located off of Grand Avenue, next to the building. There is also street parking available.

**3. Restrooms**

- a. Restrooms are located in the locker rooms outside the west side of gym.

**4. Lights**

- a. All lights in the building need to be turned off manually.

**5. AED**

- a. If there is a medical emergency during your time at Grand Avenue Elementary, there is an AED machine located by the main door entrance (key on top) and by Music room.

**6. [Map of Building](#)**



# Sauk Prairie School District Facility User Manual

## Sauk Prairie High School Facility Rental Instructions

During your time at Sauk Prairie High School:

### 1. Entrance

- a. The only four entrances you will be able to access will be the main doors at the main entrance of the building at [105 9th Street, Prairie du Sac](#), the Phy Ed entrance by the gym by the parking lot on the right side of the building, the last entrance is by the pool on the back right side of the building, and the doors to the left of the main entrance by the River Arts Center. It will be necessary to communicate which door you would like access to *at the time* you book the rental.

### 2. Parking

- a. There is a high school parking lot to the right of the main entrance, located off of 9th Street and a few spaces in front of the building. There is also a parking lot next to the River Arts Center to the left of the building. Street parking available.

### 3. Restrooms

- a. Restrooms are located in the second hallway to your left as you walk in the front doors, on the corner or your first hall to the right, go to end and turn left, and there is a set of bathrooms in the skinny hall prior to the gym.

### 4. Lights

- a. When you turn any lights on in the building, please turn them off as you leave.

### 5. AED

- a. If there is a medical emergency during your time at Sauk Prairie High School there is an AED machine located in the following places.
  - i. Athletic training room: (This would not be available to renters since it travels with the trainer)
  - ii. South Gym: on the pool wall
  - iii. Main entrance to SPSHS: hallway next to the eagle
  - iv. Middle School: north entryway by the gyms
  - v. River Arts Center: between the Gallery and front lobby
  - vi. Grand Avenue Elementary

### 6. [Map of Building](#)





# Sauk Prairie School District Facility User Manual

## Merrimac Charter School Facility Rental Instructions

During your time at Merrimac Charter School:

**1. Entrance**

- a. The only entrance you will be able to access will be the main doors at the main entrance of the building at 360 School Street.

**2. Parking**

- a. There is a parking lot to the left of the school (next to Community Garden), located on School Street; street parking is available.

**3. Restrooms**

- a. Restrooms are located in the main hallway as you walk in the front doors, left side of hallway.

**4. Lights**

- a. Most lights in the building operate with light switches. There are lights that require a key but unless instructed these lights are not necessary to use the gym.

**5. AED**

- a. There is an AED machine located to the right of the gym door in the main hallway area to be used in an emergency.

**6. [Map of Building](#)**



# Sauk Prairie School District Facility User Manual

## Sauk Prairie Middle School Facility Rental Instructions

During your time at Sauk Prairie Middle School:

**1. Entrance**

- a. The only entrance you will have access to is the front door, located off Maple Street.

**2. Parking**

- a. Street Parking in front of the building. Parking lot on the south side of the building. Non-School hours allows for parking in the bus lot between the Middle and High School.

**3. Restrooms**

- a. Restrooms are located in the first hallway to your right as you walk in the front doors before the gyms.

**4. Lights**

- a. Custodians turn lights on and off before and after all events. ( During the school year, custodians stay in the building on weeknights until all events are over. On the weekends and summer evenings they just open up and close, unless they are contracted to be in the building during the event.)

**5. AED**

- a. If there is a medical emergency during your time at SPMS the AED machine is located outside the gym doors.

**6. [Map of Building](#)**



**Sauk Prairie School District**  
**Facility User Manual**

**Tower Rock Elementary Facility Rental Instructions**

**During your time at Tower Rock Elementary:**

**1. Entrance**

- a. The only entrance you will be able to access will be the main doors at the front of the building at S9033 Denzer Road.
- b.

**2. Parking**

- a. There is a parking lot in front of the main entrance, located off Denzer Road.
- b.

**3. Restrooms**

- a. Restrooms are located in the first hallway to your right as you walk in the front doors, on the left side.

**4. Lights**

- a. All lights in the building operate with motion sensors. Please leave the light switches in the “on” position and they will turn off automatically when you are no longer in that area.

**5. AED**

- a. If there is a medical emergency during your time at Tower Rock Elementary, there is an AED machine located along the North wall outside of the gym.

**6. [Map of Building](#)**

