

The Proctor Public Schools, ISD #704, recognizes that facilities are valuable for developing and enriching school and community life. The School Board pledges to cooperate in promoting activities that are in the best interest of the school district and the community. The following procedures have been established to allow the use of the facilities and to assess charges for expenses fairly and consistently.

PRIORITY USE

All groups or individuals wishing to use school facilities outside the school day must apply for such use and meet all facility usage requirements. Use of school district facilities is assigned in the following priority:

- 1st Priority: Regular school district PreK-12 curricular activities and programs.
- 2nd Priority: School Board approved extra-curricular activities and events.
- 3rd Priority: School District Community Education Programs and Activities.
- 4th Priority: All community use with an approved facility use permit from Community Education based on the classification outlined in Policy 902.

All groups using district-owned facilities, including Proctor Youth Associations and Organizations, may be charged service fees for custodial, technician, or supervisory support.

GROUP CLASSIFICATION

CLASS I - SCHOOL DISTRICT USAGE

- Regular school district PreK-12 curricular activities and programs
  - The School Board approved extra-curricular activities and events
  - Community Education programs and activities
- No rent or service fees are charged
  - The activity must be scheduled on the facility use calendar

Note: Staff members wishing to use district facilities for an event or activity not approved as a district activity must follow Policy 902 in its entirety.

CLASS IIA - PUBLIC ACTIVITIES, Not-For-Profit COMMUNITY ORGANIZATIONS

- Non-profit, community-based youth groups that align with Proctor Public Schools' mission and serve only ISD 704 students (e.g., 4-H, Scouts, PIE).
- Groups will not be charged an hourly rate.

CLASS IIB - PUBLIC ACTIVITIES, NOT-FOR-PROFIT COMMUNITY ORGANIZATIONS

- Non-profit youth athletic groups that align with Proctor Public Schools' mission and serve only ISD 704 students (Proctor Youth Athletic Organizations).
- Starting in 2025–2026, all Proctor Youth Organizations will be charged service fees to their facility accounts.

- Service fees are based on custodial/crew hours for weekend games, tournaments, and outdoor field preparation and cleanup, with a 3-hour daily minimum.
- Starting July 1, 2026, annual rates will be determined by usage data and billed at the end of the season.
  - \$700: usage below 50 hours annually
  - \$2000: usage between 51-100 hours annually
  - \$4000: usage of 101 hours and above annually
- All invoices must be paid within 14 business days. Compliance with payment is required to maintain eligibility for future rentals.

CLASS III - PUBLIC ACTIVITIES, Not-For-Profit COMMUNITY ORGANIZATIONS

- Tax-supported entities such as the city, township, county, and state governments, as defined by State Statute
- Extension classes from local colleges, charter, or private schools
- Charitable and civic groups
- Organized youth and adult services, athletic, and fine art groups (not exclusively enrolled in ISD 704)
- Religious and church organizations

CLASS IV - LOCAL FOR-PROFIT ENTERPRISES

NON-LOCAL NOT-FOR-PROFIT GROUPS

- Businesses and commercial organizations within school district boundaries
- Not-for-profit organizations not within school district boundaries

CLASS V - NON-LOCAL FOR-PROFIT ENTERPRISES

- Businesses and commercial organizations outside of school district boundaries.

LONG-TERM CONTRACTS

Long-term facility users may have individual contracts arranged with the Director of Community Education and Facility Scheduler.

Applicable rules per Policy 902 for all classes except Class I (district usage):

For all facility users, the rules include rental fees, \$1 million liability insurance certificate, and a \$30 annual non-refundable application fee. Additionally, applicable staff and lighting fees, as well as a \$200 key deposit, will be applied at the district's discretion.

SERVICE FEES

Custodial	Custodial	Custodial	Technician	Event Supervisor
Mon - Fri	Sat - Sun	Holiday	Mon - Sun	Mon - Sun
\$20/hourly	\$40/hourly	\$60/hourly	\$40/hourly	\$200/daily
3 hour minimum	3 hour minimum	3 hour minimum	3 hour minimum	no minimum

### District Authority

1. The school district reserves the right to approve or deny facility use in accordance with Federal Equal Access Laws.
2. Authorization to use facilities does not imply school district endorsement or sponsorship of the activity.

### Priority and Availability

3. Facility use may not interfere with scheduled maintenance, construction, or alteration projects.
4. Facilities are not available for private events such as weddings, receptions, or private parties, except at the Aspirus St. Luke's Sports and Event Center and Rails Indoor Turf Facility.

### User Responsibilities

5. Permit holders assume responsibility for any injury or property damage, including equipment.
6. Liability insurance is required for all applicants.
7. Youth groups must provide responsible adult supervision during all activities.
8. All facility reservations must be submitted and approved by the District Facility Scheduler at least 48 hours in advance, and events may not be advertised until a permit is issued.
9. All changes to permits must be submitted at least three days prior to the event.

### Prohibited Substances and Items

10. Alcohol, illegal substances, tobacco, and vaping products are prohibited on all school property, indoors and outdoors.
11. Weapons and firearms are prohibited except for approved instructional purposes or authorized law enforcement personnel.

### Fees and Deposits

12. Rental and service fees are determined annually by the School Board and assessed according to user classification.
13. In-district youth organizations and associations (e.g., leagues, tournaments) are subject to applicable rental and service charges.
14. A non-refundable annual application fee of \$30 is required for all facility requests.
15. The district may require full or partial payment upon permit issuance.
16. A damage deposit may be required at the school district's discretion for large events or long-term rentals, with details provided by the Facility Scheduler at the time of the reservation.

### Scheduling and Oversight

17. Proctor Youth Organization rentals must be scheduled through an Organization Scheduler and approved by the District Facility Scheduler.
18. Requests not covered by this policy will be referred to the Director of Community Education for review.

**Cancellation Policy:** All rentals must be canceled at least 30 days before the event to avoid full charges. If the district closes facilities due to inclement weather or other unforeseen circumstances, rental fees will be waived.

A full copy of **Policy 902** is available on the district website at [www.proctor.k12.mn.us](http://www.proctor.k12.mn.us). Facility reservation requests may be submitted online at <https://ph.ce.eleyo.com>. For assistance, contact **Nate Regas** at [nregas@proctor.k12.mn.us](mailto:nregas@proctor.k12.mn.us) or (218) 628-0704.

### RENTAL FEE SCHEDULE

	Hourly Rental Fees			
	Class II A/B	Class III	Class IV	Class V
Category A	\$20	\$25	\$35	\$45
	Classroom (all buildings)			
	Library (all buildings)			
	Teacher Lounge (all buildings)			
Category B	\$30	\$40	\$50	\$60
	Cafeteria (PHS)			
	Cafeteria- Gym (BV/PL)			
	Klang Field (outdoor)			
	4th Street Field (outdoor)			
	Gym BV & PL			
Category C	\$40	\$60	\$70	\$100
	Auditorium (PHS)			
	Gymnasium (PHS) per court			
	Field House (PHS) per court			
	Pool (PHS)			
Category D	\$100 - all classes			
	Aspirus St. Luke's Sports & Event Center - Community Room			
	Egerdahl Field			
	Ugstad Complex			
Category E	\$120 - all classes			
	Rails Indoor Turf			
Category F	Current Market Rate - all classes			
	Aspirus St. Luke's Sports & Event Center - Ice Rental (indoor)			

