

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.

B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.

C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office **at least two weeks in advance of the event**. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.

D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings).

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Rental Schedules and Guidelines

User Category Definitions

Category 1: District-Sponsored Activities, Government, Community Education Programs, and Community Partnerships (No Fee)

- Curricular and extracurricular activities
- School athletics and activities
- PTO/PTA, booster clubs, ECR activities, and school board functions
- Public safety services
- Public health services
- Special events which are of general interest groups, education, open to the public, and no admission is charged.
- School activities, both curricular and extracurricular, shall have priority use of the school facilities and equipment.
- Activities sponsored by Community Education shall be scheduled during times when facilities are not being used for school activities.
- Other groups or organizations shall be scheduled on a first-come, first-served basis.

Building Rental/Fee Schedule & Worksheet

<u>Area</u>	<u>Cost</u>	<u>Quantity</u>
Auditorium	No Charge	
Memorial Gymnasium	No Charge	
Commons Gymnasium	No Charge	
Kitchen *Staff costs are separate and mandatory	No Charge	
Commons	No Charge	
Conference Room	No Charge	
Designated Classrooms *No instructional classrooms allowed to rent whenever possible	No Charge	
Football Field per event/game	No Charge	
Baseball Field per event/game	No Charge	
Arena (Non-Ice)	No Charge	
Parking Lots	No Charge	
Pickle Ball	No Charge	

Additional Rental Fee Guidelines & Worksheet

<u>Area</u>	<u>Cost</u>	<u>Quantity</u>
Each Custodian on Saturday - Sunday	No Charge	
Kitchen Staff** Monday - Friday, Saturday - Sunday	No Charge	

**When the cafeteria is rented and the kitchen facilities are used, a fee to cover cafeteria personnel who must be in attendance will be charged. All groups using the kitchen must have a district cafeteria staff person present; this is a state law.

Each Technician for Lighting and Sound Systems (Field & Auditorium)	No Charge	
Auditorium Air Conditioning	No Charge	
Additional Equipment		
Risers and/or Sound Shell	No Charge	
Piano	No Charge	
Minimal Seat Removal	No Charge	
Music Stands	No Charge	
Technology Equipment	No Charge	
Additional needs requested	No Charge	

Category 2: Nonprofit Organizations Serving Youth (Reduced Fee)

- Community Colleges
- Organized community services, citizens, and civic groups (Lions, Kiwanis, Jaycees, American Legion, Rotary, etc.)
- Organized local, non-profit youth groups (i.e. Girl Scouts/Boy Scouts, church youth groups, Special Olympics, youth sport leagues, youth sport camps, 4-H, etc).
- Political party meetings and reservations.
- Special interest groups (non-denominational youth programs, church adult groups, non-political groups, etc).

Building Rental/Fee Schedule & Worksheet

<u>Area</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Auditorium *Auditorium rental includes (1) rehearsal per paid event to be scheduled by the District Office	\$150		
*Includes (1) rehearsal per paid event to be scheduled by the District Office	*per performance *\$75 for additional nonperformance days		
Memorial Gymnasium	\$25.00/hour		
Commons Gymnasium	\$25.00/hour		
Kitchen *Staff costs are separate and mandatory	\$100.00 (flat rate) *pending staff availability - staff must be present		
Commons	\$25.00/hour		
Conference Room	\$25.00/hour		

Designated Classrooms *No instructional classrooms allowed to rent whenever possible	\$50.00 (flat rate)		
Football Field per event/game	\$450.00 (flat fee for a season may also be negotiated)		
Baseball Field per event/game	\$100.00 (flat fee for a season may also be negotiated)		
Arena (Non-Ice)	\$200.00		
Parking Lots	No Charge		
Pickle Ball	\$25.00/hour		

Additional Rental Fee Guidelines & Worksheet

<u>Area</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Each Custodian on Saturday - Sunday	\$60.00/hour		
Kitchen Staff** <u>When the cafeteria is rented and the kitchen facilities are used, a fee to cover cafeteria personnel who must be in attendance will be charged. All groups using the kitchen must have a district cafeteria staff person present; this is a state law.</u>			
Kitchen Staff on Monday - Friday	\$60.00/hour		
Kitchen Staff on Saturday - Sunday	\$70.00/hour		
Each Technician for Lighting and Sound Systems (Field & Auditorium)	Per At-Will Policy Rate		
Auditorium Air Conditioning	\$50.00/hour		
Additional Equipment			
Risers and/or Sound Shell	\$150.00 (flat rate)		
Piano	\$50.00 (flat rate)		
Minimal Seat Removal	\$150.00 (flat rate)		
Music Stands	\$30.00 (flat rate)		
Technology Equipment	\$40.00 (flat rate)		
Additional needs requested	Agreed negotiated fee		
Total Cost:			

Category 3: Private/Commercial/For-Profit Use and Nonprofit Organizations Charging Admission (Standard Fee)

- Commercial and Business organizations.
- Special interest groups (admission charged)
- For Profit
- Community theater or music groups
- Commercial events or classes (e.g. yoga, tutoring, conferences)
- Weddings, receptions, or private parties

Building Rental/Fee Schedule & Worksheet

<u>Area</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Auditorium *Auditorium rental includes (1) rehearsal per paid event to be scheduled by the District Office	\$400.00		
*Includes (1) rehearsal per paid event to be scheduled by the District Office	*per performance *\$75 for additional nonperformance days		
Memorial Gymnasium	\$35.00/hour		
Commons Gymnasium	\$35.00/hour		
Kitchen *Staff costs are separate and mandatory	\$200.00 (flat rate) *pending staff availability - staff must be present		
Commons	\$35.00/hour		
Conference Room	\$35.00/hour		
Designated Classrooms *No instructional classrooms allowed to rent whenever possible	\$75.00 (flat rate)		
Football Field per event/game	\$500.00		
Baseball Field per event/game	\$150.00		
Arena (Non-Ice)	\$250.00		
Parking Lots	By Agreement		
Pickle Ball	\$35.00/hour		

Additional Rental Fee Guidelines & Worksheet

<u>Area</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
Each Custodian Saturday - Sunday	\$60.00/hour		
Kitchen Staff** <u>**When the cafeteria is rented and the kitchen facilities are used, a fee to cover cafeteria personnel who must be in attendance will be charged. All groups using the kitchen must have a district cafeteria staff person present; this is a state law.</u>			
Monday - Friday	\$60.00/hour		
Saturday - Sunday	\$70.00/hour		
Each Technician for Lighting and Sound Systems (Field & Auditorium)	Per At-Will Policy Rate		
Auditorium Air Conditioning	\$50.00/hour		
Additional Equipment			
Risers and/or Sound Shell	\$150.00 (flat rate)		
Piano	\$50.00 (flat rate)		
Minimal Seat Removal	\$150.00 (flat rate)		
Music Stands	\$30.00 (flat rate)		
Technology Equipment	\$40.00 (flat rate)		
Additional needs requested	Agreed negotiated fee		
Total Cost:			

Facility Use and Equipment Expectations

The building rental/fee schedule is reviewed annually by the ISD #696 Policy Committee and aligned with the policy encouraging the public use of school facilities. Fees are charged to offset the costs to the District associated with use. Events that are in support of the school may request that the school district be a partner in the event and be given special consideration for the use of the school district's facilities.

If custodial time is required, the custodial rate will be charged for all weekends or hours outside of regularly scheduled custodial staffing. See the fee schedule for rates.

If the Kitchen is requested, a kitchen staff member is required to be present. Kitchen staff rates will be charged for weekend hours or hours outside of regularly scheduled kitchen staffing needs. See the fee schedule for rates.

The Ely Public School District retains the right to approve or deny facility use requests received.

- The weekend rates begin at 3 p.m. on Friday and extend through Monday at 6 a.m.
- Tables and chairs will not be rented or loaned out for use outside of the building
- The concession trailer will not be rented or loaned out for non-district use

Requests for the use of the buildings for the designated purpose shall be accepted by the superintendent's administrative assistant and approved by the superintendent. Requests shall be made using the online application form on the school website.

Evidence of Insurance: Categories requiring a certificate of insurance must name the district as the certificate holder, and the certificate holder's "additional insured" must be provided before any usage of the building or facilities takes place.

Damage: The sponsoring groups shall assume financial responsibility for any damage incurred to the building or facilities during use. A charge will be made to all individuals/organizations if the school requires additional clean-up, or if damages are sustained to school property.

Expectations:

- No food or beverages in the gym, classrooms, or auditorium unless cleared by the superintendent.
- Renters requiring special services and/or equipment must request specific arrangements in writing at the time of application.

- The renting party agrees not to allow any other organization to participate in the use of the described facilities. Only facilities specifically named in the contract are available for use, and only for the use set forth in the rental application.
- All facilities must be left clean and in good order at the close of the contract period. The furniture must be returned to its original position.
- The school will not permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by the School District, nor does the use of its facility imply general endorsement of the organization involved in its use.
- No smoking is permitted within the school buildings or on school property. No illegal substances are permitted on school property. Alcoholic beverages may not be served or consumed on school property.
- Non-compliance with any of these rules and regulations may result in immediate cancellation of the contract agreement.
- The school district assumes no liability for any loss by any cause, including, but not limited to theft or damage to any equipment, furnishings, or other personal property belonging to the renters or their officers, employees, agents, or invitees.
- Renters shall not make any alterations or improvements to any of the facilities without the express written consent of the school district. Consent may be granted or withheld at the sole discretion of the district.
- Applications for rental that are exceptions to, or not covered by, the facility use policy shall be brought to the attention of the Superintendent and the Board of Education.
- Auditorium chairs will not be removed at any time without express permission from the Superintendent.
- The auditorium sound and light system will only be operated by a district-approved technician. The district maintains a list of those technicians who have been properly trained in the use of the equipment. No one else will be trained without the superintendent's approval.
- All employees hired to monitor rental facilities will be paid through the district and not on an individual basis. **When the cafeteria is rented and the kitchen facilities are used, a fee to cover cafeteria personnel who must be in attendance will be charged. All groups using the kitchen must have a district cafeteria staff person present; this is a state law.
- Facilities are closed for rental on AFSCME contract holidays.