

Use of School District Facilities and Equipment Guidelines
Updated December 2022

1. Request forms should be processed through the District Office.
2. The use of school facilities may be granted without charge under the following conditions:
 - a. The organization is a non-profit organization directly concerned with children and youth or community, such as Boy Scouts, Girl Scouts, 4-H, etc.
 - b. The meetings are held during the working hours of the custodians.
 - c. The event does not conflict with regular school activities.
3. The use of school facilities may be granted to other organizations under the following conditions:
 - a. The event does not conflict with regular school activities.
 - b. The organization provides proof of personal liability and physical damage insurance.
 - c. A custodian is on duty.
 - d. A cook is on duty if the kitchen is used.
 - e. The applicable rents and personnel costs are paid in advance.
4. Rental fees are as follows:

a. Auditorium	\$100.00
b. Commons area	\$ 75.00
c. Kitchen- Food preparation	\$100.00
d. Gymnasium	\$100.00
e. Classrooms	\$ 25.00
5. Personnel costs are as follows:

a. Custodial (required on weekends)	Current overtime rate
b. Cook	Current overtime rate
c. Auditorium	Rate consistent with Article XII, Sec.3 extra pay provision of the EdMn Contract
6. Organizations or individuals requesting use of the facilities for the purpose of providing, for profit, athletic clinics/camps for our students, must receive district approval. Approval will be based on, but not limited to, the following considerations:
 - a. Availability of the facilities.
 - b. A custodian is on duty.
 - c. Proof of personal liability and physical damage insurance.
 - d. Agreement on negotiated building use fee. Usage fees will be based on benefit to our students, level of student fees charged, custodial costs, etc.

**Moose Lake Community Schools
Facility/Room Use Agreement**

Organization making request _____

Contact person _____

Phone number _____

1. Date(s) you would like to use the facility: _____

What time (start-end): _____

2. Space requested (check all that apply):

_____ Auditorium \$100.00

_____ Commons Area \$75.00

_____ Gymnasium \$100.00

_____ Kitchen- Food preparation \$100.00

_____ Classroom \$25.00

_____ Outside grounds (negotiable)

_____ Media Center \$25.00

_____ Other _____

3. If reserving auditorium, what are your needs? (microphones, etc.): _____

4. Activity or event for which the space is requested: _____

5. Proof of insurance provided: _____ Yes _____ No _____

----- **Office Use Only** -----

Approval: _____ Granted _____ Denied

Reason denied: _____

Charges: Rental fee- _____

Custodial fee- _____

Cook fee- _____

Auditorium Manager _____ (2 hr minimum)

Total cost- _____

District Signature _____