



Facility Use Guidelines

1. Users must provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate. For personal rentals (rentals not associated with an organization or business), the renter must complete a [Facility Usage/Indemnity Agreement](#) and return it to the Community Education office.
2. School equipment and supplies are available to groups only through previous arrangement with the Community Education office. School equipment has been purchased primarily to operate the educational program of the district. Therefore, use of equipment by the community will be kept to a minimum. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.
3. Adult supervision must be provided at all times. Applicants must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)
4. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
5. Materials placed on bulletin boards or written on blackboards should not be disturbed.
6. Albany Area Schools is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited.
7. No food or beverages are allowed in any gymnasium, ITV room or computer lab.
8. All refuse and debris must be disposed of properly by the renter in designated receptacles.
9. Any equipment brought into the building by the renter must be approved by the Community Education office. Equipment must be removed directly following the activity.
10. District 745 does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
11. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.
12. The use of outside areas such as fields and parking lots will require a facility request to be



completed. Organizations using outside areas will be expected to clean up all trash and litter on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow school policy regarding alcohol, drugs, tobacco, and abusive/obscene language.

13. Albany Area Schools Food Service Department offers an easy, cost-effective way to provide food for your event. To inquire and/or make arrangements, contact Food Service at 320-845-5065. Food service personnel are required to be on duty when any district kitchen is in use. Any group serving food but not utilizing the Food Service Department must obtain a Special Event Food License through Stearns County and provide a copy to the Community Education office prior to the rental date. Rental privileges will be revoked for groups found not following this guideline.
14. If expected attendance exceeds 50 people, a custodian will be required regardless of the presence of a District employee
15. Practice lengths provided to Class II organizations will be limited to 3 hours per week. Organizations will be required to coordinate gym usage between the Community Education office and other local gymnasiums (ex. St. Benedict Parish Center).
16. ISD 745 reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation. In the event of an emergency cancellation, the Community Education office will try to assist in finding another appropriate facility.
17. ISD 745 strongly encourages all rental groups to collect a waiver of liability from their participants. Sample language can be obtained by contacting the Community Education office.

APPLICATION PROCEDURES

1. All renters must complete a "Facility Request" either online or through the Community Education office. This request must be made to the Community Education office no less than seven working days prior to the requested use. Albany Area Schools Community Education office is located at Albany Area High School, 30 Forest Ave., P.O. Box 40, Albany, MN 56307. Phone 845-5077.
2. School equipment may be used if proper arrangements have been made with the Community Education office at the same time the building use application is made.
3. Seventy-five percent of the estimated total facility use fee is required to be paid prior to the event. The remaining twenty-five percent is due within 30 days of the rental.