



COMMUNITY SERVICES

Little Falls Community Schools

1001 5th Avenue SE
Little Falls, MN 56345
(320)632-7900
www.lfalls.k12.mn.us

Community Use Of School Facilities

Administrative Procedure 902

2021-2022

BUILDING HOURS

Buildings are available upon request only during regular building hours. On weekends and during days when school is not in session, custodial times will vary from this schedule. Some facilities may be available on weekends and during the summer. Hours are subject to change, please call to confirm times.

High School: Monday - Saturday: 6:30 AM - 11:30 PM

Middle School: Monday - Saturday: 6:30 AM - 11:30 PM

Lincoln: Monday - Friday: 6:30 AM - 9:30 PM

Lindbergh: Monday - Friday: 6:30 AM - 11:00 PM

Saturday: 8:00 AM - 4:00 PM

Dr. Knight: Monday - Friday: 7:30 AM - 7:00 PM

Pool: Monday - Friday: 8:00 AM - 7:00 PM

FACILITY USE - RULES AND REGULATIONS

School equipment may be used if proper arrangements are made. EQUIPMENT MUST BE REQUESTED AT THE SAME TIME THE FACILITY USE APPLICATION IS PLACED. A fee will be assessed. The renter is liable for personal injury or property damage. All groups must clean up after themselves, returning the room to its original order. Destroyed property or equipment must be replaced or repaired by the renter.

All local and/or state ordinances and laws pertaining to the use of public buildings must be observed

- Gambling and use or possession of alcohol and other controlled substances on school grounds is prohibited.
- Smoking and the use of tobacco products in school buildings or on school grounds are prohibited.
- Independent School District 482 Weapons Possession Policy is observed.

The school buildings and/or their facilities are not generally available for public dances, but may be made available for student dances or other functions under the sponsorship of a responsible and recognized organization of the Little Falls community under the provision of this section and such other policies, rules and/or regulations apply. These events may be held at the discretion of each building principal. The School Board will have the ultimate review of these policies.

The sponsoring organization must confine all activities and individuals to specified areas being rented. If concessions are sold, they are to be sold only at the concession stand. All beverages are to be consumed in the area of the concession stand and are not permitted in the gymnasium or auditorium.

Use of school facilities for direct private gain will be at the discretion of the Superintendent. A deposit will be charged to all Class III groups upon receipt of facilities/equipment requests.

Certain rules and regulations are necessary to protect property owned by our School District. Mutual consideration and cooperation are necessary to properly administer various policies of usage.

Regular school activities and organizations of the school have priority in the use of any school facility. The School District reserves the right to cancel any reservation should the need arise at any time.

**All groups wishing to use school facilities will be required to fill out an application for such use and upon approval - sign a contract. A Class Two contract will include a "Hold Harmless" agreement and a Class three contract will include both a "Hold Harmless" Agreement and a certificate of insurance of 1 million dollars.

Rental fees will be set at the time of application.

Cancellations of contracts must be made 24 hours in advance of the scheduled rental or the renter will be liable for the rental fee.

It is the general policy of the board to grant regular and continual use of facilities, buildings, and/or grounds to non-school activities or groups except in unusual circumstances

SUPERVISORY RESPONSIBILITY

- All activities must have qualified adult supervision.
- Custodians will supervise the facility but not the rental group or its activities.
- Facility users must supply any special supervision required (police protection, parking supervision, etc.)
- Children in attendance as spectators at events are to be properly supervised by members of the user group.
- Any equipment brought into the building must have proper administrative approval and must be removed promptly following the activity.

MOBILE SIGN USE - RULES AND REGULATIONS

The Facility Use Class Tier Grouping does not apply to the Mobile Sign Use Agreement. Mobile Sign use is subject to a signed Hold Harmless Agreement with the confirmed User's insurance amount of One hundred thousand dollars of coverage and fees as set forth by Little Falls School District Administrative Procedure 902.

PLEASE NOTE: FACILITY USE RULES AND REGULATIONS ARE SEPARATE AND INDEPENDENT OF MOBILE SIGN USE RULES & REGULATIONS.

FACILITY PRICING

Location	½ Day (Less than 4 Hours)	Full Day (4 Hours Or More)
Gyms	\$175.00	\$350.00
*Auditoriums	\$175.00	\$350.00
Commons	\$175.00	\$350.00
Mezzanine	\$175.00	\$350.00
Resource Area	\$125.00	\$250.00
Lecture Hall	\$125.00	\$250.00
Classroom	\$125.00	\$250.00
*Kitchens	\$175.00	\$350.00
Media Center (Library)	\$175.00	\$350.00
Performing Arts Center	\$175.00	\$350.00
*Pool (in district)	\$100.00	\$200.00
*Pool (outside district)	\$200.00	\$400.00
Outside Facilities (baseball/football/track)	\$175.00	\$350.00
*Rock Climbing Wall	\$175.00	\$350.00

*Use of District Facility Kitchens, Auditoriums, Pools, and Rock Climbing Wall demand that District Staff be present. Additional fees will apply! Activities must finish 1/2 hour before custodial ending time.

- Lifeguard fee: \$15.00 per hour per lifeguard (under 30 people 2 guards needed, 30-40 people 3 guards needed)
- Wall Climbing Technician fee: \$25.00 per hour

EQUIPMENT FEES FOR CLASS TWO AND CLASS THREE

- Laptop computer, DVD/LCD Player, Spotlight, Extra Microphones for Stage/Auditorium, and all other equipment needed is \$35.00 per item. (Two Microphones are included in Auditorium rental fee)
- District Audio/Visual technician fee: \$25.00 per hour (Fee increases if District Technician is needed)
- Digital Mobile Sign: \$250 per day plus \$3.00 per mile one way

FACILITY RENTAL CLASSIFICATIONS

Class One: Top Priority - No Charge

All School Activities school related organizations, and Community Service Programs
ISD #482 sponsored activities under the direct supervision of a Class A District Employee may be allowed to utilize the specific area of the activity upon approval of the district's Activities Director and building principal. Any required costs incurred will be paid by the sponsoring School District #482 activity.

USE WILL BE GRANTED ONLY DURING REGULAR BUSINESS HOURS.

Class Two: Second Priority - No Charge

Must have non-profit or 501(c)(3) status

Proof of the 501(c)(3) must be presented with the facilities request

Organized local civic groups, political party meetings, religious/church youth groups, open meetings of tax supported agencies, non-religious school district nonprofit youth group meetings, youth sports groups, and charitable group meetings.

Must sign the "Hold Harmless" Agreement

Must employ Audio/visual Technician

USE WILL BE GRANTED ONLY DURING REGULAR BUSINESS HOURS.

Class Three: Third Priority

All other groups

Special large events

Commercial and Business Organizations

Must sign "Hold Harmless" Agreement

Must employ Audio/Visual Technician

Must present Certificate of Insurance showing coverage of 1 million dollars (See Rules and Regulations)

Fees determined by schedule (Note: These fees are daily rates)

USE WILL BE GRANTED ONLY DURING REGULAR BUSINESS HOURS.