

Pillager School District Facilities Use Rules

1. The school district has established a priority list for use of school district facilities. This list can be found on the web site under Pillager Board Policies-Building Use Policy. Facility Use Policy 902.
2. The school district has established a fee schedule for the use of school district facilities. The facility use fee schedule can be found at Facility Use Policy 902 on the Pillager Schools Website Board Policies. Building Use Policy. The fee schedule is also on the Facility Usage Form.
3. Any person or organization requesting use of school facilities shall not advertise the event until receiving an approved permit from the school district.
4. School facilities are not available to private groups or individuals for personal activities, such as wedding dances, receptions, private parties, or other privately-sponsored activities.
5. Any changes to the proposed use after a permit is issued must be submitted to the school district for review and approval.
6. Superintendent may reject any application or rescind any agreement for facilities use when the activity is inconsistent with the educational goals of the District or when the activity is likely to cause bodily harm or property damage.
7. The school district complies with all federal, state, and local equal opportunity laws and regulations prohibiting discrimination in the use of school facilities. Users of school district facilities agree that the user will not unlawfully discriminate on the basis of race, color creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
8. All groups are required to provide adult supervision for all activities. The person(s) supervising activities must be in the facilities with the group at all times. The District reserves the right to request additional supervision.
9. School kitchen facilities may not be used without prior written approval and payment of the appropriate fees. A school district food service employee must be present when school kitchen facilities are used unless the District waves this approves otherwise in writing.
10. Users agree to comply with the Facility Use Agreement's provisions regarding alterations and decorations in school district facilities.
11. Users are responsible for and agree to pay for injury to persons or damage to school facilities or equipment arising out of user's use of school facilities as set forth in the Facility Use Agreement.
12. Users agree to comply with and abide by the insurance and indemnification provisions in the Facility Use Agreement. Proof of insurance must be provided 10 business days prior to event. The District can direct User with procuring insurance for event through a Tulip Policy if needed. Please contact Facility Service Manager for more information.
13. User will be responsible for any and all costs associated with false fire alarm operation.

14. Possession of alcohol on school property is prohibited.
15. School district facilities are tobacco free. Tobacco use on school property is prohibited.
16. Weapons may not be brought onto school property except as permitted under federal and state law and school district policies. Weapons include, but are not limited to, firearms, ammunition, explosives, swords, knives, fireworks, pellet guns, and paint ball guns.
17. Service animals are permitted in or on ISD facilities or grounds. No other animals are permitted without the school district's written permission. The Americans with Disabilities Act (ADA) and Minnesota law allow service animals to accompany persons with disabilities in or on ISD facility or grounds. The ADA defines service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability.
18. User will be expected to follow all protocols and guidelines that Pillager School District has in place at the time of the event. This is not limited to postponing or cancelling the event on the day of the event. Pillager School district follows in accordance, compliance, and recommendations with local, state, and federal laws, regulations, and guidelines These include from Minnesota Department of Health, Minnesota Department of Education and CDC.
19. User will keep record of all participants, workers and guests by capturing their phone number and email address for COVID-19 contact tracing records. User shall assume all responsibility and liability for any COVID-19 related issues from this event or activity. Copy of the record will be given to Pillager Public Schools Facility Services Manager
20. CTC Center use, no food or beverage will be allowed in the seating area of the auditorium. Users will may need to hire trained staff to set up tear down, or operation of any equipment including lighting, rigging, sound, and video that is part of the CTC Center.

I acknowledge that I have read, understand and will abide by the Pillager School District Facilities use rules. I also acknowledge that I am the person who will be signing Facilities Usage request form and Facilities Usage agreement.

Print Name _____ Date _____

Signature _____ Title _____