

## **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.

This policy and rental fees schedule apply primarily to individuals or groups from the local community and school district for related programs or purposes of the community and the school district. Any individual or group outside of this context using school facilities may be required to have the approval of the superintendent or the board of education if special circumstances of a rental request are not contained within the policy.

### **III. PROCEDURES**

- A. The building Rental Contract for use of the buildings or grounds must be completed and submitted to the District Office.
  - 1. Groups or individuals (other than school employees) should be scheduled a minimum of one week in advance to allow the school to make the necessary arrangements for personnel and use of facilities.
- B. Unless it is a school-sponsored activity, proof of liability insurance of no less than \$300,000 will need to be submitted before use of any facility. It will be kept on record until it expires. All policies shall hold the school district harmless for any injuries, alleged injuries, or death, arising in or from the use of the facility.
- C. The District reserves the right to require a deposit for clean-up or damage. Additional charges may apply if the deposit does not cover the cost of clean-up or damages. If a deposit is required, it must be paid prior to the use of the facility.
- D. The rental charge will be made in accordance with the schedule of rental rates of this policy. Requests for additional equipment beyond that which is available in the building may result in an additional charge.
- E. All rentals of facilities will be coordinated with the Activities secretary and Community Education in order to assure the availability of facilities requested.

1. Activities are scheduled on a first-come-first serve basis. However, school activities shall always have priority, and contracted rented facilities have priority over unscheduled staff use.
- F. Payment in full is required within 30 days unless other credit arrangements are made in advance and approved by the Superintendent of Schools. If payment for rental of facilities is not made within that time, the renting agency will not have access to the use of the facilities until all past building debts have been paid.

#### **IV. GENERAL RULES AND REGULATIONS**

##### **A. RENTER'S RESPONSIBILITIES**

1. All organizations using school facilities shall be responsible for any and all vandalism and shall be required to reimburse the district the full value of any damage or theft of property. The organization or the individual representing the organization who uses school facilities shall assume full responsibility for injury to persons and damages to property that may occur as a result of their using school facilities.
2. It shall be the responsibility of the organizational leaders to confine use of the facilities rented to members of their group and for the purpose and function under the terms of the rental contract.
3. Programs must be concluded in time for the clearance of building in accordance with the terms of the rental contract. Any additional time required to clean up after an organization's use of the facility shall be charged to the organization in addition to the rental schedule.
4. For all community, organizational groups using school facilities, an adult supervisor must be in attendance at all times to accept responsibility for the conduct of an organization and the care of the building and equipment.
5. When renting the swimming pool, the district will provide a licensed lifeguard. There is an additional fee for a lifeguard.
6. Food and beverages may be served without using the kitchen. Use of the kitchen/concession stand requires the presence of a School District food service worker. A fee will be assessed for damaged, lost, stolen, or unclean equipment or facility. All concessions, food items and/or refreshments brought into/onto District facilities or grounds with the intent to sell, require a Special Event Food Stand permit issued by the Minnesota Department of Health. A copy of the permit must be given to the District Office at least two weeks prior to the event. A Special Event Food Stand permit is not required if going through the School District Food Service Department for food preparation. There is a fee for having School District food service workers present.

7. Violation of any of the rules governing the use of school buildings by any person or organization shall be sufficient grounds for cancelling the scheduled use of facilities or denying a future application.

## B. CHARGES

1. Employees of the district may use school facilities without charge if the event is not for profit. Employee use of the school facilities will be subject to all of the conditions of this building and facilities rental policy.
2. Certain community groups may be permitted to use school facilities without charge or at a different rate than is listed if they are nonprofit and primarily for student or education related programs-such as: boy scouts, girl scouts, 4-H, leadership groups, city/township/county election precincts, and evening classes that are school connected- when no admission is charged.
3. Third Party Sales. A private business interest that is requested by administration to sell products or services on school premises will not be charged for building rental.
4. A building may not be occupied by any community group unless a qualified custodian or engineer is present. The custodian on duty will supervise the operation of the physical plant and shall not be required to supervise groups or activities. The rental fee includes custodial service if the event is held during the regular working hours of the custodial staff. There will be an additional fee if a custodian is needed beyond regularly scheduled hours or another custodian has to be brought in; these rates are listed under the rental rates.
5. Use of the kitchen shall not be allowed unless a School District food service worker is present. A charge for this service will be made to all groups, including School District employees, as listed in the additional fees schedule.
6. Access to and operation of the sound and light systems in the auditorium must be pre-approved. An additional fee will be charged for the sound/light operator's time.
7. Multiple changes to a group's facility usage permit/dates/times after they have been submitted to the District Office, may result in a service charge. This will apply to all groups.

## C. FACILITY USAGE

1. All buildings must be vacated by 11:00 p.m., unless arranged differently with the Facilities Director. However, school sponsored activities may vacate at a later time at the discretion of the principal/building

administrator.

2. A group must obtain prior approval to bring in any organizational equipment and must remove all equipment immediately after the event, unless permission is gained in advance.
3. Temperatures will not be altered to accommodate rental use of the facility.
4. Gym shoes must be worn on gym floors. No one shall be allowed to participate in any organized activity on the gym floors with leather soles or heels. Every renter is required to use every reasonable precaution to see that snow, water, or mud is removed from shoes before persons enter the gym.
5. Animals and other pets are not allowed in school district facilities unless specifically pre-approved by the building administrator or Facilities Director.
6. Tobacco use is not permitted in any K-12 buildings or grounds.
7. There shall be no liquor or other controlled substance on school premises.
8. No rentals are accepted more than one year in advance.
9. All activities will be cancelled if school is closed for weather and/or emergency reasons.

#### D. FUNCTIONS NOT ALLOWED

- 1 A group renting the facility cannot assign or transfer the right or the responsibility for use of the school facility.
2. No dances open to the general public shall be allowed.
3. Any and all use of school facilities shall be free from obscure and controversial purposes or purposes of a disruptive nature.

ISD #309 reserves the right to revise building rental rates. It shall be the responsibility of the renting organization to obtain the cost of the current rental rates and fees. The school district will not be responsible for contacting individual organizations to inform them of revision in rental rates.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

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

# PARK RAPIDS AREA SCHOOLS - 2017-18 RENTAL RATES

	Non-Profit-501c3	For Profit
	TYPE 1	TYPE 2
RENTAL OF:		
Band Room (High School)	\$30.00	\$60.00
Band Shell (High School)	\$50.00	\$100.00
Century School Cafetorium (Full)	\$100.00	\$200.00
Century School Cafetorium (Half)	\$50.00	\$100.00
Century School Gymnasium (Full)	\$150.00	\$300.00
Century School Gymnasium (Half)	\$75.00	\$150.00
Century Concourse-Center	\$75.00	\$150.00
Century Concourse-Elementary	\$75.00	\$150.00
Century Concourse-Middle School	\$75.00	\$150.00
Century Conference Room	\$15.00	\$30.00
Chairs Hauled within District Bldgs	\$150.00	\$300.00
Choir Room (with piano)	\$30.00	\$60.00
Classroom	\$25.00	\$50.00
Computer Labs	\$150.00	\$300.00
Concession Stand	\$25.00	\$50.00
Grand Piano (in auditorium)	\$75.00	\$150.00
High School Auditorium	\$100.00	\$200.00
High School Commons	\$75.00	\$150.00
High School Gymnasium	\$100.00	\$200.00
ITV (Plus Set-Up)	\$80.00	\$160.00
Kitchen (need cook)	\$75.00	\$150.00
Locker Rooms	\$50.00	\$100.00
Media Center (equipment extra)	\$30.00	\$60.00
Microphone	\$40.00	\$80.00
Piano in Auditorium	\$30.00	\$60.00
Risers - not out of bldg	\$75.00	\$150.00
Scene Shop	\$30.00	\$60.00
Smartboard/Projector	\$80.00	\$160.00
Sound System (need operator)	\$40.00	\$80.00
Stage Lights (need operator)	\$60.00	\$120.00
Swimming Pool - 2 hr rate	\$62.00	\$180.00
Service Charge-per change	\$5.00	\$5.00
Current Rates: (Hourly)		(OT)
Custodian	\$21.70	\$32.60
Cook	\$20.75	\$31.20
Cook-Concession Stand	\$45.00 flat rate -Internal/Booster group	
Bus Driver-(Add meals, lodging)	\$14.75	
Life Guard	\$11.35	
Sound/Lights Operator	\$11.35	
Supervisor	\$43.30	
(ITV, Computer Lab, Auditorium)		
Bus Transportation (School)	\$1.90	Per Mile