



Staples-Motley Community Education

401 Centennial Dr.
Staples, MN 56479
(218) 894-5400
isd2170.k12.mn.us

To: All Organizations/Individuals Renting or Using District#2170 Facilities

Staples-Motley School District encourages the use of the district facilities for community activities. Those wishing to use Staples-Motley facilities must complete and submit an application.

As of January 1, 2022 a new policy has been put in place for all groups using District #2170 buildings. Changes as of January 1, 2022 include adjustments to the facility fee schedule and categorization of some groups, as well as required liability insurance limits required for some groups.

See the Facility Fee Schedule on page 6 in this application packet for more information regarding cost of use of S-M Facilities.

The insurance coverage requested is limited to liability. All renters in Categories 3 and 4 are required to submit a certificate of insurance that meets the requirements below to the Community Education office a minimum of one week prior to the event or activity. Rental agreements will be considered incomplete until the certificate is received.

INSURANCE AND INDEMNIFICATION

Sponsor agrees to assume all risk of and liability for -- and further agrees to defend, indemnify, and hold harmless -- the ISD and its agents, officers, and employees, from and against any and all claims based on the vicarious liability of ISD or its agents, officers, and employees, but not against claims based solely on ISD's comparative fault, negligence, or intentional misconduct.

Sponsor shall secure and keep in force during the entire term of the Event (from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in Minnesota ... singularly or collectively referred to, as the case may be, the "insurance carrier") a commercial general liability insurance policy or coverage ("policy") for any and all claims of any nature for bodily injury, property damage, personal and advertising injury, or other harm or loss arising out of or in connection with the Event(s). The policy shall name ISD (and including its agencies, officers, and employees) as an additional insured. Sponsor shall furnish a certificate of insurance from the insurance carrier showing the endorsement naming ISD as an additional insured to the policy with limits of liability of at least **\$500,000 per person and \$1,500,000 per occurrence** consistent with Minnesota Statute section 466.01, et seq.

The policy must provide that the policy may not be canceled without 10 days prior written notice to ISD and shall contain a "Waiver of Subrogation" (waiving any right of recovery the insurance carrier may have against ISD). The policy must provide that any fees, costs, expenses, or other charges for or related to the investigation or defense of any claim or suit shall be outside of (i.e., in addition to, without any cap or limit) any otherwise applicable limit of liability of the policy. Sponsor will deliver said certificate of insurance and endorsement to ISD at least 5 days prior to the Event.

Certificates must be submitted to the S-M Community Education Office, 401 Centennial Ln Staples, MN 56479 or emailed to Lori Nienow at lori.nienow@isd2170.k12.mn.us.

If you have any questions regarding our facility use policy, contact the S-M Community Education Office at 1-218-894-2497.

ISD#2170 Facility Use Application

Date of Application: _____

- Be specific in your request.
- Once complete, please send completed application to the Community Education Office
- You must notify the Community Education Office 72 hours prior to use if the facility is not needed.

Name of Organization or Individual: _____

Estimate # of People Attending Adults _____ Students _____

Describe event and list activities you will be having at the requested facility:

Applicant	Person Financially Responsible (if different)
Name:	Name:
Address:	Address:
City/State/Zip	City/State/Zip:
Cell Phone:	Cell Phone:
Email address:	Email address:

List the person who will be in charge of AND present at this activity:

Name: _____ Phone #: (Cell # preferred) _____

Date(s) needed _____

Time needed Set-up _____ Event start _____ Event end _____ Exit Facility _____

Facility requested: (circle)

S-M Middle/High School S-M Elementary School Motley Building

Check all that apply: Auditorium Gymnasium: Main South A South B

Cafeteria Kitchen Classroom(s) How many? _____ Media Center Conference room

Fields (Specify V or JV if app) Baseball _____ Softball _____ Tennis Track

Other (Please specify): _____

Equipment needed: Circle items needed

* There may be an additional charge for equipment. (Ask for equipment fee schedule)

Tables (#): _____ Chairs (#): _____ Podium/Microphone Risers/Shell* Piano*

Smartboard* Projector* Projection Screen (if one not in room*)

We will be collecting admission to event from the public. Circle one: Yes No

We would like to have concessions available at the event. Circle one: Yes No

*If yes, more information will be sent to you regarding concession.

This event is a catered event. Circle one: Yes No

*Name and phone number of Caterer: _____

****Custodial Service Needs:** Custodial services will be hired for indoor facility use if event is outside of normal work day/week. Custodial fee added ½ hour before building entry and a minimum of 1.5 hours after exit time and everyone is out of the facility for final cleaning, lock and arming the building.

****Food Service Needs:** Kitchen area must be supervised by an ISD2170 kitchen personnel if used.

****Tech Booth Service Needs:** Tech booth equipment must be operated by approved personnel or hired through ISD2170.

****IT Service Needs:** IT Services must be hired through ISD2170.

** See Facility and Other Fee Schedules on page 6

I, the undersigned, hereby acknowledge and agree, either personally as the above-named individual or as a representative on behalf of the above-named organization as follows:

It is acknowledged and agreed that ISD #2170 is not liable or responsible for any accidents or injuries that may occur in the use of the facility. It is further acknowledged and agreed that responsibility for the actions of all participants in the activities and the security of the facility are assumed by the individual/organization. It is further acknowledged and agreed that liability insurance or such other insurance as appropriate and/or required by ISD #2170 shall be provided by the individual/organization.

Signature of Applicant _____ **Date:** _____

An approved copy of this application will be returned to you with a contract and estimated fees when approved.

Office Use Category/Price Tier: the Community Education Office will determine category)

Circle one: Category I Category II Category III Category IV

Signature of School Representative _____ **Date:** _____

Staples-Motley Schools ISD 2170

Conditions of Use

When renting space at Staples-Motley Schools, groups/organizations will follow these guidelines:

- The School District reserves the right to cancel or change reservations in the event that the facilities are needed for school activities.
- Use of alcohol/tobacco/mood-altering chemicals is prohibited on all District Property.
- Facilities and Equipment must be left in the condition in which they are found.
- Individual or Organization renting is liable for damages/accidents. All damages/accidents must be reported to the Community Education Office.
1-218-894-2497
- Children must be supervised at all times and must stay in the rented space.
- Use of space is restricted to the times and areas of the Facility Use Contract/Agreement
- Groups that do not follow the Facility Use Contract/Agreement may be denied future use of facilities.
- Users that have not paid use fees may be denied use of the facilities until payments are made.

Frequently asked questions:

Why do community groups pay to use school facilities?

Access to facilities involves added costs such as custodial services, utilities, cleaning, consumable supplies, and additional wear and tear. These costs are absorbed by the regular classroom if not charged back to the user.

Where does the revenue from facility rental go?

The revenue is used to replace consumable supplies such as paper towels and toilet paper, offset utilities and personnel costs and maintenance of facilities and fields.

Rules and Regulations

1. **Personnel** - Non-profit and Profit Organizations, a custodian must be on duty to supervise the use of facilities, but not the renters or their activities. Non-profit and Profit organizations must have competent adult supervision for their activity. All groups will be responsible for any supervisor and custodial cost incurred during the rental or use times.
2. **Clean Up** - All groups are asked to clean up after themselves by returning the facility to its original state, emptying garbage and checking restrooms used. All groups can be assessed custodial costs for cleaning the area after facility use or rental.
3. **Equipment** – Equipment use must be requested on the facility use form. The equipment listed on the form is available at no extra cost with facility rental. Group requesting the equipment will be responsible for any damages occurring to equipment.
4. **Laws** – All local and state ordinances, laws and district policies regarding the use of school facilities must be observed. State Fire Laws must be observed at all times. Gambling, use of tobacco products, use or possession of alcoholic beverages on school property is prohibited. The number occupying the facility shall not exceed capacity.
5. **Liability**- It is required that all groups or individuals falling in categories III or IV that rent or use the school facility have their own bodily injury and property damage liability insurance before permission is granted to use the facility. Renters will be required to pay for all damages to school property caused by any persons attending the event and assume all liability insurance before renting the facility. A copy of your group's certificate must be attached to the facility use application when applying. The District is not responsible for the loss of personal items on school property.
6. **Use of Facilities** - Use of the school facility is limited to the area requested on this form. The use of school facilities must be in the public interest. Any activity which would be detrimental to the purpose of the school will not be allowed. The school district reserves the right to reject or cancel any facility use reservation. All rooms and areas are subject to space available. The use of these facilities is governed by policies and regulations approved by the Board of Education.
7. **Transfer of Facility Use** - Facility users may not transfer their reservation privileges to others.
8. **Keys** may be checked out from the Activities Office as needed. These keys must be returned the next business day. Arrangements for set-up and unlocking must be made prior to the event. Calling in a custodian is a 2 hour minimum charge. Facility users are responsible for locking up and shutting off lights.

Facility Fee Schedule

Category I: District use -or- Any group or event that has no revenue, and that directly benefits Staples-Motley students or local community.

Category II: Use by booster, parent or student organization through Community Education for the purpose of raising funds for school-sponsored activities.

Category III: Any non-profit organization or event that charges admission fee; accept free will donations that directly benefits Staples-Motley students or local community.

Category IV: For profit organizations or events

Category is determined at administration's discretion and is final

Facility	Category IV	Category III	Category II	Category I
Centennial Auditorium	\$225	\$125	\$75 flat fee <i>per event</i>	No fee
Auditorium w/ Tech Booth	\$325	\$175		
Auditorium Lobby	\$75	\$50		
Main Gym	\$150	\$75		
South Gym	\$150	\$75		
Classrooms	\$50	\$25		
Cafeteria	\$75	\$50		
Conference Room	\$75	\$50		
Band/Orchestra/ Choir Room	\$75	\$50		
Conference Room	\$75	\$50		
Media Center	\$75	\$50		
Outdoor Fields /Courts	\$100	\$75		

Long-Term contract use agreement for a groups using facility(s) for more than one day will be
 determined by Administration decision (ie. Play Rehearsals)

Additional Fees:

Needs	Fee	*If an equipment fee schedule is needed please ask the Community Education Office. *There will be an additional fee of \$35 if a safety alarm is triggered*
IT Staff	\$40 per Hour	
Tech Booth Staff	Dependent on time and needs	
Custodial Staff	\$35 per hour	
Food Service Staff	\$35 per hour	
Piano Tuning	Market Rate	
Porta-Potty Service	50% of service charge	