



Buffalo Lake-Hector-Stewart School District #2159 Facilities & Equipment Use Instructions and Fees



Forms should be filled out and submitted, by an adult requesting the use, at least 1 week prior to the date(s) requested (exceptions may be considered under special circumstances). Submission should be made to the Activities Director as a hardcopy or emailed to calbers@blh.k12.mn.us, for processing. If you are interested in checking for availability prior to completing the form, contact the Activities Director at calbers@blh.k12.mn.us or 320-848-2233 ext. 1311. A copy of the form will be provided to the contact person upon approval or denial. If you do not receive this notification prior to the date requested, contact the Activities Director.

Terms and Fees are listed below:

Use of Facilities Code 902

The Board of Education of ISD #2159 sanctions the use of school facilities, within limitations, for individuals, public groups, civic groups, organizations, businesses, etc. Regular school activities and organizations shall have first priority for the use of school facilities, including Community Education activities.

No activity will be permitted under this policy if it places undue wear on the facility, involves the use of tobacco or alcoholic products, involves activities which are inappropriate for the age group that the activity is intended for or restrict the attendance of any person due to sex, orientation, race, nationality or any other discriminatory reasons.

The following schedule may be used to determine basic fees for facilities rental. A custodial fee of \$20/hour may be added if deemed necessary. No charges will be assessed for the use of school facilities for school related organizations or advisory groups appointed by the school. There will also be no charge for the use of facilities for nonprofit or non-commercial youth groups or organized senior citizen groups whose membership is composed mainly of students and adults residing within the district. The district reserves the right to waive user fees in special circumstances.

Facilities	Fee Structure
Gymnasiums	\$50.00/Day
Cafeteria/Concessions	\$25.00/Day
Classrooms	\$10.00/Day
Shop *w/prior permission from Industrial Tech	\$25.00/Day
Weight Room	\$25.00/Day
Other	Negotiable

The individuals or groups using school facilities &/or equipment are expected to do so with respect. Please make sure the following facilities are cleaned up and organized according to the following checklists upon completion of your activities:

Gymnasiums/Shop/Weight Room/Classrooms

- Lights are turned off
- Doors are closed
- Garbages emptied, brought to dumpster & liners replaced (if used)
- Close any windows that were opened
- Equipment and other materials are put back in the appropriate storage locations

Practice/Game Fields

- Garbage picked up and thrown into dumpsters
- Concessions area cleaned up (if used)
- Equipment and other materials are put back in the appropriate storage locations

Cafeteria

- Wash and return any equipment used
- Wash tables
- Sweep/mop floor of any debris or spills left behind
- Garbages emptied, brought to dumpster & liners replaced

Concessions

- Wash and return all dishes/equipment used (Dishwasher is off limits)
- Wash all counters & work tables
- Wash & turn off steam/cold tables (if used)
- Make sure warmer is turned off (if used)
- Sweep and mop floor
- Clean popcorn maker, pizza oven, or roaster (if used)
- Garbages emptied, brought to dumpster & liners replaced
- Make sure gate & door are closed & locked is closed and locked

Use of school equipment will need the advanced approval from the Activities Director or other District Administration. School equipment will not be loaned to a non-school party at any time when a school activity or school related group has a need for the equipment. Groups or individuals using school equipment accept full responsibility for its safekeeping and all costs for the repair or replacement of equipment that may be damaged. A deposit may be required on all equipment to be used outside of the school facilities according to the following schedule:

No fee for equipment valued between \$0-\$500

\$100 deposit for equipment valued between \$500-\$1,000

\$300 deposit for equipment valued over \$1,000

The District reserves the right to approve or deny the loaning of school equipment.

Adopted: 12/98 and Revised 3/18/2003 & 4/15/2003

Revised: 7/17/2023