

## **Community Use of School Facilities**

District 146 schools are some of the community's greatest assets. Allowing groups/organizations to utilize School District 146 buildings/facilities is an important part of using our community's resources to the fullest extent. School facilities are available to community groups and organizations at times when regular PreK-12 and Community Education programs are not scheduled and when such activities will not conflict with these school programs or activities.

School building administrators or his/her designee shall approve scheduling of School District 146 facilities and equipment. District office shall be responsible for scheduling the use of School District 146 recreational facilities by non-school recreational groups/organizations and individuals on school days, after regular school days, and on non-school days. These facilities include gymnasiums, cafeterias, the wrestling room, and outdoor facilities.

### **SCHOOL FACILITY RULES**

The following rules must be observed in the use of school facilities:

1. Forbidden Substances or items are not allowed on school facilities. Forbidden substances or items include but are not limited to tobacco products, alcohol products, illegal drugs and weapons.
2. Persons attending meetings must confine themselves to the rooms and corridors assigned to their use.
3. Disorderly conduct of any kind is prohibited, and may be punishable by ejection from the school facilities. Law enforcement may be called.
4. School activities shall have preference over community groups in the scheduling of school facilities.
5. The use of school facilities is granted for legitimate purposes only and the community group shall assume full responsibility for any unlawful act committed in the exercise their contract.
6. All activities must be under competent, adult supervision with the community group assuming full responsibility for any damage to the school facility or equipment. No pupils shall be in any building without adult supervision. Any custodian on duty will supervise the operation of the facilities, but is not required to supervise the group or its activities. It is the responsibility of the custodian to report inadequate supervision to the building principal or the district secretary.
7. The community group making use of any school facility shall agree to indemnify the school district for any and all damage to the school facility or other property by any person or persons attending the group's event, and likewise to indemnify the school district against all liability and all damage to any person or persons for injuries, including death. Responsibility for loss, breakage, or need of repair of any piece of equipment rests solely with the community group renting the school facility. The community group will report any damage to the building principal or the district secretary.
8. Use of materials on floors, walls or other parts of the school facility is prohibited without specific approval of the district secretary. Gym shoes are the only approved footwear on wood gymnasium floors when gymnasiums are used for athletic activities. Decorations shall be fireproof and shall be erected in a manner that will not be destructive to school facilities. Fire and safety regulations shall meet the approval of the district secretary or Barnesville Fire Department.

### **Usage/Permit Procedure**

Prior to using School District 146 facilities, every non-school group/organization must complete a “**Request and Permit Form.**” The Request and Permit Forms are available in the administrative office of each District 146 school. The person signing the Request and Permit Form is responsible for all fees assessed for the event. Facilities/equipment usage should be scheduled at least 10 days prior to the activity, but not to exceed one calendar year in advance.

### **Cancellations**

The permit holder shall notify the building administrator or designee of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the building administrator or designee may charge for expenses incurred in preparation for use of the facility requested.

### **Accidents/First Aid Kits**

All accidents occurring while using School District 146 facilities must be reported to the building supervisor or custodian on duty. All gymnasium users are required to have a first aid kit on site at all times. School District 146 does not provide first aid supplies.

### **Liability**

The applicant agrees to protect, indemnify and hold harmless School District 146 and employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit. The permit holder will indemnify School District 146 for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

### **Insurance**

Any group/organization which is not considered part of School District 146 that anticipates using school facilities may have to provide necessary liability insurance to protect participants and spectators involved in the activity.

### **School District 146 Policies**

The group/organization using School District 146 facilities agrees to abide by the Nondiscrimination and the Sexual Harassment and Sexual Violence Policies of School District 146. School District 146 is not responsible for lost or stolen items. Use of tobacco is prohibited on all School District 146 property. Alcoholic beverages or liquor will not be permitted on School District 146 property at any time. No firearms shall be brought onto School District 146 property for any reason other than an authorized firearms safety program. Fire and safety regulations of School District 146, local municipalities, and the State of Minnesota must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.

In event of damage to School District 146 property, the applicant shall pay all appropriate repair costs as determined by School District 146. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. If damage is not reported, it could result in revocation of future facility usage.

**Inclement Weather**

On days when school is closed due to weather conditions or school building site limitations (i.e. water, heat, electrical), the decision on cancellation or postponement of School District 146 co-curricular events and all other events scheduled in School District 146 facilities, will be made by the co-curricular director or his/her designee with the approval of the superintendent after consultation with the identified resources and the secondary school principal.

**Supervision**

All groups/organizations using School District 146 facilities must have authorized supervisory personnel on duty, approved by the building administrator or designee. Responsible adults must supervise for the entire duration of their usage time and/or until all participants have vacated the premises. Custodians, cooks, and computer technicians will supervise the facility, but not the facility user or its activities.

Groups/organizations shall assume the cost of supervision for the use of the school beyond regular custodial duty hours. Facility users must supply and assume the cost of any special supervision required, such as security, etc., as determined by the building administrator or designee.

A School District 146 employee must be on duty whenever building facilities are in use. Additional personnel are required in the following areas:

- Kitchen - A School District 146 cook must be on duty whenever cafeteria kitchen facilities are used.
- Auditorium - A trained School District 146 employee must be on duty when the operation of sound or lighting systems is required.
- Computer - Computer labs may be utilized by groups/organizations with School District 146 staff in attendance. Groups/organizations not having School District 146 staff in attendance must have a School District 146 trained technician on duty at cost to user.

## **Facility Use Fees**

**Facility Usage Fees** (All fees are charged per hour with a maximum fee of \$75/day)

Kitchen/Classrooms/Gyms/Wrestling Room \$15.00

Use of School District 146 owned equipment for private purposes, on or off school property, is prohibited.

**No facility use fee for the following groups/organizations (this list is not all inclusive)**

- District 146 Community Education
- District 146 J.O. Volleyball
- District 146 Traveling Basketball
- Band Tasters
- Booster Club Basketball Tournaments
- Post Prom
- PTA Functions
- Take Down Club Wrestling Tournament
- Youth Hoop Shoot

## **Personnel Fees**

(These fees are per hour)

Custodian, food service personnel, computer technicians, and building supervisors must be paid according to contracted amount; realize weekend time & 1/2. A service fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties.

Groups/organizations are expected to return the facility to its original state.

## **Concessions**

Concessions and/or refreshments may not be set up on School District 146 property without the permission of the building administrator or designee.

## **Billing**

A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of billing. A late charge of \$15 will be assessed if a bill is overdue.

## **Contact:**

**District Office for Facility Use: 218-354-2217**

**Elementary Office: 218-354-2300**

**Jr./Sr. High: 218-354-2228**