



ALEXANDRIA
Public Schools

Rich tradition. Bright future.

Alexandria Public Schools
Facilities Rental Handbook & Procedures
2024-2025

ALEXANDRIA PUBLIC SCHOOLS

Independent School District 206, serving the communities of:

**Alexandria, Carlos, Forada, Garfield, Milona, Nelson, Belle River, Holmes City, Hudson, Ida, LaGrand,
Lake Mary, Leaf Valley, Moe, Reno and Spruce Hill**

Community Use of School Facilities Procedure Statement

The Board of Education of Alexandria Public Schools recognizes the desirability of having the District's school facilities and community centers used as much as possible by community groups to promote educational, recreational, cultural and civic activities of the community.

Public school facilities and grounds exist primarily for-serving the educational and recreational needs of Alexandria Public School programs. No group or organization will be scheduled if requested use interferes with Alexandria Public School programs or sponsored activities. Alexandria Public Schools will determine the most appropriate and available use of the district's facility space.

FACILITY USE OPERATIONS

Alexandria Public Schools invites the community to use district facilities. Our facilities are open for community use by citizens of all ages.

Facilities Available

Most Alexandria Public Schools facilities are available for a variety of activities, as guided by Board of Education policies. Both indoor and outdoor facilities are available including:

- Gymnasiums
- Athletic Fields/Stadiums
- Auditoriums/PAC
- Cafeterias
- Classrooms
- Pool

Facilities are available during non-school hours. General hours of operation during the school year are Monday-Friday 6-10 p.m. and Saturday 7:00 a.m. – 3:00 p.m. Additional days and times may be available upon request and are dependent on staffing availability.

A swimming pool is located at Discovery Middle School. Discovery Middle School has an auditorium (299 seats) and the Alexandria Area High School Performing Arts Center (1,013 seats).

Scheduling School District Facilities

All applications for facilities should be requested online at www.alexschools.org>Community Education>Facilities or by calling the facilities secretary at (320)762-3310.

Reservation Period

Facilities/equipment usage should be scheduled at least 10 days prior to the activity, but not to exceed eight months in advance. Exceptions are events such as; tournaments/meets, concerts, and/or when booking the entire facility, which can be reserved one calendar year in advance. The superintendent or designee may alter the scheduling time frame.

Usage/Permit Procedure

Prior to using Alexandria Public Schools facilities, the group, organization or individual must complete an online request. The individual making the request is responsible for all fees assessed for the event. For rentals that exceed \$1,000 in charges, a 50% deposit is required at the time of booking, along with a signed copy of the agreement. Balance of rental charges will be invoiced after the event.

Classification of Organizations Using School Facilities

Organizations using school facilities are grouped into one of five classes. A rental fee schedule has been established for facility usage based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Classes, in priority order are as follows:

Alexandria Public Schools PreK-12, Extracurricular and Community Education

Alexandria Public Schools supported organizations (Student Activity Accounts, PTO, Booster Clubs, Site Councils), Government Entities (Custodial fees may apply)

Class A: Alexandria based non-profit organizations devoted to child or community welfare, which do not charge fees and non-fundraising purposes.

Class B: Alexandria based non-profit organizations that are devoted to child or community welfare that charge fees and/or fundraising purposes.

Class C: Non-Alexandria based non-profit organizations that are devoted to child or community welfare groups.
Alexandria based commercial or for-profit organizations.

Class D: Non-Alexandria based commercial or for-profit organizations.

Priorities for Use of Facilities

FIRST PRIORITY: Alexandria Public Schools sponsored activities.

SECOND PRIORITY: Alexandria based service organizations, charitable and not for profit organizations, non-school youth organizations

THIRD PRIORITY: Alexandria based individuals, companies and vendors.

FOURTH PRIORITY: Non-Alexandria based youth, civic, service, political, charitable and educational organizations

*On occasion, non-school scheduled activities may conflict with a planned or rescheduled Alexandria Public Schools program. If a conflict occurs, Alexandria Public Schools will have priority. Efforts will be made to find an alternative facility for the non-school group/organization or individual.

Facility Rate Schedule – See Appendix A

The Facility Rental Schedule will be reviewed and set by the Alexandria Public Schools Board of Education every year.

Equipment & Personnel Usage Fees – See Appendix B

Performing Arts Center Guidelines-See Appendix C

Turf & Tack Guidelines-See Appendix D

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 co-curricular events and all other facility reservations scheduled in Alexandria Public Schools facilities, will be made by the Superintendent and Administration.

Accidents/First Aid Kits

All accidents occurring while using Alexandria Public Schools facilities must be reported to the building supervisor or custodian on duty. Renters are required to provide first aid kits. The district does not provide first aid supplies.

Proof of Insurance & Liability

Any group, organization or individual which is not considered part of Alexandria Public Schools, **must** provide a \$500,000-\$1,000,000 proof of liability insurance prior to the use of Alexandria Public Schools facilities to protect participants and spectators involved in the activity.

The applicant agrees to protect, indemnify and hold harmless Alexandria Public Schools 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 Alexandria Public Schools for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

Cancellations

The permit holder shall notify the facilities secretary of any cancellation of previously scheduled facilities at least **48 hours** prior to the scheduled use. In case of failure to do so, the facilities secretary may charge for expenses incurred in preparation for use of the facility requested.

Concessions

All concessions, food items and/or refreshments brought into/onto Alexandria Public Schools facilities or grounds require a food permit issued by Horizon Public Health. Approval must be granted by Alexandria Public Schools Food and Nutrition Services. A copy of the permit must be given to the facilities secretary two weeks prior to the event. Permits can be obtained online at Horizon Public Health.

Snow Removal

If custodians are not on duty and there is two or more inches of snow that needs to be removed for an event to be held, the cost will be assessed to the user at the custodial rate/per hour/per custodian.

Billing

Estimates will be provided prior to the event. Final statement will be remitted after the event. All invoicing will be processed exclusively through Alexandria Public Schools. **Fees are due within 30 days of billing.** A late charge of \$25.00 each month will be assessed for delinquent payments. Late and delinquent payments could result in revocation of future facility usage.

Prohibited Activities at Facilities

The following types of activities are prohibited by permit holders:

- Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or equipment.
- Any purpose in conflict with school activities.
- Fundraising campaigns, except as already permitted by school board policy.
- Activities violating school district policies.
- During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit making purposes, except those specifically related to the school in which they are displayed unless prior authorization by the Superintendent.

Personnel Fees

A 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. Any facility user may be assessed a custodial service fee if their use of a facility requires significant set up, clean up, or snow removal. Groups/organizations and individuals are expected to return the facility to its original state before leaving. Direct payment by the user to an employee for services is prohibited.

The Superintendent or his/her designee has the authority to alter the fees for Alexandria Public Schools facilities. However, in no instance will Alexandria Public Schools incur additional expenses to accommodate a request for facility use.

Supervision

All groups/organizations and individuals using Alexandria Public Schools facilities must have authorized supervisory personnel on duty, approved by the facilities secretary. Responsible adults must supervise for the entire duration until all participants have vacated the premises.

Custodians, cooks, auditorium technicians, and computer/ITV technicians will supervise the facility, but not the facility users or its activities.

Specific events (tournaments and/or performances) may require an Alexandria Public Schools administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.

Rules for Alexandria Public Schools Facilities Usage

The following rules must be observed in the use of Alexandria Public Schools facilities, and the groups/organizations and individuals will be held responsible for compliance.

- The use of Alexandria Public Schools owned equipment for private purposes either on or off school property is prohibited. No exceptions are to be made except by express approval granted by the Superintendent.
- The group/organization or individual agrees to abide by the Nondiscrimination and the Sexual Harassment and Sexual Violence Policies of Alexandria Public Schools. A copy of this policy is available upon request.
- Alexandria Public Schools are not responsible for lost or stolen items.
- Use of tobacco paraphernalia is prohibited on all Alexandria Public Schools property. Alcoholic beverages or liquor will not be permitted on Alexandria Public Schools property at any time.
- No firearms or pyrotechnics shall be brought onto Alexandria Public Schools property for any reason other than an authorized firearms safety program.
- Fire and safety regulations of Alexandria Public Schools, 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.
- Alexandria Public Schools buildings must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exceptions to the rules and regulations as deemed necessary.
- Groups/organizations and individuals having special needs, such as extra-electrical, generators, dry-ice, or reconfiguration of standard Alexandria Public Schools equipment and facilities, may be required to seek prior plan approval from: Local Fire Inspector, Building Inspector, Health Inspector, etc. Any and all expenses incurred through these approvals and licenses are all to be paid by the group/organization or individual.
- The District shall assume no liability or responsibility for any equipment owned or leased by a permit holder, which is used or stored on District property.

Permit Holders' Responsibility

An online request for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities as prescribed by the district.

The permit holder agrees to protect, indemnify and hold harmless the district and its 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 the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance.

All organizations and individuals using school district facilities shall have a copy of the approved permit on site. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the school district representative.

Responsible adults, over age 21, must supervise for the entire duration of usage time and until all participants have vacated the premises.

In the event of damage to District property, the applicant shall pay all appropriate repair costs as determined by the District. 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.

When using the pool, the permit holder agrees they are responsible to provide a certified lifeguard during the entire duration of rental. The AED is located in the hallway outside the main pool entrance. Life saving flotation devices and backboards are located on the north and south walls of the pool.

Appendix A Hourly Facility Rental Rate Schedule

Alexandria High School

	Class A	Class B	Class C	Class D
Classroom	No charge	\$ 10.00	\$ 25.00	\$ 30.00
Commons	No charge	\$ 25.00	\$ 50.00	\$ 60.00
Performing Arts Center (PAC) 1,013 Seats	\$ 50.00 no spectators \$ 75.00 spectators	\$ 75.00 no spectators \$125.00 spectators	\$125.00 no spectators \$150.00 spectators	\$175.00 no spectators \$200.00 spectators
Stadium`	No charge	\$100.00	\$200.00	\$300.00
Field/day	No charge	\$ 8.00 up to 5 hrs. \$ 15.00 5+ hrs.	\$ 25.00 up to 5 hrs. \$ 32.00 5+ hrs.	\$ 30.00 up to 5 hrs. \$ 37.00 5+ hrs.
Gym (per court)	No charge	Gyms 1-3* (3) Courts \$ 33.00 (2) Courts \$ 27.00 (1) Court \$ 17.00 Gyms 4-5* (1) Court \$17.00 (2) Courts \$27.00	\$ 20.00	\$ 25.00
Wrestling Room	No charge	\$ 17.00*	\$ 25.00	\$ 30.00
A la carte Room	No charge	\$ 25.00	\$ 50.00	\$ 75.00
Tennis Court/day	No charge	\$ 8.00	\$ 10.00	\$ 15.00

Discovery Middle School

	Class A	Class B	Class C	Class D
Classroom	No charge	\$10.00	\$25.00	\$30.00
Cafeteria	No charge	\$25.00	\$40.00	\$50.00
Auditorium (300 seats)	No charge	\$25.00	\$55.00	\$75.00
Pool (2 hour min.)	\$22.00	\$22.00	\$55.00	\$55.00
Field/day	No charge	\$ 8.00 up to 5 hrs. \$ 15.00 5+ hrs.	\$ 25.00 up to 5 hrs. \$ 32.00 5+ hrs.	\$ 30.00 up to 5 hrs. \$ 37.00 5+ hrs.
Gym	No charge	Gyms 1-3* (3) Courts \$33.00 (2) Courts \$27.00 (1) Court \$17.00 Gyms 4-5* (1) Court \$17.00 (2) Courts \$27.00	\$20.00	\$25.00
**Batting Cage	No charge	\$25	\$30	\$40
Tennis Court/day	No charge	\$8.00	\$10.00	\$15.00

* DMS/AAHS Gym Tournament Max for Class B - \$400.00 (Gym maximum only)

** Must be 16 years+ to use the batting cage.

*** Rental is required to provide a certified lifeguard on deck during the entire duration of rental.

Appendix A (cont.) Hourly Facility Rental Rate Schedule

Early Education Center & Elementary Schools

	Class A	Class B	Class C	Class D
Classroom	No charge	\$ 10.00	\$ 25.00	\$ 30.00
Cafeteria	No charge	\$ 10.00	\$ 25.00	\$ 35.00
Field/day	No charge	\$ 8.00 up to 5 hrs. \$ 15.00 5+ hrs.	\$ 25.00 up to 5 hrs. \$ 32.00 5+ hrs.	\$ 30.00 up to 5 hrs. \$ 37.00 5+ hrs.
Gym	No charge	\$ 17.00	\$ 20.00	\$ 25.00

Due to the cost of the facility/equipment and personal liability, the gymnastics center will not be available to be rented by any individual choosing to host a camp, tournament, private session or event for purposes other than Alexandria Public Schools PreK-12, Extracurricular and Community Education.

Appendix B

Equipment Usage Fees

TV/LCD Projector.....	\$10.00/Each
Sound Shells and Risers	\$150.00 Brown/ \$50.00 White
Grand Piano	\$50.00
Orchestra Pit Stage Floor Removal.....	\$50 flat fee
Box Office Services.....	\$75 set up fee + 10%/ticket

- The use of Alexandria Public Schools equipment for private purposes, on or off school property, is prohibited.
- For liability purposes, Alexandria Public Schools equipment may **not** be taken off of school property

Personnel Fees

PAC/DMS Set Up Fees

Basic Audio Equipment (no soundboard)....	\$50
Advanced Audio Equipment.....	\$100
Basic Lighting.....	\$50
Advanced Lighting Setup.....	\$100
Connection of Privately Owned Lighting or Sound Equipment..	\$100
Basic Projection (connect laptop from stage to main screen).....	Included
Advanced Projection (multiple projectors in PAC).....	\$100

Custodian.....	\$38.00/hr
Grounds.....	\$38.00/hr
Snow Removal (2 inch+).....	\$38.00/hr
Field Drag (1 hour minimum).....	\$38.00/hr
DMS Auditorium Technician.....	\$75.00/hr
PAC Technician (Includes sound & lights).....	\$75.00/hr - 2 hour minimum
Event Manager	\$45.00/hr

(All personnel fees are a 2 hour minimum)

Damages

AAHS Stadium/Track Debris (Sunflower seeds, Gatorade)	\$500.00
Violating Contract	\$500.00
Other Damages	per incident basis

The permit holder will indemnify the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance

*Any effects other than basic house lighting in the Performing Arts Center requires a technician.

Appendix C

Performing Arts Center Guidelines/Rules

Supervision– All groups must have a designated supervisor, aged 21 or over, in the AAHS PAC at all times. Groups will not be admitted in the facility without the supervisor or prior to the agreed access time. Groups are expected to provide adequate supervision. There will be no unsupervised children or students in the AAHS PAC. Disorderly conduct of any kind may result in the immediate cancellation of the Rental Agreement. Groups are financially responsible for any damage to the facility or equipment.

Access – Groups may only use rooms or areas designated in the original agreement. The lighting/sound booth, catwalks, and fly rail are strictly off limits to all but authorized individuals. No animals of any kind are to be allowed on the premises with the exception of guide or assistance animals.

Food and Beverages – May only be consumed in designated areas. No food or drink are allowed in the house or stage.

Controlled Substances – No alcoholic beverages, tobacco, illegal drugs, or firearms are allowed in the facility or on the grounds.

Classroom Materials – No classroom materials, supplies or equipment shall be used or borrowed unless designated in agreement. This includes, but is not confined to: paper and other office supplies, musical instruments and stands, costumes, makeup and tools.

Liability- Groups are financially responsible for any damage to the facility or equipment. Proof of insurance, liability equal to \$1,000,000 per occurrence, shall be required as a condition of use. No liability of any kind or nature shall be borne by the Alexandria Public Schools, any of its employees, officers, agents or board members individually or collectively, as a consequence of permitting access to this facility.

Equipment- All District audio, video, electrical and mechanical equipment shall be operated only by Alexandria Public School personnel or those individuals certified & designated as operators by Alexandria Public Schools. Usage of such equipment is subject to the fee and personnel schedules.

Seating - Under no circumstances shall the number of individuals in the house exceed the number of seats (1,013). No one shall sit or stand in the aisles, obstruct exits or otherwise violate state and/or local fire codes.

Advertising - No announcement, advertisement or public notification shall be made about any planned event to be held in the AAHS PAC until a completed and signed agreement is filed with the Performing Arts Manager.

Copyright- Licensee is solely responsible for liability in relation to copyright license for videos, music, theatrical performances, etc., which include royalty fees or other arrangements with the copyright holder.

Stage– The stage may not be painted. No screws, nails, stage screws, staples, etc., are permitted unless permission is granted by authorized district staff. Nothing is to be attached to the floors, curtains or walls of the stage or house. All scenic devices must have approved casters, skids or gliders. All deck level cabling must be secured with cable protectors. Only gaffer's tape and spike tape may be used and must be fully removed during strike. Fog machines are not permitted.

Appendix D

Turf & Track Guidelines/Rules (does not apply to bleacher area)

To preserve the quality of the turf and provide a clean and healthy environment, the following are not allowed on the synthetic turf fields. Please use the protective mats to cross the track and stay off the track with cleats whenever possible.

Sunflower seeds and chewing gum are prohibited on the track and turf.

No pets of any kind.

No food or beverages including gum, seeds, nuts and sports drinks. Plain water is allowed.

All food and beverages are to remain in the plaza area only.

No glass bottles or glass containers of any kind.

No folding chairs or any other type of outdoor furniture.

No canopy or tents.

No staking of any materials.

No metal spikes or cleats.

Do not drag coolers across turf or track.

No blocking sleds are allowed on the turf.

Any violations of the rules stated above may result in a \$500 fine and loss of all rights to use the facility.