Facility Use

Procedures & Policies

Independent School District #881

Maple Lake Public Schools

Adopted: July 1, 2025

Facilities Use Philosophy

Maple Lake Independent School District No. 881 operates under the principle that the public schools are owned and operated by and for school district residents and especially school age children. The schools are an integral part of our community. The School Board welcomes and encourages public use of school facilities.

General Information

All Requests for the Maple Lake School District facilities must be requested and scheduled through Maple Lake Community Education Office.

Requests for building usage must be made at least five (5) days in advance of the proposed day of usage. The contract shall list facilities and equipment to be used by an organization. The applicant will be responsible for replacement or repair costs in the event of damage. Requests will be processed on a first-come first-served basis.

The applicant must provide a certificate of insurance evidencing general liability insurance for bodily injury and property damage of $1,000,000 per occurrence. Independent School District 881 shall be named as an additional insured on a primary and noncontributory basis for general liability coverage.

The Maple Lake School District reserves the right to refuse the use of the school facilities when it has been determined that such use is not in the best interest of the school district or does not fit with school programs.

This handbook provides you with information that is vital to your successful use of school facilities. Please familiarize yourself and your group with the contents of this

handbook. If you are not the person who will be with the group in the buildings, make sure the appropriate person receives the handbook and is aware of its contents. It is essential that this information be shared with the users of the facility.

Rules for Use of Facility

1. **Equipment:** Facility users may use school equipment if arrangements are made in advance. Additional charges may apply for the use of equipment. Any equipment brought into the building must be approved in advance by the Community Education reservation coordinator. Equipment should be removed immediately following the activity.

2. **Supervision:** All activities must have adequate supervision. District employees shall supervise the maintenance of the facility. Users must provide adequate supervision for the planned activity and the individuals participating in them. Disorderly conduct is prohibited. This includes foul language, damaging or defacing school or personal properties. The District shall determine what constitutes adequate supervision.

3. **Suitability:** All facilities shall be used consistent with their designed purpose, unless prior approval has been granted by the Community Education Director. All food and refreshments are restricted to cafeterias or outdoors, unless approved in advance. Authorized District employees shall have access to facilities at all times to verify appropriate use. Users shall assist with clean up.

4. **Regulations:** All ordinances, laws, and District policies pertaining to use of school facilities must be observed. Gambling on school grounds is prohibited. The use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. The use of tobacco products on school property is prohibited. State fire laws must be observed. The number of patrons occupying an area shall not exceed designated capacity. Emergency exits shall remain visible and accessible.

5. **Exceptions:** The waiver of fees or other exceptions to these policies may be made by the Board of Education.

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Maple Lake Schools
Maple Lake Elementary School
Maple Lake High School

Reservation Coordinator- Tana Fobbe
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Reservation Priorities

Applications for the use of Facilities will be considered and scheduled according to the following priorities:

School/Public Activities

- School Functions/Events
- School supported program at Maple Lake High School.

Class I

- Government agencies serving District 881 residents
- Political caucuses

Class II

- Non-profit youth groups located in District 881 **and** serving 75% of District 881 residents.
- Civic organizations located in District 881

Class III

- Non-profit community groups located in District 881.
- Commercial, business or private organizations located in District 881.
- Individuals residing in District 881.
- Civic organizations not located in District 881.

FEES

Facility Rental & Personnel

Personnel Cost will depend on hours of use and activity.

Personnel rate Monday-Friday during school hours = $45 per hour. Weekend and holiday rates are at a two hour minimum fee.

3 month seasonal use per gym space:

- Fall = September, October, November
- Winter = December, January, February
- Spring = March, April, May
- Summer = June, July, August

Facility	Class I	Class II	Class III
*Auditorium	Personnel Only	$20/hr + Personnel	$30/hr + Personnel
High School Commons	Personnel Only	$15/hr + Personnel	$20/hr + Personnel
Gym/Activity Center/ Cafeteria	Personnel Only	Up to 25 hours: $150 25-49 hours: $250 50 to 99 hours: $500 100 hours or more: $750 *A personnel fee will be applied to all hours of use. See personnel rates below*	Up to 25 hours = $200, 25 - 49 hours = $ 350.00 50 - 99 hrs = $750.00 100 - 149 hrs = $1,000 *A personnel fee will be applied to all hours of use. See personnel rates below*
Large Group Room	Personnel Only	$15/hr + Personnel	$20/hr + Personnel
Computer Lab	Personnel Only	$15/hr + Personnel	$20/hr + Personnel
Vocal Music Room	Personnel Only	$10/hr + Personnel	$15/hr + Personnel
Band Room	Personnel Only	$10/hr + Personnel	$15/hr + Personnel
Media Center	Personnel Only	$10/hr + Personnel	$15/hr + Personnel
Classrooms	Personnel Only	$10/hr + Personnel	$15/hr + Personnel

*Auditorium Supervisor is required if School District equipment is in use.

Personnel Rates

A qualified District 881 employee shall be present whenever school facilities are in use. The activity planned shall determine the qualifications of the employee on duty. A food service employee must be on duty whenever kitchen equipment is used. The Community Education reservation coordinator, in cooperation with school administration, shall determine the need for personnel at planned events. When District employee time is devoted to or necessitated by an activity, the user shall pay the personnel fees listed below. **There is a minimum fee of two hours for all personnel not already on duty. Hourly rates are subject to change.**

		Mon.-Fri.	**Sat/Sun/Holiday**
A.	Custodians	$25/hour	$45/hour
B.	Cooks	$20/hour	$35/hour
C.	Media Technician	$40/hour	$60/hour
D.	Attendant	$30/hour	$45/hour
E.	Auditorium	$20/hour	$45/hour Supervisor
F.	Other Personnel	….as set by the school district	

- Custodial fees will be charged for all activities that take place outside of normal custodial hours: Custodians are on duty Monday – Friday from 6:00 a.m. to 11:00 p.m. on student contact days and during regularly scheduled school year, and from 6:00 a.m. to 3:00 p.m. in the summer. If the activity is scheduled on a weekend or holiday, the organization reserving the school will be subject to pay all expenses, including overtime if necessary.

- Personnel fees are subject to change.

- Additional fees will be assigned if there is a significant utility expense or other areas used beyond the facility use agreement form.

- Fees for school personnel not listed shall be at the discretion of the school district.

Cancellations

Cancellations of a facility reservation must be made 48 hours in advance of the reserved date or the user will be liable for all fees.

When school is canceled due to inclement weather or physical problems, all scheduled reservations and activities will also be canceled.

District 881 reserves the right to cancel all facility reservations in its sole discretion.

Liability and Property Damage Insurance

Activities which:

1. require an alteration to the facility; or

2. require the use of props, additional furnishings or decorations; or

3. pose a greater than normal risk of injury, property damage, or property loss;

4. The applicant must provide a certificate of insurance evidencing general liability insurance for bodily injury and property damage of $1,000,000 per occurrence. Independent School District 881 shall be named as an additional insured on a primary and noncontributory basis for general liability coverage.

5. The applicant is responsible for obtaining insurance for such Claims that may arise out of operations, damage to their own property, workers compensation, as required by law, auto claims, or any other claim that may arise. The district is not responsible for claims arising out of the applicant’s activities.

The superintendent of schools or designee shall determine the need for insurance coverage and amounts. District 881 assumes no responsibility or liability for damage, loss or personal injury resulting from use of District facilities.

COMMUNITY USE OF SCHOOL FACILITIES

Rules for use of building and grounds

The following rules must be observed in the use of school facilities, and the group leader will be held responsible for compliance.

1. Permits will be issued only for the dates, hours, areas and equipment specified and include only the nearest lavatories and drinking fountain. Permit holders shall not transfer or sublet the permit to another organization.

2. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility. Members of the activity will not be admitted until the group supervisor is present and the permit is presented to the custodian or designated district building supervisor on duty.

3. All users are responsible for the supervision and conduct of their group and for the enforcement of District policies. Groups will provide responsible supervision of the entrance area of the building for their activities until the doors are locked.

4. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to Independent School District 881 and sent to the Community Education office upon receipt of invoice.

5. In season sports have priority over out of season sports.

6.The use of tobacco is prohibited in school district facilities and grounds.

7. Possession, or consumption of intoxicating beverages or illegal drugs in any form in or on school premises is prohibited.

8. Firearms on District property are prohibited, except when in the possession of legally authorized officials.

9. School equipment has been purchased primarily to operate District educational programs and the school district is not obligated to provide equipment for any individual or organization.

10. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.

11. Food and drink must not be transported from the area designated on the permit.

12. Buildings must be vacated by the time indicated or additional charges may be assessed.

13. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.

14. All users shall return any and all areas used to its original condition. Any materials brought in must be removed immediately after the event is over. Area must be vacated by time noted or additional fees may be accrued.

15. All users, whether school or non-school, shall be responsible for making a reservation request for facilities and equipment, and for making the arrangements for access to the building.

16. All non-school groups are responsible for their own event promotion. The Director of Community Education and Services must approve any cooperative promotion with the District.

17. All users must give notice of their intent to cancel their permit within 48 hours of their scheduled event. Non-school groups will be charged a fee for late cancellation of their permit.

18. When District activities are cancelled due to inclement weather or building emergencies, all facility use permits are cancelled. Groups will be refunded for any rental or labor fees already paid if the event cannot be rescheduled.

19. The applicant must provide a certificate of insurance evidencing general liability insurance for bodily injury and property damage of $1,000,000 per occurrence. Independent School District 881 shall be named as an additional insured on a primary and noncontributory basis for general liability coverage.

20. The applicant is responsible for obtaining insurance for such claims that may arise out of operations, damage to their own property, workers compensation, as required by law, auto claims, or any other claim that may arise. The district is not responsible for claims arising out of the applicant's activities.

21. The Director of Community Education 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.

22. The Director of Community Education may cancel a permit effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants actions are not of a moral standard equivalent to that generally accepted in the community.

23. Use of high school concession stand is contingent upon approval. Any group using the concession stand must supply their own food, beverages, paper/plastic products, etc. Any food served must comply with Department of Health Regulations.

- Must have sign that states "These products are homemade and not subject to state inspection"
- Must obtain "Cottage Foods Producer Registration to get a certificate for selling homemade goods and other foods. ($50 fee for the certificate when you register.)