Pillager School – Building Use Policy

Revised: May 15, 2017
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Facility Use Policy 902

The School Board of ISD 116 encourages the maximum use of school facilities by community groups and individuals. Facility Use Policy 902 approved by Independent School District 116 School Board, November 18, 2013.

General ISD 116 Policies

- Use of ISD 116 buildings or grounds for operating a business is prohibited.
- The district will assume no liability or responsibility for any personal items or equipment of the individual or group, which is used or stored on district property.
- School, city and state fire and safety regulations will be observed at all times. No open flames (candles) or foggers are permitted. Parking in designated fire lanes is prohibited. Violators will be tagged and/or towed.
- Any use of tobacco/alcohol/chemical products including chewing tobacco are strictly prohibited by school board policy and state law. Violators in all cases will be fined in accordance with state law.
- In accordance with a "zero" tolerance policy, weapons of any kind are strictly prohibited from school property. The offending party, if a student, will face up to and including expulsion. If the offending party is an adult facility user, they will face immediate arrest and prosecution.
- Gambling is prohibited.
- Animals are not allowed in ISD 116 buildings, except service animals with proper identification see Board Policy #535.
- Organizations using school facilities agree that they do not discriminate on the basis of sex, sexual orientation, color, race, natural origin, age, religion, or disability.
- Proof of liability insurance must be on file in the ISD 116 Facility Scheduling office.

Specific Guidelines to Schedule a School Facility or Grounds

- Obtain a Request to Use School Facilities form from the District Office, 323 East 2nd Street South, Pillager, MN 56473. You may also call 218-746-3772 or visit www.isd116.org and obtain a form from the Community Ed/Connection tab or from the Services tab.
- Submit a completed request form to the Facility Services Manager at least 10 business days prior to desired use. All requests must be made in writing.
- Upon receipt of your request, ISD 116 will verify space availability, estimate costs (where applicable) and issue a returned signed copy of your request form for the activity.
- Intent to serve/consume food or drink must be indicated on request and is restricted to approved area (cafeterias/commons, etc.) Food/drink will not be allowed on carpeted are

- Use of school equipment must be requested on request form and approved prior to use. There may be a charge for use of equipment and personnel.

- Groups using school facilities are restricted to the activity hours stated on their permit. Allow ample time before and after your activity for set up and clean up.

- All activities must be terminated by agreed time on request form unless special permission is given.

- Requests must be completed for use of facilities after the traditional school day and on weekend or non-school days.

- By accepting a signed request form for use of a school facility, the applicant agrees to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement, and to comply with all rules and regulations regarding the use of school facilities.

- Cost of facility use is due upon receipt of invoice. A $100 damage deposit may be required prior to the intended use.

- If a person or organization has an unpaid facility use balance which is 60 days or more past due, ISD 116 reserves the right to deny any new requests until the account is paid in full. A service fee of $25/month may be accessed at this time.

- To distribute flyers to schools promoting an event, approval prior to printing flyers, must be granted from the ISD 116 (218-746-2107) prior to distribution.

- Independent School District 116 reserves the right to reject any or all requests and the right to rescind, modify, or amend any or all rules or regulations, or make exceptions.

Facility Use Rules and Regulations

These rules and regulations are an agreement between you (the organization requesting facility) and Independent School District 116, Pillager, MN.
By signing the Request to Use School Facilities form, you are accepting the following conditions:

Supervision / Insurance

- A custodian or building host may be present to open/close building, operate lights, security systems, and unlocking/locking of rooms and building. Cost of this employee will be the financial responsibility of the user group

- An adult group leader from your organization will be present from the time of entry stated on your permit until all participants have left the premises. It is your responsibility to maintain control of the behavior of children and adults involved in the activity, and to ensure that they remain in the area authorized on your permit. NO CHILDREN are to be left unattended. ISD 116 reserves the right to require school staff be available to supervise your activity. User group would be responsible for the cost of this employee.

- The individual named on the permit and the group whose name the permit is used will be jointly responsible for facility use and will accept responsibility (financial) for any damage done to school property.

- Insurance: Liability insurance is required for all user groups. Current insurance binder must be on file in the ISD 116 Facility Scheduling office.

Food/Drink

Food and drink may only be served or consumed in cafeterias. Eating/ drinking in carpeted areas is prohibited. If kitchen use is needed, a nutrition services employee must be contracted as part of the request to use a facility. User group will be financially responsible

Suitability

All facilities will be used consistent with their designed purpose, unless prior approval is granted in writing by the ISD 116. (A description of your event and intended space usage will be asked on your application.)

Clean-up

- Furniture and equipment will not be moved from its location. Extra and unusual services must be identified on the request.
- Classroom materials and information on bulletin boards, whiteboards or blackboards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks will not be disturbed.
- All groups are expected to leave the school facility in the same condition in which they found it. The group is responsible for returning rooms used to original order after activities. Any expense incurred by the district as a result of the activity may be charged against the user.
- No decoration or other materials will be applied to walls, ceilings or floors that will mar or deface these surfaces.
- Groups using gymnasiums will ensure that no "street" shoes or black soled shoes be worn.
- Users are required to pick up, clean up and dispose of all trash in the area used. A custodian may be required for some activities. The total cost for custodial services for the activity will be paid for by the user group, according to custodial contract provisions.

Types of groups

► Class I

ISD 116 activities and programs

► Class II

ISD 116 School Board recognized athletic associations, Booster Club, Ed Foundation, scouting youth groups, and election voting and party precinct caucuses

► Class III

501(c3) non-profits, faith-based organizations

► Class IV

Individuals, private agencies, companies and vendors using facilities for commercial purposes or profit, and out-of-district groups

Rate Schedule

Fees for building use depend on actual time, size of group, time of use, and purpose of use.

The building or facilities shall never be used for personal financial gain (personal garage sales, personal fundraiser, etc.)

All building use must be cleared through ISD 116 to coordinate with the whole-school calendar.

No building use will be scheduled during regular school hours.

Groups ll – will be charged as follows:

If it is a fundraising event and requires custodial services:

► Custodial hours (actual, minimum of 1 hour) $40 hour

Groups III & IV will be charged as follows:

Inside spaces:

► Custodial hours (actual, minimum of 1 hour) up to $40/hour

► Host (actual, must be school-trained person) $30/hour

► Use indoor facility of Space $25-$100 or a percentage depending on the event.*

*This is per designated space, see usage form for current rates.

► A $100 damage deposit may be required prior to use.

Outside spaces:

Organized use of ISD 116 outdoor facilities / fields will be charged as follows:

► Use of Space $25-$100.00 or a percentage depending on the event

► Field prep with chalk $20

► Grounds monitor (actual, must be school-trained person) $20/hour

► A $100 damage deposit may be required prior to use.

School Electronic Sign

All school related events or community events held on school property can be displayed on the school electronic sign.

Cancellation Policy

Cancellation of a facility reservation must be made 48 hours in advance of the scheduled activity. Accumulated expenses as a result of said reservation requests will be the responsibility of the user group or individual and billed accordingly.

ISD 116 reserves the right to cancel any reservation should the need arise. Occasionally, activities scheduled on a long-term basis will have dates that conflict with events that are later planned by ISD 116 programs or activities. Should this occur, every effort would be made to find another appropriate space. (School functions have priority over community activities.)

General Cancellation

If, for any reason, school is cancelled, all building use will also be cancelled.

- Tune to WCCO Channel 4 (or WCCO Radio 830AM), KARE-11, KSTP Channel 5
- Visit the ISD 116 website: www.isd116.org

Rates listed in this document are subject to change without notice