# ROCORI School District #750
# Community Use of School Facilities
# Regulations and Charges

## Philosophy

ROCORI Independent School District 750 recognizes that the schools are an integral part of our community and the school board welcomes and encourages public use of its facilities. ROCORI School District facilities are available for use after school, evenings, weekends, and during non-school days. If space is needed during the school day, space at the District Education Facility is available.

## Scheduling Procedures

1. Obtain a Facility Use Request Form by contacting ROCORI Community Ed or by downloading the form from the district website. 2. Complete and return the form to ROCORI Community Ed at least three (3) days prior to the desired date of use. 3. User and rental fees are determined from the facilities fee schedule and paid when the reservation is made. Rentals that extend over greater periods of time will require a deposit with the remainder paid at the end of the rental. 4. Application for use of school district equipment should be made at the same time that the facility request is made.

*Applications requesting special field preparation, set-up arrangements or equipment use must be turned in at least ten working days prior to the date requested. Additional charges may apply depending on request. Some requests may not be possible due to weather, field conditions, or available personnel. All other applications will be accepted up to five working days prior to the date requested.

Please do not advertise your event until the permit is processed and approved.

## Facility Use Rules

1. Permit holders may not assign, transfer, sublet, or charge a fee for the use of school facilities (except in the case of an event admission charge, which is listed on the application form).
2. All permits shall be revocable and shall not be considered as a lease. The Board of Education or its authorized agent may reject any application or cancel any permit.
3. All activities must be under competent supervision. A custodian may supervise the operation of the facilities but is not responsible for the supervision of groups or their activities. Permit holders are responsible for the conduct of all group members. If staff supervision is deemed necessary by the Director of Community Education to ensure safety or appropriate use of facilities by any group, the cost of this supervision will be charged to the permit holder.
4. All rooms or spaces used must be left in an orderly condition. Any damage must be reported immediately to the Director of Community Education and the permit holder will be held responsible. Furniture and/or equipment owned by the District shall not be moved unless supervised by a custodian.
5. Prior approval must be granted before any apparatus or other equipment is brought onto school property and such equipment must be removed promptly after the activity so as not to interfere with normal school programs. The use of District 750 equipment must receive prior approval.

6. Commercial advertising or sales activities may not be conducted on school property without specific prior approval. 7. Smoking, the use of intoxicating beverages or illegal substances, and disorderly, unlawful or socially unacceptable activities of any kind are prohibited, even in parking areas. Weapons as defined by MN statute and district policy are prohibited. 8. If school buildings are closed due to weather or other reasons, all permits for that day and evening are cancelled. 9. Permit holders shall agree to indemnify the District for any and all damage by any person or persons attending the activity, and likewise the School District against any and all liability and any and all damages to any person or persons. 10. Permit holders using District 750 facilities must provide their own damage and liability insurance prior to rental date. District 750 will not be responsible for personal injury, property damage, or negligence of renters.

## Limitations of Use

- Permit holders and their groups agree to abide by all District 750 policies and assume all responsibility for damage and liability of any kind.
- District #750 is not responsible for lost or stolen items.
- All local and state ordinances and laws must be observed at all times.

## Facility Use Priorities

School facilities will be made available in the following order:

**Priority A**
ROCORI School District activities including ROCORI Community Education (permits may be cancelled due to scheduling conflicts)

**Priority B**
ROCORI Community Youth Associations and Organizations

**Priority C**
ROCORI District Independent Residents
ROCORI Community Non-Profit Organizations Caucuses/Political Party Meetings and Voting

**Priority D**
Non-residents and individuals/organizations engaged in for-profit gain

If needed, the following factors with be considered in further establishing priority application approval:

- Date application is received
- Greater number of persons involved & % of residents
- Broadness of community membership
- Degree of involvement & value of the organization to the District
- Previous experience with the group

| Facility Rental Fees | Group 1 | Group 2 |
|---|---|---|
| | **ROCORI Community Youth Groups & Non-Profits** | **Non-District For-Profits** |
| | $20 Permit Fee | $20 Permit Fee |
| *Space* | *Rates per Hour* | *Rates per Hour* |
| **Gym (per court)** | $20.00 | $40.00 |
| **Auditorium HS** | $50.00 | $80.00 |
| **Cafeteria DEF** | $40.00 | $80.00 |
| **Commons HS** | $50.00 | $80.00 |
| **Kitchen** | $40.00 | $80.00 |
| **Classroom** | $25.00 | $35.00 |
| **Media Center** | $35.00 | $65.00 |
| **Stadium (turf & track)** | $85.00 | $200.00 |
| **Pool*** | $55.00 | $110.00 |
| **Locker Rooms** | $25.00 | $50.00 |
| **Athletic Fields (not turf)** | $20.00 | $50.00 |

| | | |
|---|---|---|
| **Wrestling Room** | $25.00 | $45.00 |
| **Commons DEF** | 36.00 | $50.00 |
| **Custodial Rate** | $45.00 | $45.00 |

*Stadium accessories, Pool, and Weight Room use requires the attendance of a lifeguard (pool), weight room supervisor (weight room), or custodial (stadium). Additional hourly rate to be paid by the permit holder.

**Additional Staff Charges:**
**Custodial Personnel (beyond regular Hours).....$50.00**
**Food Service Personnel (beyond regular Hours).....$50.00**
**Technology/Sound Personal (total hours worked).....$50.00**
**Site Supervisor (over 100 people) Total hours worked……$50.00**

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**Admissions Exception**
The rental fees will be doubled for groups collecting admissions, concessions, or other revenue beyond a participant fee.

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**Cancellations/Changes**
The permit holder is responsible for informing the Community Education Office of all cancellations/changes at least two business days in advance of the event. For rentals extending for over seven calendar days, a minimum of 10 calendar days' notice is required. Facility rental charges and staffing costs will be assessed if the office is not notified in advance.

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**Billing**
User and rental fees are determined from the facilities fee schedule and paid when the reservation is made.