

GUIDELINES

OUR BUILDINGS

Insurance

All groups renting facilities must furnish a current certificate of liability insurance with a \$1,000,000 combined single limit prior to renting.

Kitchen Usage

When a school kitchen is used, a nutrition services employee **or trained district employee** must be present during the use of the kitchen. All costs for nutrition services staff shall be paid by the requestor. These charges are in addition to any facility use charges.

Additional District/Other Personnel

Whenever a facility is rented outside scheduled custodial work hours, a school district custodian shall be employed at a minimum of two (2) hours. The cost for this additional custodial time shall be paid for by the requestor. **Custodial overtime rate is \$41/hr that the event is scheduled, plus half hour before and at least half hour after the event.**

Groups hosting large events on non-school days may be required to provide their own security. They shall also provide their own supervision. The need for security and supervision will be determined when reviewing the rental agreement.

Pool Usage

The Facilities Scheduler will determine the number of lifeguards needed for each event: groups are responsible for securing their own lifeguards. A copy of a current lifeguard certificate is required to be on file with Activities prior to booking an event (certificate must also include first aid, professional level CPR, AED training).

Auditorium

For rehearsals and performances in the middle school or high school auditoriums that require the use of theater lighting and performance sound systems, a district stage technician must be present. The district will charge groups for the additional services at an amount to cover all district costs, including any damages that occur.

Cancellations

All outside groups must give **24 hours' notice** for cancellations. If notice is not given, groups will be charged Class III rental fees and custodial time for rental hours entered in facilities scheduler regardless of classification.

Schedule Changes

If a district activity or event has to be rescheduled or moved, these events will take priority over rental contracts in place with Class I, II, and III groups. Groups that will no longer have access to rental spaces due to rescheduling will be contacted to make other arrangements.

District Office

333 East School Street

Lincoln Elementary

747 Havana Road

McKinley Elementary

1050 22nd Street NE

Owatonna Education Center

338 East Main Street

Owatonna High School

1455 SE 18th Street

Owatonna Middle School

500 15th Street NE

Roosevelt School

122 East McKinley Street

Washington Elementary

423 14th Street NE

Wilson Elementary

325 Meadow Lane

Please use isd761.org/facilities-request to request facilities. Reservations may be made up to 90 days prior to the event. All requests should be made at least 10 days prior to activity.

The Learning Zone is not available to be requested by outside clients.



FACILITIES USAGE

FACILITY/EQUIPMENT USE CLASSES

Owatonna Public Schools reserves the right to determine appropriate classification of facility requestors. **Curricular, co-curricular, extracurricular, and community education activities of the school district have first priority** – no fees assessed.

There are three facility/equipment use classes when determining fees and priority of usage for all other groups.

Class 1 – No facility rental fees will be assessed. Costs for custodial personnel, equipment and other special services (i.e., event security personnel, building supervisor, IT personnel) will be billed at an amount to cover all Owatonna Public Schools costs. Including but not limited to:

- City of Owatonna Parks and Recreation
- Cub Scouts, Boy Scouts and Girl Scouts
- District/school-affiliated organizations and activities for meetings (i.e., PTA/PTO groups, Booster Clubs)
- Local/state/national elections and caucuses
- District/school-affiliated sports association practices and events that do not charge admission or team entry fees (OBA, OYVBA, OWA, OSA, OFC, Quarterback Club, BullPen Club, etc.). See Class 2 for tournament fees.
- District/school-affiliated sports association summer camps

Class 2 – Facility rental fees will be assessed based on the fee schedule. Costs for custodial personnel, equipment and other special services (i.e., event security personnel, building supervisor, IT personnel) will be billed at an amount to cover all Owatonna Public Schools costs.

- Meetings, classes or activities of non-profit community agencies and organizations (must hold current 501(c)(3) status) and fundraising events sponsored by non-profit community groups and associations
- Any programs or activities sponsored solely by a postsecondary college or university
- Meetings or activities held by charitable groups, organized community services, citizens and civic groups (i.e., Jaycees, Rotary, Lions, Kiwanis, VFW, etc.)
- Sports association tournaments and events that charge admission or team entry fees (except for summer camps) - \$500 tournament fee for facilities

Class 3 – Facility rental fees will be assessed based on the fee schedule. Costs for custodial personnel, equipment and other special services (i.e., event security personnel, building supervisor, IT personnel) will be billed at an amount to cover all Owatonna Public Schools costs.

- Commercial and business organizations
- District employees who sponsor or supervise an activity that has not been approved by the superintendent or his/her designee as a regular school day or evening activity
- Religious, sectarian, or similar groups, non-public schools co-curricular and extracurricular activities not sponsored by the district
- Student tutoring and private lessons that are not sponsored by Owatonna Public Schools
- Any group that does not fit into Class 1 or Class 2

Facility Rental Fees <i>+ custodial fees under Guidelines</i>	Class 1	Class 2	Class 3
District-Wide - All Buildings			
Classroom	\$0	\$25/hour	\$35/hour
Cafeteria	\$0	\$25/hour	\$35/hour
Kitchen	\$0	\$25/hour	\$35/hour
Conference Room	\$0	\$25/hour	\$35/hour
Elementary School Gym	\$0	\$35/hour	\$50/hour
Middle School			
Cafeteria/Stage Area	\$0	\$35/hour	\$50/hour
Middle School gym (full gym)	\$0	\$70/hour	\$100/hour
Middle School gym (single court)	\$0	\$35/hour	\$50/hour
Swimming Pool	\$0	\$35/hour	\$50/hour
High School			
Cafeteria/Commons/Learning Stairs	\$0	\$35/hour	\$50/hour
Locker Rooms	\$0	\$25/hour	\$35/hour
Federated Competition Gym or Aux Gym (full gym)	\$0	\$100/hour	\$150/hour
Federated Competition Gym or Aux Gym (single court)	\$0	\$50/hour	\$75/hour
Tennis Courts	\$0	\$35/hour	\$50/hour
Outdoor Lights	\$0	\$0	\$15/hour
Foundation Room	\$0	\$25/hour	\$35/hour
Weight or Strength Room	\$0	\$25/hour	\$35/hour
Wrestling Room	\$0	\$25/hour	\$35/hour
Practice Fields - Turf	\$0	\$50/hour	\$75/hour
Practice Fields - Grass	\$0	\$45/hour	\$70/hour
Auditorium	\$0	\$50/hour	\$75/hour

**Use of the Auditorium for rehearsals and/or performances requires a prior meeting with the School District Auditorium Manager.*

EQUIPMENT RENTAL FEES

Please note - School equipment (i.e., athletic, audio-visual, etc.) may only be used on school district property. Special arrangements must be made to have trained personnel in charge. Equipment must be applied for at the same time the facility use and equipment rental request is placed.

Audio-Visual Equipment

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|---------------------------------|--------------|
| 1. Portable amplifier/PA system | \$25 per day |
| 2. Additional PA microphone | \$15 each |
| 3. Portable Smartboard | \$20 per day |

Musical Equipment

1. Upright piano (only if available at site) \$40/per day
2. Grand piano (only approved personnel may use it) \$75/per day plus tuning cost

Tables and chairs (charges applied to class 2 and 3 only)

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| 1. Tables | \$5 per table per day |
| 2. Chairs | \$0.50 per chair per day |

Platforms and Risers

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|-----------------|---------------------------|
| 1. Platforms | \$10 per platform per day |
| 2. Choir risers | \$10 per riser per day |

Athletic Equipment

Athletic equipment requests will be handled on an individual basis through the Activities Director's office.

****For events needing coffee, contact Nutrition Services for catering services.***