



Elder Grove School District #8 Facility Rental Agreement & Fee Schedule

Facility Use Policy:

Elder Grove School District #8 welcomes responsible community use of district facilities when such use does not interfere with educational programs, student activities, district operations, or school-sponsored events. District facilities exist primarily to support students and the mission of the District. Community use is a privilege and is encouraged when compatible with District operations and Board policy.

All facility use requests must be submitted in advance and approved by the Superintendent or designee. Approved rentals provide access only to the approved facility(ies) between 6:30 a.m. and 9:30 p.m. The District reserves the right to deny, modify, reschedule, or cancel any request to protect District operations, property, or safety.

Scheduling Priorities:

- District instructional programs, athletics, student organizations, Board meetings, staff meetings, and school-sponsored activities always receive first priority.
- Outside rentals are approved only after District needs have been met and are scheduled on a first-come, first-served basis.
- Approval of one rental does not guarantee future or recurring use.
- The Superintendent or designee has final authority regarding scheduling decisions.

Available Facilities:

- Large Elementary Gymnasium
- Elementary Cafeteria/Small Gym
- Large Middle School Gymnasium
- Outdoor Athletic Field
- Elementary Concession Stand (optional)



- Middle School Concession Stand (optional)

User Categories:

Category 1 : District & School-Sponsored Organizations

Rental Fee: No Charge.

Users may be responsible for actual custodial costs outside normal operations, damage, or additional maintenance. A refundable damage deposit and/or proof of liability insurance may be required.

Organizations that are part of Elder Grove School District may use district facilities without paying the hourly or daily rental fees. Examples include:

- School athletic teams
- Student clubs and organizations
- PTO/PTA events
- Staff/Personnel
- School concerts and performances
- Board-approved district programs
- District-sponsored youth activities

Category 2 : Community & Nonprofit Organizations

Includes community organizations, nonprofit groups, civic organizations, youth organizations, churches, educational groups, and approved private events. Examples include:

- Community organizations
- Nonprofit organizations
- Civic organizations
- Youth sports organizations
- Churches and faith-based organizations
- Educational programs
- Approved private events (e.g., birthday parties, family gatherings, reunions, graduation celebrations)

Insurance

Proof of liability insurance naming Elder Grove School District #8 as an additional insured is required.



Standard Rental Fees

Facility	1–4 Hours	4+ Hours (Daily Maximum)
Large Elementary Gym	\$40/hour + \$20 cleaning per reservation	\$400/day + \$60 cleaning
Elementary Cafeteria/Small Gym	\$30/hour + \$20 cleaning per reservation	\$200/day + \$40 cleaning
Large Middle School Gym	\$60/hour + \$30 cleaning per reservation	\$600/day + \$50 cleaning
Outdoor Athletic Field	\$30/hour + \$20 cleaning per reservation	\$200/day + \$40 cleaning

Category 3 : Tournament & Special Event Rentals

Tournament rates apply to events involving multiple teams, spectators, admissions, concessions, vendors, extended facility use, or additional District staffing, as determined by the Superintendent or designee.

Facility	Daily Rate
Large Elementary Gym	\$700/day + \$80 cleaning
Large Middle School Gym	\$1,000/day + \$100 cleaning
Elementary Cafeteria/Small Gym	\$500/day + \$50 cleaning
Outdoor Athletic Field	\$400/day + \$50 cleaning
Large Elementary + Large Middle School Gym	\$1,700/day + \$180 cleaning
Add Elementary Cafeteria/Small Gym	+\$400/day + \$50 cleaning
Add Outdoor Athletic Field	+\$400/day + \$50 cleaning
Elementary Concession Stand	\$200/day (Optional)
Middle School Concession Stand	\$200/day (Optional)



Payment, Deposits & Cancellations

- Full payment is required to secure the requested rental date(s).
- Payment must be made by check payable to Elder Grove School District.
- Full payment and proof of liability insurance must be received at least seven (7) calendar days prior to the scheduled event. Reservations are not confirmed until payment has been received.
- Any additional custodial services, maintenance, repairs, overtime, excessive cleanup, damages, or other costs incurred during the rental will be invoiced following the event and are due within thirty (30) days of the invoice date.
- Cancellations made at least seven (7) calendar days before the event will receive a full refund. Cancellations made fewer than seven (7) days before the event may forfeit rental fees unless otherwise approved by the Superintendent.

Additional Fees:

Service	Fee
Additional Custodial Services	Actual hourly custodial rate
Additional Maintenance or Repairs	Actual labor and materials
Excessive Cleanup	Minimum \$60 plus actual labor
Damage to District Property	Actual repair or replacement cost
Lost Access Badge	\$10 each
Returned Check	Actual bank fee + \$25 administrative fee
Failure to Vacate Facility on Time	Actual overtime costs

General Conditions

- Only clean, non-marking athletic shoes may be used on gym floors.
- Access badges must be returned immediately following the rental unless otherwise approved.
- District personnel may inspect facilities before and after each rental.
- Outdoor field rentals may be canceled due to weather or field conditions.
- The renter assumes responsibility for supervision, damages, cleanup, and compliance with District policies.
- The Superintendent or designee may adjust fees, staffing requirements, rental conditions, or payment requirements when warranted by the size, scope, or nature of an event.



ELDER GROVE SCHOOL

Facility Request Application

Organization: _____

Contact Person: _____

Phone: _____ Email: _____

Emergency Contact: _____ Phone: _____

Requested Facility (Mark all that are requested):

- Large Elementary Gym
- Elementary Cafeteria/Small Gym
- Large Middle School Gym
- Outdoor Athletic Field

Day(s) Requested

- MON.
- TUE.
- WED.
- THUR.
- FRI.
- SAT.
- SUND.

Add Specific Dates- Month
and Day(s) Needed:

Add Specific Start and End
Time(s):

Estimated Attendance: _____

If this is a Tournament Do you need Doors Toggled To Stay Open? ☐ Yes ☐ No ☐ N/A

Concessions Needed? ☐ Middle School ☐ Elementary School ☐ Both Buildings ☐ Not Needed

Rental Fee: _____ Additional Fees: _____ Total Due: _____

Checks shall be made payable to Elder Grove School District. Payment in full is due prior to the rental.

Applicant Certification

I certify that I have read and understand this agreement and agree to comply with all District policies and accept financial responsibility for damages, excessive cleaning, maintenance, repairs, restoration, or replacement costs resulting from use of District property.

Insurance Documentation Added? ☐ Yes *This must be completed prior to submitting.*

Applicant Signature: _____ Date: _____

Superintendent: _____ Date: _____