

USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

- I. **PURPOSE** The purpose of this policy is to provide guidelines for community use of school facilities and equipment.
- II. **GENERAL STATEMENT OF POLICY** The board supports the use of school buildings and grounds by individual district residents, booster clubs, community groups, businesses, or civic groups, any county, city, township or other political subdivision, to be used for civic, community, youth or church purposes if such use will not interfere with their use for school purposes.
- III. **SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**
 - A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
 - B. All requests for facility usage by organizations within the school should be directed to the high school principal. All outside organizations will request facility usage through the superintendent's office. All outside organizations will use the school district rental application form.
- IV. **GENERAL COMMUNITY USE OF SCHOOL FACILITIES**
 - A. Request for use of school facilities by community groups shall be made through the school district administrative office.
 - B. A rental fee schedule and payment policy shall be presented for review and approval by the school district. The fee may include the cost of custodial and supervisory service if deemed necessary.
 - C. After a date, time and facility have been scheduled, groups can be assured that they are entitled to the use of the facility as agreed upon. Exceptions may occur because of emergencies or unusual circumstances that necessitate rescheduling of school activities. In that event, every effort will be made to find acceptable alternative meeting space.
 - D. A school staff person selected by the superintendent will be responsible for opening and closing the building and may be present during the time the facility is being used. The responsibility of the person(s) using the facility. When using the kitchen, a cook will be present, and when using the auditorium booth, a technician will be used.
 - E. Supervision: All activities must have competent adult supervision. District employees shall supervise facility operation. The renter must supply any outside supervision required.
 - F. Smoking in school buildings, vehicles, and on grounds is prohibited. The use of alcoholic beverages in the school building or on school premises is prohibited by Minnesota Statute.
 - G. Any complaint arising out of the use of any school property by any group may be considered cause for cancellation of the rental agreement as determined by the superintendent of schools, whose decision shall be final, subject to appeal to the school board. The school board reserves the right to rescind, modify or amend any or all these rules or regulations or to make exceptions as they may see fit at any time.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

- A. Any organization including those which are part of the public schools, will be responsible for damage in the building, furniture, or equipment. To avoid any questions regarding damage occurring during the use of the school facilities, it will be the responsibility of the person signing the application to examine the facility beforehand with a custodian. The renting organization shall be responsible for any damage done to reimburse the school district for any and all damages resulting from their use of the facility.
- B. The school district reserves the right to reject any or all applications. While it is expected that at times the facilities will be used for activities which are not primarily or direct interest to school children, it must be remembered that any activity will be associated in the minds of district residents and particularly in the minds of the children with school board and/or district sanction. For that reason, the school board requests no applications of any activity which, upon reasonable grounds, could be considered inconsistent with the best educational goals and cultural interest of the community. The school board sincerely wishes to avoid the problem of censorship and charges applicants with this responsibility.
- C. A rental fee schedule will be set each year by the school board.

OSAKIS PUBLIC SCHOOL
RENTAL OF SCHOOL FACILITIES CONTRACT
Phone No. 320-859-2191 - Fax No. 320-859-2835

Organization Requesting Facilities _____

Billing Address _____
Street/P.O. Box _____ City _____ Zip Code _____

Contact Person _____ Phone Number _____

Activity or Event _____ Date of Event _____

Facilities Requested _____ Will Admission be Charged? _____

Time to Begin _____ Time to End _____ App. # Attending _____

Special Instructions/Needs

Equipment Needed _____ School District Personnel Needed _____

Rental Classification: ___ Blue ___ Red ___ White Fees _____

My signature indicates that I have received a copy of the Rental Policy regarding the use of the above building or facility and I agree to abide by them. I agree that the group I represent will be responsible for any damage to the building or loss of its contents. I also agree to insure all rental and personnel fees that apply to our organization/group for the use of the District facilities are paid in full.

Signature _____ Date _____

Return all copies to: Superintendent of Schools
P.O. Box X
Osakis, MN 56360

Note: Facilities will be reserved upon receipt of signed contract

Approved _____ Denied _____ Date _____

Signature of Superintendent of Schools _____

Facility Fee Schedule

Classification: **Blue** – Priority 1 – School organizations recognized by the district

Red - Priority 2 – Non-Public school, booster clubs (band parents/sports boosters), Community Non-Profit Groups, Civic Organizations, Church Groups

White – Priority 3 – Business Organizations, Individuals, For profit

Exempt Groups – Firearm Safety, Snowmobile Safety, Boys Scouts, Girls Scouts, 4-H

Exempt Groups will be charged for damages and/or clean-up costs if necessary. School related groups would also be exempt.

1. Blue has first priority for facilities. There will generally not be a charge unless we have to do additional cleaning or access for damages.
2. Red has second priority. The charges for red will be custodial, lights, supervision if needed and any technician costs.
3. White is for individuals and commercial use and will pay according to the fees listed below.
4. Requested Personnel – A custodian must be on duty whenever the building facilities are in use. A cook must be on duty whenever the kitchen equipment is used. A trained technician must be on duty when auditorium lighting and sound equipment is used.
5. Equipment – An additional charge may be assessed for school equipment.
6. Contact – The renting organization shall have a contact person. The Superintendent of Schools or his designee will be the school contact person.
7. Personnel and Lights fees for White and Red Classification: Custodial Fees - \$20.00 per hour; Technician - \$20 per event; Supervision - \$12 per hour; Lights – Actual Cost
8. Rental Fees for White Classification

Kitchen	\$20	Auditorium	\$50
Cafeteria	\$20	Commons Area	\$10
Big Gym	\$60	Softball/Baseball Field	\$10
Small Gym	\$40	Track	\$10
Media Center	\$25	Tennis Courts	\$10
Classroom	\$10		