

## 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 school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes, including Community Education Program.

### III. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate and at the discretion of the building principal and/or superintendent.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities non-school related activities will be required to make alternative arrangements.

### IV. USE OF SCHOOL EQUIPMENT

The administration will determine 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. Staff who need to use school-owned equipment (including but not limited to tools, computers, technology equipment, etc.) must check out the equipment through his or her supervisor and gain prior approval before taking the equipment off-site. No equipment shall be used for personal use or gain. Software may be checked out for use away from the site if copyright and vendor agreements allow. Form 902.3 will be used for equipment checkout.

## **V. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The school board expects members of the community or staff who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

## **VI. USE OF EXERCISE AND WEIGHT ROOM**

The exercise and weight room will be available to the community at specific times of the day as determined through the community education program. To promote health and fitness, through the district wellness committee, district staff will be able to use these areas between the hours of 6:00 a.m. and 9:00 p.m. A liability waiver must be signed and you must sign in when using these areas as referenced in Form 902.4.

**Source:** Aitkin Independent School District No. 0001, Aitkin, MN

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

**Reviewed:** 2-11-2011, 2-13-2017

**Approved:** 3-14-2011, 3-19-2017

## **FACILITY USE AND RENTAL INFORMATION**

***The Board of Education desires to cooperate with other governmental agencies and community organizations by making available school facilities when so doing will not be in conflict with the educational programs. To that end, the following is established.***

### **General Information**

The use of all facilities will be arranged through the School district Office located in the Aitkin High School by obtaining the Facilities/Field/Equipment use and Rental Agreement, Form 902-10. Online booking is available at:

<http://fs-Aitkin.rschoolday.com/authentication/credential/requesterlogin>

Office hours are 7:30-4:00 p.m. on school days. Call 218-927-7106.

- **Cancellations of facility use must be made 48 hours in advance of the scheduled rental, or renter will be liable for all rental fees.**
- **Contracts will be canceled when schools are closed due to inclement weather. All activities will be canceled on emergency closing days with no additional charges assessed upon reschedule. Announcements will be made on area radio stations and efforts will be made to contact facility use and rental groups.**
- **Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from Administration.**
- **District #001 reserves the right to cancel reservations for **any** cause.**
- **District #001 is not responsible for mechanical or electrical failure.**

### **Classifications for Rental**

***CERTIFICATES OF LIABILITY INSURANCE **MAY BE** REQUIRED BY ORGANIZATIONS THAT ARE NOT RELATED TO SCHOOL ACTIVITIES. **ANY ACTIVITY PARTICIPATING AND SPONSORED THROUGH COMMUNITY ED ARE COVERED THROUGH COMMUNITY EDUCATION REGULATIONS.*****

*(See #7 on page 902-5)*

#### **Class I First Priority**

**(No rental charge. Custodial time and material charge may apply)**

- Recognized school organizations and school-related functions
- Local tax supported agencies serving District #001 residents  
(ie:State,County,City,Townships)
- Local non-profit youth entities and groups located in District #001  
NOTE: If Booster Groups or any non-profit youth entity or groups hold tournaments or other activities, then that entity will fall into Class II
- Fund raising events for any of the above
- Non-profit regulatory agencies
- Non-Profit community groups

### **Class II Second Priority**

- Civic/Religious organizations
- Political parties (defined and declared)
- Non-school youth groups, youth tournaments and fund raisers

### **Class III Third Priority**

- Commercial and business organizations
- Individuals

### **Facility Use/Rental Fee Schedule**

Fees for facilities not listed below shall be at the discretion of the School District. Renters may be required to provide a damage deposit up to \$500 if there is potential for damage and/or misuse of the building. . Personnel charges may apply to use of computer labs.

*See Fee Schedule for the following:*

### **Equipment Fees** (Class I, II, III)

Charges may be assessed for use of special equipment (i.e. piano, theatre lights, spotlight, microphones, etc.)

### **Physical Education and Sports Equipment** (Class I, II, III groups and tournaments)

### **Personnel Fee Schedule**

When employee time is devoted to, or necessitated by the activity, the renter pays the personnel fees listed in the fee schedule. There is a minimum fee of two hours for all personnel not already on duty. Hourly wages subject to change based on contract negotiations

### **Regulations**

1. **Personnel:** A District #001 employee must be on duty whenever building facilities are used. A cook must be on duty whenever kitchen facilities are used. A district employee or trained designee must be present when adjustments in the operation of the sound or lighting systems in the Auditorium or Gymnasium are required.

2. **Kitchen/Potluck:** The kitchen, including equipment and counters, cannot be used to refrigerate, prepare or serve non-commercially prepared food.

3. **Equipment:** School equipment (i.e. recreation/athletic, musical, audio-visual) may be used or rented in school facilities if advance arrangements are made with District Office. Any equipment or items brought into the building must be approved in advance by the Community Education Director and must be removed immediately following the activity. ALL DAMAGED OR MISSING/STOLEN EQUIPMENT WILL BE CHARGED TO ORGANIZATION/RENTER AT REPLACEMENT VALUE

•LATEX products, including balloons and gloves, are not permitted in the building.

**4. Supervision:** All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any outdoor supervision required.

**5. Use:** All facility use shall be consistent with building design, and all food/refreshments are restricted to commons/cafeterias or outside buildings, unless approved in advance by the School District. District #001 has the right to limit the activities in an auditorium consistent with the equipment and design. Authorized District Employees shall have access to facilities at all times to verify appropriate use.

**6. Laws:** All ordinances, laws and district policies pertaining to the use of school facilities must be observed. Use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. Games of chance allowed by law (school/club raffles), promotional business activities where gifts are given and games where no personal risk occurs (grad blast games) are allowed. State Fire Laws must be observed at all times. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.

**7. Liability:** Aitkin School District recommends that any organization, group or individual, not associated with the school district, using the school's facility for their activities and any contractor working on the school building or grounds will need to provide a Certificate of Insurance showing proof of public liability insurance with \$1,000,000 per occurrence and \$2,000,000 aggregate limits. That insurance policy should list Aitkin ISD #1 as an *Additional Insured*. Any company or contractor providing a service or working on the schools premise will provide proof of worker's compensation insurance.

**8. Agreement:** Any organization renting school facilities shall be required to complete and sign a rental agreement releasing the school district from all liability in connection with the use of the facility. The school administration shall be responsible for approving or disapproving all requests for use of facilities and for scheduling facility usage. In this regard, the administration may establish reasonable time and day perimeters when school facilities are not available for rental.

## FEE SCHEDULES FOR ABOVE\*\*\*\*

### CUSTODIAL CHARGES

Generally there will be no custodial charge for use of facilities when custodians are otherwise on duty. A charge of \$22.00 an hour will be made, however, if custodial time is required for setup or cleanup. Hours on duty are:

7:00 a.m. – 11:00 p.m. Monday-Friday *during the school year.*

7:00 a.m. – 3:30 p.m. Saturday *during the school year.*

7:00 a.m. – 3:30 p.m. Monday-Friday *during summer hours.*

**IF YOU ARE HERE FOR HOURS BEYOND THE ABOVE, YOU WILL BE CHARGED FOR AN OVERTIME FEE AS FOLLOWS FOR CUSTODIAN.** \$40.00 an hour after regular on-duty hours.

### COOK FEES:

A cook is required to be on duty whenever any kitchen equipment is used other than coffee pots. Fee for the Cook is \$45.00 an hour. Cook to be approver for all rentals of Kitchen.

### SOUND/LIGHTING TECH FEES:

A trained auditorium technician must be on duty whenever any auditorium sound and light equipment is used. Fee for the technician is \$22.00 an hour.

**Any organization renting school facilities shall be required to complete and sign a Facility/Field/Equipment Use and Rental Agreement (Form 902-2 releasing the school district from all liability in connection with the use of the facility.**

The school administration shall be responsible for approving or disapproving all requests for use of facilities and for scheduling facility usage. In this regard, the administration may establish reasonable time and day perimeters when school facilities are not available for rental.

### Facility Use/Rental Fee Schedule

Fees for facilities not listed below shall be at the discretion of the District Office. Renters may be required to provide a damage deposit. Personnel charges may apply to use of computer labs.

<b>Flat Fee Rates Per Day</b>		
<b><u>Facility</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
<b>High School</b>		
Gymnasiums	\$20.00	\$35.00
Auditorium	\$30.00	\$50.00
Auditorium (Air Conditioned)	\$50.00	\$70.00
Sound Technician	Fee Schedule	Fee Schedule
Cafeteria	\$10.00	\$20.00
Commons	\$10.00	\$20.00
Kitchen	\$10.00	\$35.00
Cook	Fee Schedule	Fee Schedule
Media Center	\$15.00	\$20.00
Concession Stand	\$10.00	\$15.00
Wrestling Room	\$15.00	\$25.00
Classrooms	\$10.00	\$15.00
Home Ec/Foods Room	\$10.00	\$20.00
Computer Room	\$10.00	\$20.00
Sports Fields	\$10.00	\$15.00
Extra Custodial	Fee Schedule	Fee Schedule

<b>EQUIPMENT</b>		
Projector	\$10.00	\$10.00
Piano	\$10.00	\$10.00
Garbage Dumping	\$10.00	\$10.00
Microphone/stands	\$10.00	\$10.00
Field Marking Charge – Softball Fields per time	Time/Material	Time/Material
Filed Marking Charge – Football Fields per time	Time/Material	Time/Material