

Rental of School Facilities

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 program. Toward this end, the following rate schedule (per day) is established:

	<u>Service Organizations</u>	<u>Private Organizations</u>
Projector	\$10.00	\$10.00
Gymnasium	No Charge	\$35.00
Auditorium/ventilation	No Charge	\$35.00
Auditorium/air conditioning	\$20.00	\$55.00
Cafeteria	No Charge	\$25.00
Kitchen	No Charge	\$35.00
Classroom	No Charge	\$10.00
Piano Rental	No Charge	\$50.00 per year
Field Rental	No Charge	\$30.00 per field, per day
Extra Custodial	Current total cost	Current total cost
Cook	Current total cost	Current total cost
Woock Field	No Charge	No Charge
Garbage		
Bag	\$5.00	\$5.00
Barrel	\$10.00	\$10.00
Dumpster	\$50.00	\$50.00

The Superintendent of Schools may require a deposit up to \$500 if there is substantive potential for damage and/or misuse of the building.

For service organizations, such as the PTO, Lions, Women of Today, Quarterbacks, Legion, 4-H, Boy and Girls Scouts, political parties, and governmental units other than the school, there is no rental charge for facility use. If additional preparation or cleanup requiring school personnel is required, an actual cost fee will be charged.

Private organizations, such as private businesses, individuals, and religious organizations, are assessed a fee as outlined above. There is a charge for any extra custodial work that is necessary or, if the kitchen is used, for a cook's time.

Dances/fundraisers: Nonschool organizations who wish to use school facilities for a dance or other fundraiser (i.e. Variety show, presentation, etc.) will need to provide activity supervisors or chaperones. Chaperones or supervisors are responsible for the behavior of the activity participants and the proper treatment of the facility. To that end, the following guidelines regarding chaperones are in effect:

Required chaperones:

1. Student dance – two H.S. staff members or one on-site police officer plus sponsors.
2. Auditorium show/event – four chaperones (two within auditorium, two roaming halls).
3. Gymnasium show/event – four chaperones (one within the gym, three roaming halls).

Chaperones/supervisors cannot be involved as a director, master of ceremonies or in a direct way with the production. The chaperones only responsibility must be supervision.

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

Groups which generate refuse and elect to have the school dispose of that refuse will be charged a dumping fee which will be determined according to a sliding scale at the time of building checkout.

A cook is required to be on duty whenever any kitchen equipment is used other than coffee pots.

A trained auditorium technician must be on duty whenever any auditorium sound and light equipment is used.

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.

Alcohol, tobacco, and games of chance where true cash or tokens for cash betting occurs are forbidden in school facilities and on grounds. 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. Alcohol is not allowed to be stored or used on school property. Tobacco is not to be used within district buildings or vehicles. Sponsoring organizations are responsible for reinforcement of this rule. Violation of this rule will jeopardize future use of the facility by offending groups.

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

Reviewed: 2-09-15

Approved: 1-13-77, 5-18-82, 11-11-82, 1-19-88, 7-31-90, 12-15-92, 2-13-95, 3-20-00, 12-15-03, 3-17-08 (DFD), 3-14-11 (902-1), 3-16-15

