

Foley Public Schools Adopted by the Board: 11-20-2017

902.1 BUILDING AND FACILITY RENTAL

I. PURPOSE

The schools belong to all of us. Encompassing a wide range of facilities, our schools are one of the community's greatest assets. Allowing groups and organizations to utilize the school buildings and facilities is an important part of using our resources to the fullest extent. This policy describes the general terms and conditions of public use of the community's school facilities.

II. GENERAL STATEMENT OF POLICY REGARDING BUILDING/FACILITY RENTAL

- A. Mutual consideration is necessary to continue providing this service. Policies and rules exist to protect property owned by the school district. Adherence to the following general rules is expected by those persons using school facilities and buildings:
- B. Regular school activities and organizations of the school have first priority in the use of any school facility.
- C. The use of school facilities must be in the public interest. Activities detrimental to the purpose of school will not be allowed in the buildings. State laws such as Department of Health, occupancy capacity and fire code must be followed including keeping emergency exits visible and accessible. Failure to abide by the items of this policy will result in denial of future facility use.
- D. All local and/or state ordinances and laws pertaining to the use of public buildings must be observed. Gambling and drinking/possession of intoxicants on school grounds are prohibited. Foley Schools are tobacco free.
- E. School use for a worship service requires the approval of the Board of Education.
- F. The purposes for which users wish to use school facilities should be consistent with how the rooms are designed and have been equipped.
- G. All activities must have competent adult supervision. The custodial/building supervisor staff person shall supervise the facility operation but not the renter or the activity. The responsible applicant must supply any special supervision required. The district may require the applicant to provide supervision, including law enforcement, as determined by the district to be needed, at the cost of the applicant.
- H. The user is liable for personal injury or property damage.
- K. Building/facility use permits may be canceled for just cause by the school district.

- L. The user is strongly encouraged to have liability insurance coverage and provide certificate of insurance listing the district as additionally insured. Or the district may choose to offer an endorsement providing liability coverage while on premise.
- M. In the case of school closings such as closing due to inclement weather all facility use permits will be canceled and no fee will be charged. Superintendent may allow facility use.
- N. Concessions stands: Any use of concession stands, either existing or stands brought on to school grounds, must comply with the food service standards of the district and be approved by the Activities Director/Coordinator.

III. RENTAL FEES AND ORGANIZATIONAL CLASSIFICATIONS

- A. Rental fees and priorities are determined according to a group's classification. Organizations requesting building and/or facility use are classified into four categories.
- B. The School Board shall set rates for fees, staff time, and facility rental annually.
- C. All users will pay for staff time as follows:
 - 1. A scheduling fee will be assessed for all non-school users to schedule school facilities.
 - 2. A preparation fee for preparing facilities will be assessed for all non-school users to use school facilities.
 - 3. A custodian, schoolkeeper, or building supervisor must be on duty whenever building facilities are in use. (The building administrator or Buildings and Grounds Director may waive this requirement under certain conditions.)
 - 4. A food service employee must be on duty whenever a kitchen facility is in use.
 - 5. A qualified district employee must be on duty to operate and/or adjust the sound and lighting systems in the high school theatre in preparation for and during a performance.
 - 6. A lifeguard must be on duty whenever the swimming pool is in use.
 - 7. Fieldhouse supervisor must be on duty whenever the fieldhouse is in use.
 - 8. To keep costs down, groups are urged to vacate the buildings as soon as possible following the scheduled event as this reduces the costs to both the renter and the school district.
- D. Organizational Classifications
 - 1. CLASS I -- First Priority (no rental, other charges do apply*) *Class I groups must pay swimming pool personnel wages, and applicable preparation, custodial, food service and supervision fees.

- Recognized school organizations and school related functions of ISD #51
- Local tax supported agencies serving District 51 residents
- Local non-profit youth service agencies serving ISD #51 students
- Fundraising events for any of the above

2. CLASS II -- Second Priority **Class II, III, and IV groups must pay swimming pool personnel, custodial, supervision, and food service staff costs, applicable preparation and additional rental fees.

- Civic organizations located within ISD #51
- Non-profit community groups located within ISD #51
- Civic and non-profit organizations who prior to the adoption of this policy on June 23, 2003 did not pay a rental fee are grandfathered in as Class I users.

3. CLASS III -- Third Priority **Class II, III, and IV groups must pay swimming pool personnel, custodial, supervision, and food service staff costs, applicable preparation and additional rental fees.

- Commercial and business organizations with business address within ISD #51
- Individual community members with residential addresses within ISD #51
- Other Minnesota School Districts

4. CLASS IV – Fourth Priority **Class II, III, and IV groups must pay swimming pool personnel, custodial, supervision, and food service staff costs, applicable preparation and additional rental fees.

- Out-of-district facility users other than Minnesota School Districts

FOR INFORMATIONAL PURPOSES:

RENTAL REQUEST PROCEDURES

- A. Obtain a Facility Use Request Form
 - in person from the Community Education Office, 840 Norman Avenue North, Foley,
 - or call 968-8619 to request that a form be mailed to you,
 - or from the District web site www.foley.k12.mn.us
- B. File the application with the Community Education Director at least seven (7) working days prior to desired date of use in person, by mail or by email.
- C. User and rental fees shall be determined from the schedule of fees at the time of application. An estimation of charges for the facility use and staff time will be provided. Cancellations must be made 24 hours in advance of the scheduled use or you will be liable for the rental fee.

- D. When the Community Education Director, or his/her designee, confirms the availability of the facility requested and schedules it as per the Request Form, the requesting organization/individual will be charged a scheduling fee. Multiple dates and facilities may be included in one request form. This fee is non refundable even if the event is canceled.
- E. Once a date, time, and facility have been properly booked and confirmed by the Community Education Director, those persons booking the facility will be assured entitlement to use that facility at the specified time.

SPECIFIC RULES FOR USAGE OF SCHOOL FACILITIES (For Information)

1. School equipment may be used if a request for its use has been included with the facility application.
2. Approval is required for all equipment brought into the building by a group. Equipment should be removed immediately following the activity.
3. Tennis shoes must be worn on the gymnasium floors unless a protective floor cover is in place
4. Decorations must meet fire code. Placing materials of any kind on floors, walls, or other parts of the building requires permission from the building administrator.
5. All users must clean the facility after an activity, returning the facility to its original order. Damaged or destroyed property must be replaced or repaired by the renter.
6. All buildings shall be vacated by 11:00 p.m. unless prior approval has been granted.
7. The school purchases supplies for use by its own educational programs without allowance for sale to other organizations. It is advisable for an organization to purchase its own supplies outside of the school district.
8. Equipment used to serve food, including concessions stands, must meet Minnesota Department of Health requirements. Equipment used in concession stands is provided by the district.

Fieldhouse Rules:

1. No footballs, inappropriate language or behavior.
2. Students in 5th Grade and younger need an adult present.
3. Participants must sign in and pay.
4. Walking direction alternates each day.
5. Use north fieldhouse doors on the weekends and during evening hours.
6. Participants must leave or be picked up within 10 minutes of posted closing time.
7. No food, pop or sports drinks in FH, water bottles are allowed.

Foley Senior High School Auditorium/Theater User Guidelines

1. All curtains must be wrapped in their protective sleeves (after every use) before leaving the auditorium/stage.
2. All doors to the auditorium must be locked. There are 6 doors so be sure to check them all.
3. The storage areas must remain locked. None of the theatrical set pieces, tools, etc. are to be used without proper authorization from the theater arts director or building principal.
4. No one is allowed in the light/sound booth or on the catwalk without proper authorization from theater arts director or the building principal.
5. The Lee Colortran Lightboard will not be used by anyone without proper training and authorization by the theater arts director or the building principal. If special lighting is desired for your activity, trained students may be available to rehearse with you and run the light board for your activity. You will need to work out your compensation agreement with them, to be paid from your activities funds.
6. The sound system located in the light/sound booth requires some training before operating it. See the building principal in advance of your scheduled activity if you desire to use the sound system.
7. If you desire to use the auditorium you must reserve all desired times for usage with the activities director/coordinator or the activity secretary in the high school main office. Remember to block off all the times you intend to use the facility. This includes rehearsals, performances, set-up time and tear down time, etc.
8. If you desire to use the grand piano you must get prior approval from the music department or the building principal. The cover must be kept on the piano at all times (except during performances). Nothing should ever be set on top of the piano. The piano must be returned to its storage area after every use.
9. If the music rehearsal areas are needed in conjunction with your use of the auditorium you must get prior approval from the music department or the building principal prior to their need.
10. If the AV screen is needed for your activity, contact the building principal in advance of your activity.
11. No food or pop is allowed in the auditorium seating area.
12. The theater seats 350 persons. Please keep this in mind when you are scheduling your event.
13. Door #20 is the door to be used to enter the theater for performances. Please advertise this entrance.

Swimming Pool Rules and Regulations

1. No person(s) will be permitted in the pool unless a lifeguard is on duty.

2. Rules must be followed by all swimmers.
3. Swimmers are responsible for valuables left in the locker rooms.
4. Swimmers must remove all jewelry and watches.
5. All swimmers must shower prior to entering the pool.
6. No glass containers will be allowed in the pool area.
7. Improper behavior including profanity, abusive remarks and abusive gestures will result in immediate dismissal from the pool and pool area.
8. Please refrain from public displays of affection while using the pool.
9. Individuals with skin conditions such as poison ivy, athlete's foot, warts, or other communicable condition will not be allowed to use the pool.
10. All children must be six (6) years old and four (4) feet tall or they must be accompanied by an adult.
11. Children who cannot swim the width of the pool cannot go into the deep end of the pool.
12. Running in locker rooms and on the pool deck will not be allowed. WALK AT ALL TIMES.
13. No throwing, pushing or dunking in the pool.
14. Proper swim wear is to be worn for swimming.
15. No street shoes on pool deck.
16. Spitting or spouting water is not allowed in the pool.
17. Lifejackets and personal flotation devices (example: arm bands) will not be allowed in the pool.

Diving Rules

1. Only one person on the diving board at a time.
2. Only one bounce per jump or dive.
3. All persons are to dive off the front of the board only.
4. Arms are to be over the head on a head first entry.
5. No equipment is allowed in the diving area.
6. ABSOLUTELY NO DIVING IN THE SHALLOW END OF THE POOL.
7. Once a swimmer has gone off the diving board, the person next in line should wait until the

swimmer had reached the side of the pool by the ladder.

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