

Facility Usage and Rental Policy

Southland ISD 500

The Southland Public School District #500 Board of Education recognizes that school facilities represent a highly valuable asset for the development and enrichment of both the school and civic life of this community. Allowing groups and organizations to utilize school facilities is an important part of using our school to the fullest extent.

Rental and use of Southland Public School District #500 facilities is coordinated through the Superintendent/Designee and the Southland Community Education Department. The School Board has pledged cooperation in the promotion of activities that appear to be for the best interest of the school district and the community. However, it must be realized that there are costs involved in the use of facilities, and therefore, the following policy is intended to deal with the use and costs in a fair and consistent manner.

RENTAL:

1. Application (found on page 6) for facility use shall be completed and submitted at least 10 days prior to desired date of use.
2. Application forms are available at the school office:

Southland ISD 500
200 NW Water Street
Adams, MN 55909
Telephone: 507-582-3568
FAX: 507-582-7813
3. After the application is received, the Facilities Director will review the application and determine the availability of facility use. The Facilities Director will inform the applicant when final approval is made. Final scheduling of facilities is not confirmed until both parties sign the contract and a permit is issued.
4. Non-school organizations shall provide a certificate of insurance with minimum limit of general liability insurance of \$1,000,000 combined single limit. The renter's insurance agent should provide the certificate of insurance with District #500 listed as the additional insured.
5. Cancellations must be made 48 hours in advance of the scheduled rental or the rental party will be held liable for the rental fee. (Unless cancellation is due to uncontrollable circumstances – such as weather – as determined by the Superintendent.)
6. The School District reserves the right to require partial or full payment at the time the contract is signed.
7. The School District reserves the right to cancel any reservation in the event of emergency situations.
8. It is the policy of the Southland Public Schools to maintain an environment that is free from all kinds of harassment and discrimination. The school district prohibits any form of sexual harassment. Any outside companies or community organizations who use the school facilities shall adopt the school district's harassment policy while utilizing school property.

RULES AND REGULATIONS:

Certain rules and regulations are necessary in order to properly manage and protect property owned by the Southland School District. Mutual consideration and cooperation is necessary to properly administer various policies of usage. All groups or individuals wishing to use school facilities shall be required to make application for such use.

1. **Priorities and Change of Dates.** Regular school activities and organizations of the school shall have first priority in the use of any school facility. The school district reserves the right to cancel or change dates in the event the facilities are needed for school and/or Community Education activities.
2. **Application and Permit.** All groups or individuals wishing to use school facilities will be required to make application for such use and, upon approval, sign a contract which shall include a hold harmless agreement. A permit form will be issued to the user upon final approval. In order to insure a group's approved use of a facility, the facility use form must be with the non-school organization.
3. **Supervisory Responsibility.**
 - A. All activities must have competent adult supervision.
 - B. Custodians will supervise the facility, but not the rental group or the activities.
 - C. Facility users may be charged for any special needs required (i.e., police protection, parking supervision, snow removal, etc.)
 - D. Children in attendance as spectators at events are to be properly supervised by members of the user group.
 - E. Unauthorized persons may not loiter on school grounds or in school buildings. Representatives of the rental group are responsible for removing persons who are loitering.
4. **Outside Equipment.** Any equipment brought into the building must have prior administrative approval and must be removed promptly following the activity.
5. **School Equipment.** Arrangements for seating, or other special equipment, shall be made at the time the permission is granted. School equipment (i.e. athletic equipment, audio-visual, kitchen equipment, etc.) may only be used on school district property if prior arrangements are made. Additional compensation may be required to cover costs for supervision, set-up and/or use of the equipment.
6. **Personal Injury.** The renter is liable for personal injury or property damage. All accidents must be reported to the District Office within 24 hours.
7. **Damages and Clean Up.** All damages are to be reported to the custodian on duty or Community Education personnel. The renter will be held liable for repairs and/or replacement costs for destroyed property or equipment. All groups must return the rental space to original order. Custodians may assist.
8. **Prohibited Substances and Activities.**
 - A. All local/state ordinances and laws pertaining to use of public buildings must be observed.
 - B. Games of chance (professional gambling) are prohibited in school buildings or on school grounds.
 - C. Use or possession of alcohol and other controlled substances in school buildings, or on school grounds, is prohibited.
 - D. Smoking, and/or use of tobacco products in school buildings, or on school grounds, is prohibited.
 - E. Use of an "open flame" or candles are not allowed in school buildings.

F. All concealed weapons, including handguns, are banned from school property.

9. **Revocation of Privileges.** The use of school facilities must be in the public interest. Activities detrimental to the purpose of the School District, or for direct private gain, will not be allowed.
10. **Gym Shoes.** Regular gym shoes are to be worn when using the gym floor. Street shoes, rubbers, or overshoes are forbidden.
11. **Dances and Receptions.** The school building facilities are not available to groups requesting use for wedding receptions, private dances, wedding anniversaries, etc.
12. **Decorations.** Putting materials of any kind (i.e. decorations, banners, signs, plaques, pictures, etc.) on floors, walls, ceilings, or any other part of the building require prior written permission from the Superintendent/Designee. All decorations must be fireproof.
13. **Personnel Services and Additional Expenses.** The use of school facilities may require that a school employee be present and paid, at the user's expense, according to the existing schedule. These charges shall be in addition to any charges for use of the facility.
 - A. Whenever the school kitchen appliances are used, a food service employee or properly licensed individual must be present and paid at the user's expense, according to the existing schedule.
 - B. Whenever the facility is used, and a custodian is not on regular duty, one shall be employed and paid at the user's expense.
 - C. Activities such as banquets, tournaments, or conferences may generate extra garbage. Extra garbage pickup may be charged at current rates.
 - D. Additional fees may be charged for use of some on-site equipment.
14. **Transfer or Sublet.** Permit holders cannot transfer or sublet the use of facilities to another person or organization.

FACILITY USAGE GUIDELINES:

1. Exceptions:
 - A. There is no other date on which to schedule a music concert
 - B. A make-up sports activity. If that happens, it will only be for the teams 9-12; no Jr. High.
 - C. Any activities scheduled by the state, section, etc. that are out of our control. Example: The football game held the night before MEA.
 - D. Any spring sport that needs to make up a game on a Wednesday night will start at the end of the season and schedule their way back.
 - E. Sports Banquets are allowed on Wednesday night the last two weeks of May.
 - F. High School basketball may hold late practices until 8:00 PM.
 - G. Adult only meetings with administrative approval for extenuating circumstances.
3. Sundays:
 - A. The facilities can only be used between the hours of 1:00 PM-5:00 PM with approval from the activities director.
 - B. Students cannot be required or pressured into attending an event on Sunday's.
 - C. The gym can be used for the Youth Basketball and Youth Wrestling Tournaments which have been taking place for years.
4. During the week.
 - A. During the week, Monday, Tuesday, and Thursday, the gyms may be used for student open gym with adult supervision until 8:00 PM after school activities are concluded. For example, if youth basketball practices until 7:00 PM an open gym could be held from 7-8 PM. An open gym cannot be sports specific. It is open to anyone of all ages and interests.

- B. Gym time may be extended beyond 8:00 PM if the AD approves it for extenuating circumstances.
- C. On Fridays and Saturdays an open gym may be held up to 10:00 PM, provided there is nothing else scheduled. This could be extended to weeknights if there is no school the next day at the Activity Director's discretion.
- D. The activity director may extend the hours listed above if a request is made for a non-student activity.
- E. Any school activities that need to be moved or made up will supersede any scheduled open gym.

The purpose of these guidelines is to limit late nights, Sunday's and Wednesday evenings for Southland Students. Ultimately, the AD and administration reserve the right to make decisions as situations arise. Any use of the facilities must go through the school office, with the proper usage forms filled out and cleared by the Activities Director in advance.

RENTAL CLASSIFICATION:

Organizations desiring facility use are classified into six categories. Rental fees and rental priorities are determined according to each group's classification. Any potential renter or user not fitting any of the following classifications shall be given a rate determined by the Superintendent.

School Activities (Top Priority – No Charge)

- A. School related activities and organizations (i.e., extra-curricular and co-curricular activities, student club, advisory councils);
- B. Southland Community Education classes and programs;

Southland Booster Clubs and School Affiliated Youth Organizations (Second Priority)

- A. Southland Youth Organizations
- B. Rebel Nation
- C. Southland P.T.O
- D. Legion Baseball

CLASS I (Third Priority)

- A. Open meetings of tax-supported agencies (i.e., political caucus nights, public hearings, elections);
- B. Non-profit school, local district youth group meetings (i.e., Boy Scouts, Girl Scouts, 4-H Clubs); and
- C. Charitable group meetings (i.e., American Red Cross, Hospital Auxiliary).

CLASS II (Fourth Priority – Non-profit groups)

- A. Organized community services, citizens, and civic groups (i.e., Jaycees, Rotary, Lions, VFW, American Legion, Chamber of Commerce);
- B. Political party meetings and conventions (i.e. Republicans, Democrats, Independents);
- C. Special interest groups (i.e., Tops Club);
- D. Religious/Church organizations, including youth groups.
- E. Out of District Booster Clubs and/or Community Education Classes
- F. All Class I groups when utilizing school facilities for the purpose of advancing their organization interests through raising funds, either through an admission charge, sale of tickets, or free-will offering.

CLASS III (Fifth Priority – Profit groups)

Commercial and business organizations. Any organization whose existence, on a day-to-day basis, is for the purpose of making a profit whether or not a profit is made or intended with the one-time use of school facilities. Fee determined by schedule.

CLASS IV (Long Term Contract)

Contracts may be written for groups who use the facilities on a consistent and long-term basis, upon consultation with the Superintendent. Terms of the contract will need approval by the Board of Education.

RENTAL FEES:

| Facility | Booster Club | Class I | Class II | Class II | Class III | Class III |
|-------------------------------|---------------------|----------------|-----------------|-----------------|------------------|------------------|
| Indoor | per hour | per hour | per hour | *per day | per hour | *per day |
| Auditorium | NC | NC | \$ 50.00 | \$ 300.00 | \$ 100.00 | \$ 400.00 |
| High School Gym | NC | NC | \$ 50.00 | \$ 300.00 | \$ 100.00 | \$ 400.00 |
| Commons/Cafeteria | NC | NC | \$ 25.00 | \$ 200.00 | \$ 40.00 | \$ 240.00 |
| Elementary Gym | NC | NC | \$ 50.00 | \$ 300.00 | \$ 100.00 | \$ 400.00 |
| Kitchen | NC | NC | \$ 40.00 | \$ 240.00 | \$ 50.00 | \$ 300.00 |
| Fitness Center | NC | NC | \$ 25.00 | \$ 150.00 | \$ 40.00 | \$ 240.00 |
| Classrooms | NC | NC | \$ 25.00 | \$ 150.00 | \$ 40.00 | \$ 240.00 |
| Concession Stand | NC | NC | \$ 25.00 | \$ 150.00 | \$ 40.00 | \$ 240.00 |
| Conference Room | NC | NC | \$ 25.00 | \$ 150.00 | \$ 40.00 | \$ 240.00 |
| Locker Rooms | NC | NC | \$ 25.00 | \$ 150.00 | \$ 40.00 | \$ 240.00 |
| Outdoor | | | | | | |
| Football Field ** | NC | NC | | \$150/\$300 | | \$200/\$400 |
| Softball Field | NC | NC | | \$ 75.00 | | \$ 100.00 |
| Baseball Field | NC | NC | | \$ 75.00 | | \$ 100.00 |
| Concession Stand | NC | NC | | \$ 100.00 | | \$ 100.00 |
| Parking Lot | NC | NC | | \$ 50.00 | | \$ 50.00 |
| Personnel (per/person) | | | | | | |
| Custodian | \$ 35.00 | \$ 50.00 | \$ 50.00 | | \$ 50.00 | |
| Food Service Personnel | \$ 35.00 | \$ 50.00 | \$ 50.00 | | \$ 50.00 | |
| Other | | | | | | |
| Garbage pick-up (50 gal bag) | Current Rates | | | | | |
| | Booster Club | Class I | Class II | Class II | Class III | Class III |
| Equipment (on-site) | | per day | per hour | *per day | per hour | *per day |
| Amplifier/PA and 1 mic | NC | \$ 50.00 | | \$ 50.00 | | \$ 50.00 |
| Portable PA system | NC | \$ 30.00 | | \$ 30.00 | | \$ 30.00 |
| PA microphone | NC | \$ 15.00 | | \$ 15.00 | | \$ 15.00 |
| DVD and one TV | NC | \$ 40.00 | | \$ 40.00 | | \$ 40.00 |
| Television | NC | \$ 25.00 | | \$ 25.00 | | \$ 25.00 |
| Tripod Screen | NC | \$ 20.00 | | \$ 20.00 | | \$ 20.00 |
| Video Projector | NC | \$ 50.00 | | \$ 50.00 | | \$ 50.00 |
| Piano | NC | \$ 50.00 | | \$ 50.00 | | \$ 50.00 |
| Risers | NC | \$ 25.00 | | \$ 25.00 | | \$ 25.00 |
| Coffee Pot (100 Cup) | NC | \$ 20.00 | | \$ 20.00 | | \$ 20.00 |

*Daily use is considered up to 8 hours. Any additional time over 8 hours may be assessed additional charges.

**Lower rate is for daytime usage, higher rate is for evening usage when lights are used.

Southland ISD #500

APPLICATION FOR USE OF FACILITIES

Name of Organization or Individual: _____

Invoice Address: _____

Supervisor's Name: _____ Daytime Phone: _____ Evening Phone: _____

Event Name: _____ Number of Participants: _____

Date(s) of Event: _____ Rooms Needed: _____ Type of Activity: _____

Set-up Date: _____ Set-up Time: _____ Event Start Time: _____ Event End Time: _____

Admission (check one) Free _____ Donation _____ Admission _____

Key/FOB Deposit \$100 _____

Please check all items required and number needed (where applicable). Refer to Pages 4 and 5 for pricing:

Building: _____ **K-12 Building** _____ **Early Childhood** _____

Indoor

Auditorium _____
 High School Gym _____
 Commons/Cafeteria _____
 Elementary Gym _____
 Kitchen _____
 Fitness Center _____
 Classrooms _____
 Concession Stand _____
 Conference Room _____
 Locker Rooms _____

Outdoor

Football Field _____
 Softball Field _____
 Baseball Field _____
 Concession Stand _____
 Parking Lot _____

Personnel

Custodian _____
 Food Service Personnel _____

Equipment (on-site)

Amplifier/PA and 1 mic _____
 Portable PA System _____
 PA Microphone _____
 DVD and one TV _____
 Television _____
 Tripod Screen _____
 Video Projector _____
 Piano _____
 Risers _____
 Coffee Pot (100 Cup) _____
 Garbage pick-up (50 gal bag) _____

I accept responsibility for use of the school facilities indicated above and will enforce the rules and regulations during its use. I hereby waive and release any and all rights to file action against the Southland School ISD #500, for damages or injuries resulting from incidents on said dates; and in the event that damages or an injuries suit is brought against the District, the undersigned will indemnify and hold Southland School ISD #500 harmless from any and all damages resulting from such suit.

 Renter Representative

 Date

 Superintendent/Designee

 Date

Copies to: K-12 Principals
 Head Custodian
 Facilities Secretary

Application: Approved Denied
 Rental Fee: _____
 Additional Fee: _____
 Total Fee: _____

Southland ISD #500

Rental Indemnification Statement

Name of Organization or Individual: _____

Supervisor/Representative: _____

Rental Date(s): _____ Start Time: _____ End Time: _____

LOSS OR DAMAGE. Southland School, ISD #500, will not be liable for any loss, damage or theft of any property of the renter or others, kept or stored, in or about the premises. Renter acknowledges that it is renter's responsibility to insure its own possessions.

INDEMNIFICATION. Southland School, ISD #500, will not be liable for any loss or damage of any property, or injury, or death, to the renter or any person, occurring on or about the Premises. Renter agrees to indemnify and hold Southland School, ISD #500, harmless from all claims, expenses, damages and liabilities, including attorney's fees, relating to the fore mentioned.

Statement of Release:

I agree to release Southland School, ISD #500, and its employees of all liability related to all losses, damages, accidents, or injuries that may occur while renting the Southland facility.

Signature of Renter Representative

Date