

**MILACA PUBLIC SCHOOLS
SCHOOL BOARD POLICY**

Adopted: 6-19-00

Orig. 1995

Revised: June 2023

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902 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.

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. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration (Community Education).

C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. 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.

B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office (Community Education). The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

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. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.

D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

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. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community 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. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

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

RULES, REGULATIONS AND RATES FOR USE OF SCHOOL DISTRICT FACILITIES

General Regulations

1. Groups must confine their activities to the space they have reserved.
2. Adult supervision must be provided at all times. Group leaders are responsible for the conduct of both participants and spectators. Renters must provide any special supervision required. (i.e., police protection, parking supervision, hallway supervision, etc.)
3. A school district employee capable of providing for the security of the school facility must be on duty whenever building facilities are being used.
4. When school is closed due to inclement weather, all facility use permits will be cancelled and no fee will be charged.
5. School District property may not be taken out of the building without prior approval from the Community Education office.
6. Facilities must be left in the condition found. This includes room arrangement and placement of furniture.
7. The renter should dispose of all refuse and debris properly in designated receptacles.
8. Community users should not disturb materials found on bulletin boards or written on black or white boards.
9. You are in a healthy, comfortable, smoke-free, alcohol-free and drug-free learning environment. The use of all tobacco, alcohol and illegal drugs is prohibited in all school buildings and on all school property, including parking lots.
10. Possession of firearms, except by law enforcement officers and firearms used for authorized educational programs, is prohibited on all school grounds.
11. A food service employee must be on duty whenever the kitchen is used for cooking and/or washing dishes. Groups will be billed for the hours that staff work.
12. A computer technician must be on duty whenever a computer lab is used.
13. The Community Education department must approve any equipment brought into the building by the renter. Equipment must be removed directly following the activity.
14. District 912, by permitting Group II **or** Group III organizations the use and rental of its facilities and equipment, does not become a promoter, endorser, or sponsor of the meeting or event.

15. Any Group II and III organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content/activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.
16. The district may require a certificate of insurance for events sponsored by all groups.
17. The School District reserves the right to cancel or postpone a reservation due to an emergency condition. Some examples include: closure of school by the school board or weather cancellation.
18. The School District reserves the right to cancel any reservation. Any activity that may violate the canons of good morals, manners, or taste, or may be injurious to the buildings, grounds or equipment will not be permitted.

EQUIPMENT USE

School equipment is available to groups only through prior arrangement with the Community Education office. School equipment has been purchased primarily to operate the education program of the district. Therefore, use of equipment by the community will be kept to a minimum. The School District will determine which pieces of equipment will be unavailable for public use.

Equipment needed in conjunction with rental requests must be scheduled by the Community Education department and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment. If equipment is damaged, please notify the Community Education office after your rental is completed. Should damage occur, the district will replace or repair equipment and the renter will be billed for the cost.

GROUNDS/OUTDOOR FACILITIES

The use of outside areas such as fields and parking lots will require prior approval from the Community Education department. The School District will determine which facilities will be unavailable for public use.

The use of outside areas are subject to rental fees. Groups using outdoor areas without reserving, scheduling and renting the area will be required to pay a \$100 fee. Subsequent use of outdoors areas without reserving, scheduling and renting will result in the assessment of a \$150 fee.

Organizations using outside areas are expected to clean up all trash, papers, cups, or anything littering the fields and surrounding areas. Groups not providing the cleanup will be charged for groundskeeper/custodian wages as indicated in the facility guidelines.

Groups using outside facilities will follow school policy regarding alcohol and drugs, tobacco use, and abusive/obscene language.

Maintenance of fields and parking lots will take place from time to time. Signs will be posted to notify groups when areas cannot be used.

POOL RENTAL

Clubs, organizations, and individuals may rent the Milaca pool provided that certified Red Cross lifeguards are available. A rental form must be completed and payment arranged through the Community Education office.

GYMNASIUM RENTAL

1. All athletic participants must wear athletic shoes with clean, non-marking soles.
2. Only non-carbonated water will be allowed in the all gyms.
3. Renters using the gyms for large exhibitions will be charged an additional fee of \$400 for the setup, removal and use of the protective floor tarp.

THEATER RENTAL

1. A light/sound technician must be on duty whenever the theatrical lights and sound system are used in the theater. Renters will be charged for technician time at the rate of \$30/hour with a minimum of two hours. There is an additional charge for the use of theatrical lights. Groups may not bring in their own light/sound technician when using the district's system.
2. Food and beverages other than water are not allowed in the theater.

Disregard of policies, rules or regulations may result in cancellation of the reservation.

GROUP CLASSIFICATION AND RENTAL CHARGES

The following classification and rate system has been developed in order to schedule facilities in a fair and equitable manner to all groups and organizations concerned. School sponsored activities will have priority when developing a master schedule. All attempts will be made to schedule school activities on a quarterly basis or sooner so that community groups will be able to request use of the facilities in a timely manner. Any reference to the facility does not include the pool. Please see page 2 regarding pool rental guidelines.

GROUP I

Group I shall be permitted the use of facilities at no charge during regular custodial hours. Extra custodial, food service personnel, a technician or supervisory time will be charged in addition to the space rental as needed (2 hour minimum).

- District 912 Groups and activities, Community Education (including any individual, entity or group providing contracted services through Community Education), teacher and/or parent groups for the purpose of conducting school district business, or school district employee unions.
- District 912 sponsored fundraisers or events.

GROUP II

Group II will be charged a rental amount for the use of space. Extra custodial, food service personnel, technical or supervisory time will be charged in addition to the space rental as needed (2 hour minimum) as outlined in the fee schedule.

Local groups representing or residing in the Milaca school district and that are recognized as a governmental non-profit groups would qualify. Examples of such groups include:

- Locally organized youth groups for the purpose of meeting and fundraising (Scouts, 4-H, Churches, Campfire, US Swim).
- Locally organized community service and citizen's groups, local business and industry, area and regional agencies and local private schools for the purpose of meeting.
- Locally sponsored non-profit youth leagues that charge a fee to cover expenses of operating the program for the purpose of meeting, practicing or playing.
- Political caucuses and political candidates for the purpose of meeting.
- Locally sponsored college or career fairs.
- Any locally based activity with more than 100 participants, or a recital, performance or concert sponsored by an individual or group where no fee is charged. These may be closed or open groups. These are non-school sponsored events.

GROUP III

Group III will be charged a rental amount for the use of space. Extra custodial, food service personnel, technical or supervisory time will be charged in addition to the space rental as needed (2 hour minimum) as outlined in the fee schedule.

Examples of such groups include:

- Recital, performance, concert, tournament or activity sponsored by private individual or a group in which a ticket or fee is charged for admittance. These are non-school sponsored events.
- Locally sponsored funerals, showers, receptions, reunions, etc.
- Local religious groups for the purpose of conducting a service (baptism, wedding, etc.).
- Classes or workshops conducted by colleges and technical universities.
- Non-school sponsored vendors or individuals or groups for the purpose of any profit-making venture.
- Fundraising by businesses, community groups and individuals.
- Auction services.
- Businesses, community groups or individuals using the facility for profit.

Local groups are defined as groups in which a majority of the individuals reside within the boundaries of District 912.

APPLICATIONS AND SCHEDULING PROCEDURES

1. Reservations are made by contacting the Community Education office located at the main Milaca school building, 500 Hwy 23W. Phone 320-982-7307.
2. Rental rates may be negotiated through conversation with the Community Education Director/Facility Manager and the Superintendent of schools.
3. A school Facility Use Agreement form must be completely filled out and signed by a representative of the group making the request. Forms are available from the Community Education office and are downloadable from the Community Education page of the Milaca Public Schools website at www.milaca.k12.mn.us
4. Groups are asked to make arrangements for facility usage well in advance. Please return the completed request form to the Community Education office not less than five working days in advance of the event.
5. School equipment may be used if available and if proper arrangements have been made with the Community Education office at the same time the building use application is made.
6. A cash deposit of the rental fee and a damage deposit may be required of rentals in Groups II and III. This will be returned after all rental conditions have been verified.

COMMUNITY USE OF SCHOOL FACILITIES

Milaca District 912

The schools belong to all of us. Our schools are one of the community's greatest assets. The District 912 Board of Education, administration and staff believe that the use of these assets is good stewardship and supports and encourages community use. Allowing groups and organizations to utilize school buildings and facilities is an important part of using our community's resources to the fullest extent. In exchange, as a partner, the District requires that users **pay for costs associated with using the facility and** be responsible for the actions of their participants.

RENTAL CHARGES*

Hourly rates for facility use

<i>FACILITY</i>	<i>GROUP II</i>	<i>GROUP III</i>
Elementary Gym	\$20.00	\$50.00
Elementary Small Gym	\$10.00	\$35.00
Elementary Kitchen	\$30.00*	\$70.00*
Main Gym	\$30.00/1 court	\$70.00/1 court
	\$50.00/2 courts	\$105.00/2 courts
	\$60.00/3 courts	\$120.00/3 courts
H.S. Gym	\$35.00	\$75.00 full
H.S. Cafeteria	\$30.00*	\$70.00*
H.S. Kitchen	\$30.00	\$70.00
H.S. Gym & Cafeteria	\$50.00	\$120.00
H.S. Gym, Cafeteria & Kitchen	\$60.00	\$160.00
H.S. Cafeteria & Kitchen	\$50.00	\$120.00
Classroom (w/standard furnishings)	\$10.00	\$25.00
Dahlager Theater	\$20.00	\$65.00
Foyer/Elementary hallway	\$10.00	\$30.00
Media Centers	\$30.00	\$70.00
Computer Labs	\$35.00	\$80.00
Athletic Fields**	\$20.00	\$70.00
Tennis Courts (two)	\$10.00	\$30.00
Pool Rental		
Group size of 40 or fewer	\$35.00	\$85.00 (includes use of the pool facilities and 1 lifeguard)
Group size of 41 to 70	\$40.00	\$100.00 (includes use of the pool facilities and 2 lifeguards)

Available Equipment: Additional equipment beyond standard room furnishings is available upon request. The cost to use this equipment is built into the rental cost for each space. Please be sure to specify what if any additional equipment you would like when confirming your rental. A list of commonly requested equipment is listed below.

Commonly Requested Equipment

LCD projector

Piano

Chairs

Tables

Coat Rack

Microphone

Desk

Banquet Table

Podium

Theatrical Lights*

Potential additional charges:

Trash disposal	Any rental serving a meal or concessions will be charged an additional \$50.00 fee for the cost of additional trash generated.
Floor Tarp	A floor covering is required for any large group rental utilizing district gymnasiums where separate athletic footwear is not worn by participants at a cost of \$400.00 for set-up and removal.

*** Indicates staff charges will be added to the cost of your rental agreement. Charges are calculated per staff member scheduled (2 hour minimum).**

Custodial	Charged if facility is used outside of regularly scheduled custodial days/shifts.
	Monday through Friday \$45.00/hour, \$40.00 for every hour after 2 hours
	Saturdays, Sundays and Holidays \$60.00/hour, \$50.00for every hour after 2 hours
Theater technician	Monday through Sunday \$30.00/hour
Computer technician	Monday through Sunday \$50.00/hour
Food Service	Monday through Friday \$35.00/hour
	Saturdays, Sundays and Holidays \$40.00/hour
Building supervisor	Monday through Sunday \$20.00/hour

****Additional fees may be added for district personnel to set up, clean and tear down outdoor facilities. Use of varsity fields is at the discretion of District staff and may incur additional fees.**