

Independent School District #62
200 Trojan Drive, Ortonville, MN 56278

COMMUNITY USE OF SCHOOL FACILITIES – Policies, Procedures and Charges

The Board of Education of Independent School District #62 encourages the use of school facilities by responsible and properly organized groups within the school district for the purpose of education, cultural, recreational, entertainment, social service, civic and other appropriate activities to the fullest extent possible under the laws so long as these activities do not interfere with regular school programs.

RENTAL FEE STRUCTURE

Organizations desiring building/facility use are classified into four categories. Rental charges are determined by group classification on the approved fee schedule.

CLASS I: TOP PRIORITY

- a. School related student, teacher and parent organizations (i.e. student clubs, post prom committees, PTA, band boosters, etc.)
- b. Community Education and Recreation program events.
- c. Organized local, non-profit youth groups, (i.e. Brownie and Scout troops and 4-H clubs)
- d. Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and for which no admissions fee is charged.

CLASS II: SECOND PRIORITY – NON-PROFIT

- a. Organized community services, citizens and civic groups (i.e. Jaycees, Tram, Kiwanis, VFW, American Legion, Chamber of Commerce, etc.)
- b. Political party meetings and conventions (i.e. Republicans, Democrats, Independents)
- c. Special interest groups (i.e. TOPS, religious/church organizations (including area church youth groups)
- d. Custodial time to be arranged at the time of rental.

CLASS III: THIRD PRIORITY – PROFIT

- a. Commercial and business organizations.
- b. Special interest groups (including religious/church organizations, church youth groups) when admission is charged.
- c. Custodian must be on duty at all times.

CLASS IV: LONG TERM CONTRACT

- a. Special long term use of school facilities by non-profit groups. Terms of the contract will be written and approved by the Board of Education. (i.e. AAU Wrestling, AAU Volleyball)

RENTAL FEES BY CLASSIFICATION

	OHS GYM	ELEM. GYM	OHS COMMONS AUDITORIUM	CLASSROOM
Class I	No Charge	No Charge	No Charge	No Charge
Class II	\$25/hr	\$10/hr	\$10/hr	\$5/hr
Class III	\$35/hr	\$20/hr	\$20/hr	\$10/hr
Class IV	TO BE ARRANGED WITH THE BOARD OF EDUCATION			

Minimum rental time is two hours

Daily rate would equal five hour rate

Custodial charges added if overtime rate required due to time of event

REQUESTING SCHOOL FACILITY USE

1. Obtain a Facility Use Application from the District Office or on the Ortonville School web site.
2. Applications should be filed with the Business Manager at least seven days prior to desired use.
3. The Business Manager will inform the applicant when final approval is made.
4. Rental charges shall be determined at the time of application. Cancellations must be made at least 24 hours in advance.
5. It is required that each group has their own bodily injury and property damage liability insurance before renting the facility. Proof of Insurance must be given to the Business Manager at the time of application. Each group shall be required to pay for all damages to school property caused by any person(s) attending the event and assume all liability for damages against any persons.
6. The use of school facilities must be in the public interest. Any activity which would be detrimental to the purpose of schools shall not be allowed. The school district reserves the right to reject or cancel any reservation.
7. Permit holders may not assign, sublet, transfer, or change a fee for the use of the facilities.

RULES AND REGULATIONS: When Using School Facilities

1. All activities must have competent adult supervision.
 - a. Custodians shall supervise facility operation, but not the rental group or its activities.
 - b. Applicants must supply any special supervision required by the school district. (i.e. police protection, parking supervision)
2. Any equipment brought into a building or facility must have prior approval of the Superintendent and must be removed promptly following the activity.
3. Furniture and equipment owned by the school district shall not be moved unless prior approval is received from the Superintendent. **USE OF SCHOOL DISTRICT EQUIPMENT MUST BE APPLIED FOR AT THE SAME TIME AS FACILITY APPLICATION IS MADE.** (See equipment rental fee schedule)
4. All groups renting school facilities shall clean up after themselves and return the room/facility to its original order. Destroyed or damaged property or equipment must be replaced or repaired by the renter.
 - a. There will be a \$100.00 damage deposit charge for the use of the facilities that will be refunded upon completed inspection of the facility and/or equipment.
5. All local/state ordinances and laws pertaining to use of public buildings and facilities must be observed.
 - a. Gambling and drinking/possession of intoxicants or a controlled substance on school grounds is prohibited.
 - b. Smoking is prohibited in all school buildings and on all school grounds.
 - c. All local and state ordinances and laws of the police and fire departments must be observed.
6. Putting materials of any kind on floors, walls or other parts of the building requires permission from the Superintendent.

SCHOOL EQUIPMENT RENTAL

The following school district equipment is available for use by the public at the rates listed. All requests must be made at the time of facility use application. Actual costs for repairs or replacement of damaged equipment shall be made by the renter. All equipment must be returned immediately after use to the proper school site. \$100.00 damage deposit will be collected prior to the release of the equipment. Damage deposit will be refunded after the return and inspection of equipment.

<u>Equipment</u>	<u>In Building (3 days)</u>	<u>Out of Building (3 days)</u>
1. Spotlight/Projector/Laptop	Included in Aud. Fee	\$35
2. Portable choir/band risers	\$20/concert or program	\$35
3. Tables	\$2/table	\$5/table
4. Chairs	\$.25/chair	\$.50/chair
5. Misc A-V equipment	\$10	\$35

*Rentals beyond the 3 days will be charged at a the above rate per day.