

*Adopted: 10/20/2003*

*Revised: 12/18/2017*

**POLICY #902 - COMMUNITY USE OF THE SCHOOL FACILITIES**

The board of Education recognizes that school facilities and grounds are community owned property and the wise use of this property requires total community cooperation of all agencies and organizations.

Community groups shall be permitted and encouraged to use school facilities and grounds for worthwhile purposes when such uses will not interfere with the school day or evening programs. All arrangements shall be subject to provisions which follow:

**A. GRANTING APPROVAL-** The Facility Coordinators and Superintendent are authorized to approve and schedule the use of school facilities by non-school organizations. They may at their discretion, require the approval of the Board before granting such a request. Any organization has the privilege of appealing a decision of the Facility Coordinators and superintendent to the Board of Education.

1. Application forms for use of school facilities are available on the school website.
2. The forms are to be filled out online and returned electronically.
3. The Facility Coordinators clear the time, date, and coordinates District personnel needs.
4. The Facility Coordinators will inform the applicant when final approval is made. Applicants should not advertise events until FINAL APPROVAL is received (on application/permit form)
5. Permit holder cannot transfer or sublet the use of facilities to another person or organization, i.e. - pay someone for an event.

**B. SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES:**

1. See current fee schedule for rental and service charges.
2. Fees shown are based on four (4) hours use of facility. Rates may be prorated for use exceeding four hours. (Amounts of fees are subject to review and adjustment annually by the Facility Coordinators and the District Superintendent and do not invalidate other aspects of this policy.) The Board or its representatives reserve the right to waive any or all fees.

**C. DEFINITIONS:**

**CLASS I:** School Related and/or Community Service

Any group whose majority of the membership resides in the Rushford-Peterson School District whose purposes are directed at the educational, moral, recreational, and service for the well-being of community, including but not limited to the following: School sponsored or curriculum related activities, community service programs and cooperative programs sponsored by and under the direct supervision of the Facility Coordinators, meetings and organizations, non-profit youth groups such as scouts, 4-H, sports clubs, non-profit or civics groups or organizations, (such as Lions Club,, American Legion, VFW), municipal, town, or county government meetings or activities such as public hearings, caucus, or elections.

There are a number of events, difficult to anticipate, which may fall into the area of Community Service. Each of these events will be considered on an individual basis by the Facility Coordinators.

**CLASS II:** Non-Profit Fund Raising

Includes all non-profit groups when utilizing school facilities for the purpose of advancing their organizational interests by raising funds either through an admission charge, entry fee, sale of tickets, or free-will offering (activities such as tournaments, pancake breakfasts, craft fairs). Does not include school sponsored youth organizations.

**CLASS III: Profit**

Any organization whose existence on a day-to-day basis is for the purpose of a commercial profit making nature, whether or not, a profit is made or intended through the one-time use of school facilities.

**CLASS I:** No rental fees- service charges as determined.

**CLASS II:** Rental fees as determined- service charges as determined.

**CLASS III:** Rental fees as determined- service charges as determined.

**Class II – Youth Basketball Girls & Boys (Grades 4-6) 17 – 18 Season:**

These groups will be assessed a fee for use of the gyms, commons areas and concession stand for tournaments. The groups will need to provide the district with a certificate of liability insurance. The Youth Basketball Organization will need to establish a Youth Basketball Board (i.e. parents, girls and boys coaches) that will be a diversified group representing all entities of players and groups involved. The facility use fee will be \$200.00 per tournament.

**DISTRICT FACILITY USE CLASSIFICATIONS**

**Class I - School/Tax Supported Organizations**

- Recognized school district programs and activities
- Local tax supported agencies serving ISD 239 residents
- Fundraising events for school programs and activities
- Political caucuses

**Class II - Non-Profit Organizations**

- Located in or serving a majority of ISD 239 residents
- Service Organizations
- Religious Organizations
- Youth Organizations
- Political Organizations

**Class III - Businesses, for-profit Organizations, and Individuals**

- Corporations and businesses located in ISD 239
- For-profit Organizations located in ISD 239
- Individual community members residing in ISD 239
- All businesses, organizations and individuals residing outside of ISD 239 boundaries

**D. PERSONNEL SERVICES:**

1. A custodian and/or supervisor will be required at all events.(see fees below)
2. Labor service fees will be assumed when it is necessary to employ personnel at times other than their normal working hours. The minimum charge will be for two hours. Current contract fees for personnel services shall be paid directly to the Rushford-Peterson Public Schools upon receipt of billing from the accounting department. The District will pay up to one hour of personnel services for any approved student group organizations sponsoring a fundraising event.
3. When the facility is used at a time when a custodian or supervisor is not on regular duty, then administrators or their designees may volunteer to assume responsibility. This option is only available to small groups of the school district residents. Such as: practices for play directors and cast, coaches and teams, instructors and class members, meetings and other groups at the discretion of school administrators.

**E. EQUIPMENT:**

Certain school equipment located at Rushford-Peterson Schools is available for use by established non-profit community social, civic, and cultural groups without charge. However, a deposit on each piece of equipment will be required and the deposit returned to the applicant when the equipment is returned. (Additional charges if the equipment is returned damaged.)

Approval for requests for use of facilities, grounds, or equipment is subject to the discretion of the facility coordinators and superintendent (or their designee) who shall determine the deposit, rental fee, or special provisions upon the approval of the requests.

**F. CONDITIONS OF USE:**

1. **Holiday use.** Use of facilities on legal holidays is discouraged.
2. **Priority and Change of Dates.** School functions, including Community Services, have priority for activity dates. A date which has been cleared and assigned for a non-school event cannot be changed except under exceptional circumstances. In such cases, every effort will be made to substitute acceptable dates and/or facilities.
  - a. **Priorities:**
    1. Rushford-Peterson school activities (EC-12)
    2. Community Services sponsored programs
    3. Government/tax support organizations
    4. Non-profit and public service organizations
    5. For Profit/ Commercial/ Individual Users
3. **Services of Uniformed Officer(s).** The School District may require a uniformed officer to be in attendance at an event. The sponsoring group shall be responsible for making arrangements for the services a uniformed officer and shall pay the officer directly.
4. **Use of Kitchen Equipment.** Use of major kitchen equipment (dishwashers, disposals, mixers, etc.) which could be damaged by persons who may not be familiar with the operational procedures is subject to supervision of a regular food service employee.
5. **Revocation of Privileges.** Any organization which abuses its privileges shall have such privileges revoked.
6. **Duration of Use.** The duration of any one approved use of school property is restricted to one school year.
7. **Responsibility for Damage.** Any organization or groups of citizens permitted to use school property shall be responsible for any damage over and above ordinary wear.
8. **Intoxicating Beverages.** Under **NO** circumstances shall intoxicating beverages, or mood altering chemicals be permitted on the premises of any property belonging to, or under the care of the Rushford-Peterson School District.
9. **Smoking.** Smoking is not permitted in school facilities or on school grounds.
10. **Gym Shoes.** Regular gym shoes must be worn when using gym floor, forbidden are bare feet or socks, street shoes, rubbers and overshoes.
11. **Loitering.** Unauthorized persons must be discouraged from loitering on school grounds or in school buildings at all times.. Representatives of the group responsible for supervising the building will be responsible for eliminating unauthorized persons from loitering.
12. **Supervision.** Applicants will assure the District that adequate supervision will be provided; that inappropriate conduct will not be tolerated and that any unlawful acts are reported to the Facility Coordinators. Custodians or any other authorized persons representatives of the District will supervise the operation of the facilities but will not supervise a group or activity.
13. **Insurance.** Groups may be required to show evidence of liability insurance coverage. (see "Liability Insurance Certificate Requirement" below)



## SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES:

Fees are based on four hour use of the facility. Rates may be prorated for use exceeding four hours.

Facility	Class I	Class II	Class III
	School Related and /or Community Services	Non-Profit or Fundraising	Profit
<b>All Classrooms</b>	<b>No Charge</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>Kitchen</b> * Use of kitchen requires hiring of food service personnel (see fees below)	<b>No Charge</b>	<b>\$75.00</b>	<b>\$100.00</b>
<b>Commons Area Only</b>	<b>No Charge</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>Auditorium</b> * Use of Auditorium may require use of sound/light technician (see fees below)	<b>No Charge</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Forum Room</b>	<b>No Charge</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>ES/MS Gymnasium</b>	<b>No Charge</b>	<b>\$100.00</b>	<b>\$200.00</b>
<b>HS Gymnasium</b>	<b>No Charge</b>	<b>\$200.00</b>	<b>\$300.00</b>
<b>Wrestling/Multipurpose Room</b>	<b>No Charge</b>	<b>\$100.00</b>	<b>\$200.00</b>
<b>Media Center</b>	<b>No Charge</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>Concession Stand</b>	<b>No Charge</b>	<b>\$25/Day</b>	<b>\$25/Day</b>
<b>Football Field/Track</b>	<b>No Charge</b>	<b>\$125/Day \$250/Night</b>	<b>N/A</b>
<b>Softball Field</b>	<b>No Charge</b>	<b>\$50/Day</b>	<b>N/A</b>
<b>Baseball Field</b>	<b>No Charge</b>	<b>\$50/Day</b>	<b>N/A</b>
<b>Youth Basketball – Girls &amp; Boys (Grades 4-6) 17-18 Season</b>	<b>N/A</b>	<b>\$200 per tournament</b>	<b>N/A</b>

More than one day is negotiable.

The building rental fee does not include service charges such as custodial or food service personnel overtime and garbage pickup fees.

Service Charges:	Custodial Personnel:	\$30/Hour (2 hour min)
	Building Supervisor:	\$25/Hour (2 hour min)
	Food Service Personnel:	1 ½ times regular pay per hour
	Sound/Light Technician	\$25/Hour (2 hour min)

Minimum usage fee is \$25 for anyone that uses the school facility (this is for facility use, electricity, etc.). This includes non-profit organizations.



**Rushford-Peterson Schools Facilities**

**Department**

**PO Box 627**

**Rushford, MN 55971**

**Ph: 507-864-7785**

**Fax: 507-864-2085**

**LIABILITY INSURANCE CERTIFICATE REQUIREMENT:**

Liability Insurance Certificate Memo

TO: All Organizations/Individuals Renting or Using District #239 Facilities

From: Rushford-Peterson Schools

RE: Liability Insurance Certificate Requirement

This memo is intended to communicate requirements for organizations or individuals wishing to rent or use District 239 building space or athletic fields. District 239 requires that a certificate of Insurance be provided to the district. The purpose of this certificate is to ensure that the renter is assuming liability as it pertains to their activities or those of their organization.

The insurance coverage requested is limited to liability. There is no requirement for the organization or for the individual to provide participants with accident or medical coverage - that is an issue between the renter and the parents of those participating in the activity or program.

Non-Educational activities and organizations are required to submit a Certificate of Insurance to the District 239 Office prior to the event or activity. Rental agreements will be considered incomplete until this certificate is received.

Please have your insurance agent provide an original Certificate of Insurance showing the following:

- Additional insured as Rushford-Peterson School - Independent School District #239 (for the event or time period that your organization is using district property).
- Effective date of the policy.
- Liability coverage in an amount no less than \$1,000,000 per occurrence.

Certificates should be submitted to ISD 239, District Office, PO Box 627, Rushford, MN 55971.

If you currently have a Certificate of Insurance on file, please make sure your certificate covers the time period required, or contact your insurance agent for a renewal certificate.

Thank you for complying with this request. If there are any questions regarding this requirement, please contact Lisa Lawston or Dan Bieberdorf at 507-864-7785.