

PARKERS PRAIRIE SCHOOL DISTRICT

Community Use of Facilities/Equipment

(4.3/2008)

The Parkers Prairie School District desires to cooperate with other governmental agencies and community organizations by making available school facilities **as long as their use will not be in conflict with ongoing educational programs.**

GROUP CLASSIFICATION:

The following classification and rate system has been developed in order to schedule facilities/equipment in a fair and equitable manner to all groups and organizations concerned. All groups will be categorized under one of the following classifications:

CLASS I School Groups (i.e. school clubs, adult education, athletic events, community education programs etc.) All school activities, school clubs or other school classes held after regular school hours shall be permitted the use of facilities on a no-charge basis during regular school hours when custodians are on duty and after proper scheduling on the school calendar. **School groups always have first priority on facility usage.**

CLASS II Community groups (i.e. Scout Groups, 4-H, Civic Clubs, Service Organizations, Gov't. Units, Youth Groups, etc.) Community groups shall be permitted the use of the facilities free during regular hours when custodians are on duty, **AND PROVIDED EXTRA TIME IS NOT REQUIRED FOR SETTING UP OR CLEANING MEETING AREAS.** When custodial services are required, community groups will be billed for custodial time **with a 1 hr. minimum** at the employee's current hourly rate of pay.

CLASS III Other groups (i.e. Cooperatives, Businesses, Church Services, etc.) Other groups may rent school facilities only outside of regular school hours. **School activities shall have preference at all times.** Fees shall include such things as: Facility usage, extra custodial time, food service personnel, unlock/locking up of the building.

FEE SCHEDULE:

	Class I & Class II	Class III
Gymnasium	No Charge	\$25 – first 4 hrs., thereafter Add \$5/hour
Concession Room	No Charge	\$25 – first 4 hrs., thereafter Add \$5/hour
Kitchen/Cafeteria	No Charge	\$25 – first 4 hrs., thereafter Add \$5/hour
Multi-Purpose Room	No Charge	\$25 – first 4 hrs., thereafter Add \$5/hour
Classroom	No Charge	\$10 – first 4 hrs., thereafter Add \$5/hour

Organizations or events that do not specifically fit in the above classifications will be approved on an individual basis with appropriate fees.

ANY EXTRA CUSTODIAL, COOK, AND/OR SUPERVISOR TIME WILL NEED TO BE PAID AT THE CURRENT HOURLY RATE OF THE EMPLOYEE PERFORMING THE SERVICE (OR OVERTIME RATE WHEN APPLICABLE) WITH A MINIMUM OF ONE (1) HOUR'S WAGES.

The need to have a custodian or responsible school district employee to unlock and lock the building before and after use will be an additional fee of \$25. Said payment will go directly to the employee.

In the event that the school facility is not left the way it was found, a fee will be charged to the group at \$15/hr. times the number of custodial hours needed to clean to its original condition.

Podium and microphone are available by request. Other equipment by special arrangement only.

NOTE: Any organization renting school facilities shall be required to complete and sign a rental agreement releasing School District 547 from any and all liability in connection with the use of the facility. The school administration shall be responsible for approving or disapproving all requests for use of facilities and for scheduling facility usage. In this regard, the administration may establish reasonable time and day parameters when school facilities are not to be available for rent.

CERTIFICATE OF PROPER LIABILITY INSURANCE may be required by groups given permission to use school facilities. The liability insurance shall be, as a minimum, the same as that amount carried by ISD 547 and the School District shall be named as the additional insured party. The school administration is authorized to waive the insurance requirement if in their opinion no additional insurance beyond the school district's liability insurance is needed.

All Groups Must Observe The Following Rules:

- 1. Groups must confine their activities to the space rented.**
- 2. Adult supervision must be provided for all age groups.**
- 3. Whenever school facilities are used for non-school activities, a school employee or other authorized adult must be present to supervise.**
- 4. Parkers Prairie School District food service personnel must be present when the kitchen is being used.**
- 5. School equipment or supplies are not available to groups unless previously arranged.**
- 6. All groups must clean up after themselves, returning the facility to the original condition or pay for custodial costs to do these tasks.**
- 7. All refuse and debris will be disposed of properly.**
- 8. Strict compliance with the NO SMOKING and NO ALCOHOL policies of the school district are mandatory.**
- 9. Damages to the facilities will be charged to the group at a repair/replacement cost.**
- 10. Fees for the use of the school facilities shall be due and payable when the contract is signed. Any additional fees will be billed and payable within thirty days of the event.**
- 11. The School District/School Board reserves the right to cancel any permission granted.**

TO RESERVE:

- 1. Make your reservation for the usage of a school facility by completing the agreement form provided.**
- 2. Complete, sign and file your request with the Administrative Office at least one (1) week and not more than one (1) year prior to the date of the intended use.**
- 3. Make appropriate deposit and pay fees where applicable.**

Parkers Prairie School District ISD 547 Facilities Rental Agreement

Organization Requesting Facility: _____

Mailing Address _____

Date of Request _____ Date of Event _____

Facility Requested	In Time	Out Time	Purpose
Gymnasium			
Concessions			
Kitchen			
Multi-Purpose			
Other			
Microphone			
Podium			

Additional Information:

ISD 547 is hereby released from all liability and held harmless from any risk of exposure for loss, damage, destruction, theft, vandalism, physical injuries of persons or property or any mishap of any nature whatsoever. The Undersigned and the organization represented hereby agree to totally indemnify ISD 547 for any damage resulting from any mishaps and holds harmless the school district from all liability on any and all claims and from all costs and expenses in litigation which may be brought against the school district and its employees.

I have read and agree to abide by the Facility/Equipment Usage Policy.

Phone #: _____ Date: _____

Signature of Authorized Person _____

Office Use Only

Facility Used	✓	# Hours	Charge	Other
Gymnasium				
Concessions				
Kitchen				
Multi-Purpose				
Classroom				
Other				
Personnel Required	Rate	# Hours	Charge	Other
Lock/Unlock Fee				
Extra Custodial				
Kitchen Staff				
Others Hired				

Checks made out to ISD #547 must be received by the district in advance of the event.

Administrative Approval Signature _____

Approved _____ Not Approved _____ Reason:

Special Instructions:

Distribution:

Organization _____
Principal _____
Custodian _____
Superintendent _____
Athletic Director _____
Classroom _____