

# **FACILITY USE PROCEDURES AND POLICIES**

**Independent School District  
#881  
Maple Lake Public Schools**

## **MAPLE LAKE SCHOOLS**

**Maple Lake Elementary School**

**Maple Lake High School**

### **RESERVATION COORDINATOR Community Education**

200 state Highway 55

P.O. Box 820

Maple Lake, MN 55358 Phone: (320) 963-5991

Fax: (320) 963-3170

or

Check us out on the web at

**[Maplelake.k12.mn.us](http://Maplelake.k12.mn.us)**

Click on Community Education Center

## FACILITY USE

# ***PROCEDURES & POLICIES***

## Independent School District #881

### Maple Lake Public Schools

#### **Facilities Use Philosophy**

Maple Lake Independent School District No. 881 operates under the principle that the public schools are owned and operated by and for school district residents and especially school age children. The schools are an integral part of our community. The School Board welcomes and encourages public use of school facilities.

#### **General Information**

All requests for the Maple Lake School District facilities must be requested and scheduled through the Maple Lake Community Education Office.

Requests for building usage must be made at least five (5) days in advance of the proposed day of usage. The contract shall list facilities and equipment to be used by an organization. The applicant will be responsible for replacement or repair costs in the event of damage. Requests will be processed on a first-come first-served basis.

The applicant must provide a certificate of insurance evidencing general liability insurance for bodily injury and property damage of \$1,000,000 per occurrence. Independent School District 881 shall be named as an additional insured on a primary and non-contributory basis for general liability coverage.

The Maple Lake School District reserves the right to refuse the use of the school facilities when it has been determined that such use is not in the best interest of the school district or does not fit with school programs.

This handbook provides you with information that is vital to your successful use of school facilities. Please familiarize yourself and your group with the contents of this handbook. If you are not the person who will be with the group in the buildings, make sure the appropriate person receives the handbook and is aware of its contents. It is essential that this information be shared with the users of the facility.

## Rules for Use of Facility

1. **Equipment:** Facility users may use school equipment if arrangements are made in advance. Additional charges may apply for the use of equipment. Any equipment brought into the building must be approved in advance by the Community Education reservation coordinator. Equipment should be removed immediately following the activity.
2. **Supervision:** All activities must have adequate supervision. District employees shall supervise the maintenance of the facility. Users must provide adequate supervision for the planned activity and the individuals participating in them. Disorderly conduct is prohibited. This includes foul language, damaging or defacing school or personal properties. The District shall determine what constitutes adequate supervision.
3. **Suitability:** All facilities shall be used consistent with their designed purpose, unless prior approval has been granted by the Community Education Director. All food and refreshments are restricted to cafeterias or outdoors, unless approved in advance. Authorized District employees shall have access to facilities at all times to verify appropriate use. Users shall assist with clean up.
4. **Regulations:** All ordinances, laws, and District policies pertaining to use of school facilities must be observed. Gambling on school grounds is prohibited. The use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. The use of tobacco products on school property is prohibited. State fire laws must be observed. The number of patrons occupying an area shall not exceed designated capacity. Emergency exits shall remain visible and accessible.
5. **Exceptions:** The waiver of fees or other exceptions to these policies may be made by the Board of Education.

## **Reservation Priorities**

Applications for the use of facilities will be considered and scheduled according to the following priorities:

### **SCHOOL/PUBLIC ACTIVITIES**

- School Functions/Events
- School organizations

### **Class I**

- Non-profit youth groups located in District 881 and serving a majority of District 881 residents.
- Government agencies serving District 881 residents
- Political caucuses

### **Class II**

- Non-profit community groups located in District 881 or serving a majority of District 881 residents.
- Civic organizations located in District 881 or serving a majority of District 881 residents.

### **Class III**

- Commercial, business or private organizations located in District 881.
- Individuals residing in District 881.

### **Class IV**

- Non-profit community groups not located in District 881.
- Civic organizations not located in District 881.

### **Class V**

- Commercial, business or private organizations not located in District 881.
- Individuals residing outside of District 881.

## **FEES**

### Facility Rental & Personnel

Personnel Cost will depend on hours of use and activity.

<b>Facility</b>	<b>Class I &amp; II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
*Auditorium	Personnel Only	\$20/hr. + Personnel	\$30/hr. + Personnel	\$50/hr + Personnel
High School Commons	Personnel Only	\$15/hr. + Personnel	\$20/hr. + Personnel	\$30/hr. + Personnel
Gym/Activity Center	Personnel Only	\$15/hr. + Personnel	\$20/hr. + Personnel	\$35/hr. + Personnel
Cafeteria	Personnel Only	\$15/hr. + Personnel	\$20/hr. + Personnel	\$30/hr. + Personnel
Large Group Room	Personnel Only	\$15/hr. + Personnel	\$20/hr. + Personnel	\$30/hr. + Personnel
Computer Lab	Personnel Only	\$15/hr. + Personnel	\$20/hr. + Personnel	\$35/hr. + Personnel
Vocal Music Room	Personnel Only	\$10/hr. + Personnel	\$15/hr. + Personnel	\$25/hr. + Personnel
Band Room	Personnel Only	\$10/hr. + Personnel	\$15/hr. + Personnel	\$25/hr. + Personnel
Media Center	Personnel Only	\$10/hr. + Personnel	\$15/hr. + Personnel	\$25/hr. + Personnel
Class Room	Personnel Only	\$10/hr. + Personnel	\$15/hr. + Personnel	\$25/hr. + Personnel

**\*Auditorium Supervisor is required if School District equipment is in use.**

## Personnel Rates

A qualified District 881 employee shall be present whenever school facilities are in use. The activity planned shall determine the qualifications of the employee on duty. A food service employee must be on duty whenever kitchen equipment is used. The Community Education reservation coordinator, in cooperation with school administration, shall determine the need for personnel at planned events.

When District employee time is devoted to or necessitated by an activity, the user shall pay the personnel fees listed below. There is a minimum fee of two hours for all personnel not already on duty. Hourly rates are subject to change.

		<u>Mon.-Fri.</u>	<u>Sat/Sun/Holiday</u>
A.	Custodians	\$25/hour	\$33/hour
B.	Cooks	\$20/hour	\$26/hour
C.	Media Technician	\$40/hour	\$60/hour
D.	Attendant	\$30/hour	\$45/hour
F.	Auditorium	\$20/hour	\$28/hour Supervisor
E.	Other Personnel	...as set by the School District	

- Custodial fees will be charged for all activities that take place outside of normal custodial hours: Custodians are on duty, Monday – Friday from 6:00 a.m. to 11:00 p.m. on student contact days during regularly scheduled school year and from 6:00 a.m. to 3:00 p.m. in the summer.
- Personnel fees are subject to change.
- Additional fees will be assigned if there is a significant utility expense.
- Fees for school personnel not listed shall be at the discretion of the School District.

## **Cancellations**

- Cancellations of a facility reservation must be made 48 hours in advance of the reserved date or the user will be liable for all fees.
- When school is cancelled due to inclement weather or physical problems, all scheduled reservations and activities will also be cancelled.
- District 881 reserves the right to cancel all facility reservations in its sole discretion.

### **Liability and Property Damage Insurance**

Activities which:

1. require an alteration to the facility; or
2. require the use of props, additional furnishings or decorations; or
3. pose a greater than normal risk of injury, property damage, or property loss;
4. The applicant must provide a certificate of insurance evidencing general liability insurance for bodily injury and property damage of \$1,000,000 per occurrence. Independent School District #881 shall be named as an additional insured on a primary and non-contributory basis for general liability coverage.
5. The applicant is responsible for obtaining insurance for such claims that may arise out of operations, damage to their own property, workers compensation, as required by law, auto claims, or any other claim that may arise. The district is not responsible for claims arising out of the applicant's activities.

The superintendent of schools or designee shall determine the need for insurance coverage and amounts. District #881 assumes no responsibility or liability for damage, loss or personal injury resulting from use of District facilities.