

Maple Lake Facility Use Procedures & Policies



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

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Facilities Use Philosophy

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

All requests to use Maple Lake School District facilities or equipment require prior approval from the Maple Lake Community Education Office.

Requests to use District facilities must be submitted at least five (5) business days before the requested date. The facility use agreement shall identify the facilities and equipment to be used by the organization. The applicant is responsible for replacement or repair costs resulting from damage caused during the use of District facilities or equipment.

Requests will be processed on a first-come, first-served basis and are subject to the reservation priorities outlined in this policy.

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

This handbook provides important information for the successful use of District facilities. Facility users are responsible for becoming familiar with its contents and sharing the information with all individuals responsible for supervising their group or activity.

Reservation Priorities

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

School/Public Activities

- School functions and events
- School-supported programs at Maple Lake High School

Class I

- Government agencies serving Maple Lake School District 881 residents
- Political caucuses

Class II

- Nonprofit youth organizations located within Maple Lake School District 881, provided at least 75% of the organization's participants are District 881 residents
- Civic organizations located within Maple Lake School District 881

Class III

- Nonprofit community organizations located within Maple Lake School District 881 that do not qualify under Class II
- Commercial, business, private, or for-profit organizations located within Maple Lake School District 881
- Individuals residing within Maple Lake School District 881

Class IV

- Organizations and individuals located or residing outside Maple Lake School District 881, including civic organizations and all commercial, business, private, or for-profit entities

Facility rental rates are based on the classifications above. Applicable District personnel charges are billed separately and at the same personnel rate regardless of facility-use class.

Facility Use Rules

The following rules must be observed when using Maple Lake School District facilities. The permit holder and/or group leader is responsible for ensuring compliance by all participants, spectators, and individuals associated with the activity.

1. Reservations and Permits

Permits will be issued only for the dates, hours, areas, and equipment specified in the facility use agreement. Use includes only the areas specifically reserved and the nearest designated restrooms and drinking fountains.

Permit holders may not transfer or sublet a permit to another individual or organization.

All users, whether school or non-school, are responsible for submitting a reservation request for facilities and equipment and making appropriate arrangements for building access.

2. Equipment

Facility users may use school equipment only when arrangements are made and approved in advance. Additional charges may apply.

Any equipment brought into the building must be approved in advance by the Community Education reservation coordinator. Equipment and other materials brought into the facility must be removed immediately following the activity.

School equipment is purchased primarily to support District educational programs. The District is not obligated to provide equipment for individuals or outside organizations.

3. Supervision

All activities must have competent, continuous adult supervision.

The organization using the facility is responsible for providing adequate supervision for its activity and all individuals associated with the group. Participants may not enter the facility until the designated group supervisor is present.

The District reserves the right to determine what constitutes adequate supervision based on the activity and number and age of participants.

Permit holders are responsible for supervising their group's conduct, enforcing District policies, and ensuring participants remain in the areas authorized by the permit.

Students must be supervised by an adult at all times, including in rental spaces, hallways, restrooms, and other permitted areas.

District employees may enter reserved facilities at any time to verify appropriate use and compliance with District policies.

4. Facility Use and Suitability

Facilities must be used in a manner consistent with their designed purpose unless prior approval has been granted by the Director of Community Education.

Food and refreshments are restricted to cafeterias, designated areas, or outdoor spaces unless approved in advance.

Food and beverages may not be transported outside the area designated on the permit.

5. Conduct

Disorderly conduct is prohibited and may result in ejection from District buildings and grounds and/or cancellation of the facility use permit.

Prohibited conduct includes, but is not limited to, foul or abusive language, disruptive behavior, and damaging or defacing school or personal property.

6. Laws, Ordinances, and District Policies

All Maple Lake School District 881 policies, local and state ordinances and laws, and applicable fire codes must be observed.

The following are prohibited on school property:

- Gambling
- Use or possession of alcoholic beverages
- Illegal chemicals or mood-altering substances
- Tobacco products
- Firearms, except when in the possession of legally authorized officials

State fire laws must be observed at all times. If a fire alarm sounds in any area of a building, the entire building must be evacuated.

The number of individuals occupying an area may not exceed its designated capacity.

Emergency exits must remain visible and fully accessible at all times.

Parking in fire lanes is prohibited. Access for emergency vehicles must be maintained at all times. Violators may be ticketed and/or towed.

7. Athletic Facility Priority

In-season sports and District-sponsored activities have priority over out-of-season sports and outside facility use.

Regular school activities and organizations of the District have first priority in the use of all facilities.

8. Building Access and Departure

Buildings must be vacated by the end time indicated on the facility use permit. Additional charges may be assessed when groups remain beyond their scheduled time.

All participants, spectators, supervisors, and other individuals associated with the activity must exit the building by the end time listed on the permit.

Groups are responsible for supervising the entrance area used for their activity until participants have departed and the doors are secured.

9. Cleanup and Property

All users must return facilities and equipment to their original condition following use.

All materials brought into the facility must be removed immediately following the activity.

Additional cleaning time or costs resulting from the activity will be billed directly to the renter.

The applicant is responsible for repair or replacement costs resulting from damage to District facilities or equipment.

Any damage must be reported immediately by email to the Community Education Office and Head of Grounds.

10. Event Promotion

Non-school groups are responsible for their own event promotion. The Director of Community Education and Services must approve any cooperative promotion involving the District.

11. Exceptions

The Director of Community Education is authorized to address situations not specifically covered by these procedures and regulations and may make reasonable exceptions when necessary and appropriate. Waivers of established facility-use fees or significant exceptions to District policy require approval by the Board of Education.

Fees

Facility Rental & Personnel

Facility rental fees are determined by the user's classification (Class I-IV). Personnel charges are based on the District personnel required for the event and are charged in addition to the applicable facility rental fee. Personnel rates are the same for all facility-use classes.

Class I organizations are not charged a facility rental fee but are responsible for applicable personnel costs when District personnel are required. Classes II, III, and IV are responsible for both the applicable facility rental fee and personnel costs.

Payment for facilities, equipment, services, supplies, and District personnel fees is due within 30 days of the invoice date.

Permit holders with an unpaid invoice more than 30 days past the invoice date will be charged a \$10 late fee for every additional 30-day period and will not be allowed to use Maple Lake School District 881 facilities until payment has been received.

A down payment for large events may be required at the discretion of the Director of Community Education.

Facility	Class I	Class II	Class III	Class IV
Auditorium	No Facility Fee	\$20/hr or *\$65/day	\$30/hr or *\$95/day	\$40/hr or *\$125/day
High School Commons	No Facility Fee*	\$15/day	\$20/day	\$25/day
Cafeteria	No Facility Fee*	\$15/day	\$20/day	\$25/day
Special Rooms**	No Facility Fee*	\$15/day	\$20/day	\$25/day
Conference Room	No Facility Fee*	\$15/day	\$20/day	\$25/day
Gym Court/Space	No Facility Fee*	\$20/hr or *\$65/day	\$30/hr or *\$95/day	\$40/hr or *\$125/day
Classrooms	No Facility Fee*	\$10/hr or *\$20/day	\$15/hr or *\$25/day	\$20/hr or *\$45/day
Outdoor Concession Stand	No Facility Fee*	\$20/day	\$30/day	\$60/day
Football Stadium, including press box (lights, concessions, and bathrooms extra)	No Facility Fee*	\$75/hr	\$115/hr	\$190/hr
Outdoor Restrooms***	No Facility Fee*	\$15/hr	\$25/hr	\$40/hr
Diamonds & Dreams Baseball Fields	No Facility Fee*	\$125/day	\$155/day	\$185/day

*Class I organizations are not charged a facility rental fee but are responsible for applicable personnel costs when District personnel are required. If a facility is used for more than four (4) hours, the per-day rate applies.

*An Auditorium Supervisor is required when school district equipment is in use.

**Special rooms include music rooms, band rooms, media centers, life skills rooms, art rooms, industrial technology rooms, computer labs, conference rooms, large group rooms, and board rooms.

***A \$45 custodial fee will be charged for each outdoor restroom cleaning.

Personnel Rates

Personnel charges are separate from facility rental fees and apply to all facility-use classes when District personnel are required.

A qualified District 881 employee must be present whenever school facilities are in use. The Community Education reservation coordinator, in cooperation with school administration, will determine the personnel required based on the activity.

A food service employee must be on duty whenever kitchen equipment is used. Custodial fees will be charged for activities that take place outside normal custodial hours.

A two-hour minimum applies to personnel who are not already on duty. Personnel rates are subject to change.

Personnel	Monday-Friday	Saturday/Sunday/Holiday
Custodians	\$25/hour	\$45/hour
Cooks	\$20/hour	\$35/hour
Media Technician	\$40/hour	\$60/hour
Building Supervisor	\$30/hour	\$45/hour
Auditorium Supervisor	\$20/hour	\$45/hour
Other Personnel	As set by the school district	As set by the school district

Additional fees may be assessed when an activity results in significant utility expenses or when areas beyond those listed in the facility use agreement are used.

Fees for school personnel not listed above will be determined at the discretion of the School District.

Cancellations

Cancellations of facility reservations must be made at least two (2) business days before the reserved date. Non-school groups that fail to provide the required notice may be responsible for all applicable fees.

When District activities are canceled due to inclement weather, building emergencies, or physical problems with a facility, all affected facility use permits and activities will also be canceled.

Groups will be refunded for rental or labor fees already paid if an event canceled by the District cannot be rescheduled.

The District reserves the right to cancel a facility reservation when District needs arise or when continued use of the facility is determined to be unsafe, inappropriate, or contrary to District policies.

District-sponsored school activities and organizations retain first priority for the use of District facilities.

Maple Lake School District 881 reserves the right to cancel facility reservations at its sole discretion.

Liability and Property Damage Insurance

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 must be named as an additional insured on a primary and noncontributory basis for general liability coverage.

Activities may be subject to additional insurance requirements when they:

- Require an alteration to the facility

- Require the use of props, additional furnishings, or decorations
- Pose a greater-than-normal risk of injury, property damage, or property loss

The applicant is responsible for obtaining appropriate insurance for claims that may arise from its operations, including damage to its own property, workers' compensation as required by law, automobile claims, and any other claims that may arise.

The District is not responsible for claims arising from the applicant's activities.

The Superintendent of Schools or designee will determine the need for additional insurance coverage and appropriate coverage amounts.

Maple Lake School District 881 assumes no responsibility or liability for damage, loss, or personal injury resulting from the use of District facilities.

Event Supervision and Participant Expectations

Permit holders are responsible for on-site, continuous adult supervision of their activities.

Adult supervisors are responsible for the group's conduct, compliance with District policies, and ensuring that participants remain within the areas authorized by the facility use permit.

All participants must remain with their group in the designated rental space. Parents, siblings, spectators, and others waiting for participants must remain in the designated waiting area or immediately outside the reserved space unless otherwise authorized.

The renter is responsible for all individuals associated with the group during the event.

Students must be supervised by an adult at all times, including in rental spaces, hallways, restrooms, and other permitted areas.

Groups are responsible for providing their own first aid kits.

All participants and individuals associated with the activity must exit the building by the end time shown on the facility use permit.

The renter is responsible for returning the facility to its original condition. Additional cleaning time or costs will be billed directly to the renter.

Any damage must be reported immediately by email to the Community Education Office and Head of Grounds.

Concession Stand Use

Use of the high school concession stand is contingent upon prior approval.

Groups using the concession stand must supply their own food, beverages, paper products, plastic products, and other necessary supplies unless other arrangements have been approved in advance.

All food served must comply with applicable Minnesota Department of Health and/or Minnesota Department of Agriculture requirements.

Groups selling or serving homemade food products are responsible for complying with all current state licensing, registration, labeling, and food safety requirements, including applicable Cottage Food Producer requirements.

The permit holder is responsible for confirming and following all current state requirements before selling or distributing food.

Hold Harmless Agreement

Individuals or groups using Maple Lake School District 881 facilities agree to hold harmless Maple Lake School District 881 and its officers, agents, and employees.

Individuals or groups shall indemnify Maple Lake School District 881 for any and all damages, costs, and expenses, including attorney's fees, incurred, suffered, or claimed by any person arising from the individual's or organization's negligence or use of the premises and/or parking facilities on or adjacent to District property.