

Lewiston-Altura Schools, ISD 857

Name of applicant/organization: _____

Address: _____ City: _____ Phone: _____

Date(s) needed: _____

Time needed: Set-up _____ Event start _____ Event End _____ Exit Facility _____

Person(s) in charge of and present at this activity: _____ Phone _____

Facility requested: (circle one) ELEMENTARY HIGH SCHOOL INTERMEDIATE

Room # _____ HS Gym(B or C) _____ Elementary Gym _____ Intermediate Gym _____

Cafeteria _____ Media Center _____

Outdoor Facilities _____ Conference Room _____ Other (Please specify) _____

Equipment needed:

Projector _____ Projector Screen _____ TV/VCR/DVD _____ Microphone _____ Podium _____

Tables (#) _____ Chairs (#) _____ Piano _____ Other _____

Food Service/Concessions Needs (Kitchen area must be supervised by licensed Food Service or Booster club personnel):

Cooking facilities _____ Dishwashing Equipment _____ Coffee Maker _____

Tables (#) _____ Chairs (#) _____ Estimated attendance for event _____

Food preparation: Food Service _____ Catered (specify) _____

Custodian needed (You can choose to have one if you have the need, or the need may be determined by the AD or Community Ed director. Groups of 50 and over will be required to have one):

No _____ Yes (Cost based on hours needed) _____

Costs (per school district salary and billing schedule) See Policy 902 for Rental Rates.

By signing this application below, you are acknowledging that you have read and understand Policy 902 Use of School District Facilities and Equipment.

I, the undersigned, hereby acknowledge and agree, either personally, as the above named individual or as a representative on behalf of the above named organization as follows: It is acknowledged and agreed that ISD #857 is not liable or responsible for any accidents or injuries that may occur in the use of the facility. It is further acknowledged and agreed that responsibility for the actions of all participants in the activities and the security of the facility are assumed by the individual/organization. **It is further acknowledged and agreed that liability insurance or such other insurance as appropriate and/or required by ISD #857 shall be provided by the individual/organization.**

Signature of Applicant/Agent

Date

Signature of School Representative

Date

Office Use Only:

Janitor Service: _____ Facility left in reasonable state: Yes No

Incidents Reported: _____

RENTAL RATES FOR SPACE

Partial Day rates are up to 4.5 hours. Full day rates will be charged for anything over 4.5 hours. Any rental of space does not include extra custodial and/or food service cost.

| <u>AREA</u> | <u>CLASS 1 and 2</u> | <u>CLASS 23</u> | <u>CLASS 34</u> |
|--|----------------------|-----------------|------------------|
| 1. High School Cafeteria | -0- | \$12.00/\$25.00 | \$50.00/\$100.00 |
| 2. High School B Gym | -0- | \$25.00/\$50.00 | \$75.00/\$150.00 |
| 3. High School C Gym | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 4. Elementary School Gym | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 5. Intermediate School Gym | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 6. High School Library | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 7. Elementary School Library | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 8. Intermediate School Library | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 9. High School Kitchen | -0- | \$20.00/\$40.00 | \$60.00/\$120.00 |
| 10. Elementary School Kitchen | -0- | \$20.00/\$40.00 | \$60.00/\$120.00 |
| 11. Intermediate School Kitchen | -0- | \$20.00/\$40.00 | \$60.00/\$120.00 |
| 12. Elementary Wrestling Room | -0- | \$20.00/\$40.00 | \$40.00/\$80.00 |
| 13. All other indoor spaces (Classrooms) | -0- | \$20.00/\$40.00 | \$30.00/\$60.00 |
| 14. Outdoor Athletic Facilities | -0- | \$25.00/\$50.00 | \$75.00/\$150.00 |

EXTRA PERSONNEL SERVICES

The fees in this area hold for **CLASS 1, CLASS 2, Class 3 and CLASS 34**. Users will be charged based on actual cost to the District for Personnel Fees.

Group Building/Field Usage Responsibilities

1. All scheduling of indoor and outdoor building/field usage must be done by contacting the Lewiston Altura School Dist. at 507-523-2191. Application Form required for processing.
2. Each group will need to provide a contact person and phone number for the event.
3. Groups or individuals are responsible for supervision of activities, including hallways, entries, parking lots for appropriate behavior.
4. All fields must be accessed from school grounds and not from private property.
5. With the use of outdoor facilities, no altering of any equipment (bases, fences, etc) are allowed without prior consent. Additional fees may apply.
6. No digging allowed on the outdoor fields because of power lines below ground.
7. Supervisors and chaperones are asked to check any facility they are scheduled to use to determine their condition upon arrival and to leave the facility in the same condition when leaving.
 - a. Lights off (unless someone will be using the location after you)
 - b. Desks & chairs placed back in the same positions.
 - c. Blackboards erased.
8. All groups are asked to refrain from entering the room, gymnasium, etc....until the preceding class activity is completed.
9. Groups involving young people should provide supervision until the last student is picked up.
10. Groups using the facilities beyond normal custodial hours will be responsible for overtime custodial fees.
11. Buildings will close early on days inclement weather causes school to be cancelled or dismissed early.
12. Use of alcohol, drugs, and tobacco products are prohibited. See Minnesota Statute 624.701.
13. Food and beverages are not permitted in gym or computer areas.
14. Parking is not allowed which blocks access to fire lanes and walkways.
15. Any additional costs incurred by the school district shall be paid by the group renting the facilities.
16. If you are using/contracting an outside group for your rental (ex. Caterer, disc jockey, etc.) you are responsible for forwarding them a copy of District Policy 902.
17. Use of any Kitchen or concession stand on school grounds needs to have licensed food service or Booster club personnel at the event.