



Facility Use Classification

Class I: District 745 organizations and activities, District 745 Community Education activities

Class II: Civic and non-profit organizations within District 745 boundaries, non-profit youth organizations in which 75% of participants are District 745 residents or students for the purpose of meeting or in-season practice, city or government activities

Class III: Out of season practices for non-profit youth organizations in which 75% of participants are District 745 residents or students

Class IV: District 745 resident rentals, non-profit youth organizations in which less than 75% of participants are District 745 residents or students, businesses and commercial groups located in District 745, churches and religious organizations located in District 745

Class V: Non-District 745 resident rentals, businesses and commercial groups not located in District 745, churches and religious organizations not located in District 745



Facility Use Fee Information

Facility Rental Fees

Class I – No fees will be assessed

Class II – Certain circumstances may require fees, including but not limited to the following circumstances. Fees will be charged at a Class III rate.

- Custodial Fees: When activity is held outside regularly scheduled custodial hours and/or expected attendance exceeds 50 people.
- Facility Rental Fees: When admission is charged for an event.
- Garbage Removal Fee: When the District incurs additional refuse cost (\$200/dumpster)

Class III, IV, V Fees – Hourly Rates

Space	Class III	Class IV	Class V
Jr/Sr High Gym (Full)	\$40	\$65	\$80
Jr/Sr High Gym (One Court)	\$20	\$30	\$40
Jr/Sr High Wrestling	\$15	\$25	\$30
Jr/Sr High Commons	\$30	\$45	\$60
Jr/Sr High Kitchen	\$15	\$25	\$30
Jr/Sr High Theater	\$40	\$65	\$80
Elementary Gym	\$20	\$30	\$40
Elementary Cafeteria	\$15	\$25	\$30
Elementary Kitchen	\$10	\$15	\$20
Media Center	\$20	\$30	\$40
Classroom	\$10	\$15	\$20

Pool Rental

The Albany Area Schools' pool can be rented by organizations and individuals provided that certified Red Cross lifeguards are available at a ratio of 1:25.

- Groups of 25 or less \$25
- Groups of 41 or more \$40 per hour
- Groups of over 70 2 sessions

ISD 745 has the right to waive or assess fees as deemed necessary.



Staffing Fees

Groups/individuals using District 745 facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

<i>Custodial</i>	Could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed.	\$35 per hour
<i>Food Service</i>	Required to be present whenever a school kitchen is used.	\$30 per hour
<i>Building Supervisor</i>	Placed by the District during times when the building is not otherwise staffed to protect and oversee the facility and represent the school district.	\$15 per hour
<i>Auditorium Technician</i>	Required when use of light and/or sound is requested.	TBD

Long Term Rental Discount

Groups that make long term arrangements may qualify for a maximum discount of 25%. The following rates and discounts will apply:

- 5 hours of use per permit = 5% discount
- 10 hours of use per permit = 10% discount
- 15 hours of use per permit = 15% discount
- 20 hours of use per permit = 20% discount
- 25 or more hours of use per permit = 25% discount

The discounts apply to the rental of the facility only. Any additional fees will be charged at their standard rate.

Miscellaneous

Additional fees may be incurred depending on the type of use as well as group needs. Additional fees may include, but are not limited to the following: equipment (gym, electronic, A/V), personnel, air conditioning, field maintenance, etc.

ISD 745 has the right to waive or assess fees as deemed necessary.



Facility Use Guidelines

1. Users must provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. School equipment and supplies are available to groups only through previous arrangement with the Community Education office. School equipment has been purchased primarily to operate the education program of the district. Therefore, use of equipment by the community will be kept to a minimum. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.
3. Adult supervision must be provided at all times. Applicants must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)
4. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
5. Materials placed on bulletin boards or written on blackboards should not be disturbed.
6. Albany Area Schools is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited.
7. No food or beverages are allowed in any gymnasium, ITV room or computer lab.
8. All refuse and debris must be disposed of properly by the renter in designated receptacles.
9. Any equipment brought into the building by the renter must be approved by the Community Education office. Equipment must be removed directly following the activity.
10. District 745 does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
11. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.



12. The use of outside areas such as fields and parking lots will require a facility request to be completed. Organizations using outside areas will be expected to clean up all trash and litter on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow school policy regarding alcohol, drugs, tobacco, and abusive/obscene language.

13. Albany Area Schools Food Service Department offers an easy, cost-effective way to provide food for your event. To inquire and/or make arrangements, contact Food Service at 320-845-2171, ext. 5329. Food service personnel are required to be on duty when any district kitchen is in use. Any group serving food but not utilizing the Food Service Department must obtain a Special Event Food License through Stearns County and provide a copy to the Community Education office.

14. If expected attendance exceeds 50 people, a custodian will be required regardless of the presence of a District employee

15. Practice lengths provided to Class II organizations will be limited to 2.5 hours per week. Organizations will be required to coordinate gym usage between the Community Education office and other local gymnasiums (ex. St. Benedict Parish Center).

16. ISD 745 reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation. In the event of an emergency cancellation, the Community Education office will try to assist in finding another appropriate facility.

17. ISD 745 strongly encourages all rental groups to collect a waiver of liability from their participants. Sample language can be obtained by contacting the Community Education office.

APPLICATION PROCEDURES

1. All renters must complete a "Facility Request" either online or through the Community Education office. This request must be made to the Community Education office no less than seven working days prior to the requested use. Albany Area Schools Community Education office is located at Albany Area High School, 30 Forest Ave., P.O. Box 40, Albany, MN 56307. Phone 845-2171, ext. 5845.

2. School equipment may be used if proper arrangements have been made with the Community Education office at the same time the building use application is made.

3. Seventy-five percent of the estimated total facility use fee is required to be paid prior to the event. The remaining twenty-five percent is due within 30 days of the rental.