

## Addendum A

### Royalton Public Schools Independent School District #485

## Facility Use Rules and Regulations

1. Requests for rental of district facilities must be made no later than a minimum of 3 business days prior to the date of the activity/event.
2. School equipment and supplies are available to groups only through previous arrangements with the Community Education office and may incur a fee. 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. Materials placed on bulletin boards or written on blackboards should not be disturbed.
4. Royalton Public 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.
5. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited. See Royalton School District Policy 417, Policy 418, and Policy 419.
6. Gambling on school grounds is only allowed in accordance with MN Statute 609.761.
7. Royalton School District Weapons Possession Policy 501 must be observed.
8. No food or beverages are allowed in any ITV room, computer lab, or other specified areas.
9. All refuse and debris must be disposed of properly by the renter in designated receptacles.
10. Royalton Public Schools 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 request to be completed. Organizations using inside or outside areas will be expected to clean up all trash and litter in facilities, on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow all school policies at all times.
13. Royalton School District kitchens cannot be rented.
14. Royalton School District 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.
15. All open gym times will be scheduled and managed by the Community Education Office.
16. Administration and the School Board reserves all rights to amend this policy as needed.

## **Supervisory Responsibilities**

1. All activities must have qualified adult supervision at all times.
2. Custodians will supervise the facility but not the rental group or its activities. Custodians are required unless it is determined by the Community Education Director or building principal that any problems can be taken care of by supervision of another district employee.
3. 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.
4. Facility Users must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)
5. Any equipment brought into the building by the user must be approved by the Community Education Office. Equipment must be removed directly following the activity.

## **APPLICATION PROCEDURES**

1. All renters must complete a "Facility Request" online through the Community Education Office. This request must be made no less than seven working days prior to the requested use.
2. Use of school equipment should be requested at the same time the building use application is submitted.
3. All facility use fees must be paid prior to the event.
4. All fees must be paid at the time of request. Cancellations must be 72 hours in advance for a full refund to be given.
5. Exceptions to superintendent.

## Addendum B

### Royalton Public Schools

Independent School District #485

## Facility, Equipment, and Staffing Fees for Rentals

Space	Location	Rental Cost/Hour
Aerobic Room	MS/HS	\$20
Cafeteria (excludes kitchen)	Elementary	\$15
Cafetorium (excludes kitchen)	MS/HS	\$40
Classroom	Elementary and MS/HS	\$10
Commons	MS/HS	\$30
Concession Stand-Indoor*	MS/HS	\$0
Concession Stand-Outdoor*	MS/HS	\$0
Field Space	Elementary and MS/HS	\$40
Gym	Elementary	\$15
Gym	MS/HS	\$40
Life Skills Lab*	MS/HS	\$40
Media Center	Elementary and MS/HS	
Rock Climbing Wall*	MS/HS	\$30
Wrestling Room	MS/HS	\$15

**\*Additional fees will apply**

<b>Equipment</b>	<b>Rental Cost</b>
Gym Equipment	\$35
Gym Floor Covering	\$25
Microphones Qty. 1-4	\$35
Microphones Qty. 5-8 with Sound Bar	\$45
Podium	\$25
Projector/Screen	\$35
Rock Climbing Wall Safety Equipment	\$50
Soundboard	\$35
Spotlight	\$35

**\*To be used at a Royalton school facility ONLY**

Groups/individuals using Royalton School District 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.

<b>Staffing</b>	<b>Cost/Hour</b>
District Auditorium Technician	\$35 per hour or employee double time, whichever is greater
District Custodian	\$35 per hour or employee double time, whichever is greater
District Facility Supervisor	\$35 per hour or employee double time, whichever is greater
District Rock Climbing Wall Technician	\$35 per hour or employee double time, whichever is greater

**\*Additional fees may be incurred depending on the type of use as well as group needs.**

**Royalton School District has the right to waive or assess fees as deemed necessary.**

## **Addendum C**

### **Royalton Public Schools** Independent School District #485

## **Facility Use Classification**

### **Class One: Top Priority - No Charge**

- All Royalton Public Schools activities, school related organizations, and Community Education Programs
- Royalton Public Schools sponsored activities under the direct supervision of a District Employee may be allowed to utilize the specific areas
  - Must complete Facility Use Request
  - Any required costs incurred will be paid by the sponsoring school district activity.

### **Class Two: Second Priority – Fees for equipment may apply.**

- Organized, in-district civic groups, political party meetings, religious/church youth groups, open meetings of tax supported agencies, non-religious school district nonprofit youth group meetings, youth sports groups, and charitable group meetings
  - Must complete Facility Use Request
  - Must have non-profit or 501(c)(3) status-Proof of 501(c)(3) status must be presented with the facilities request
  - Must employ District Facility Supervisor and other district staff as deemed necessary by Community Education Staff based on specific activity
  - Must provide 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

### **Class Three: Third Priority**

- All other groups, special large events, commercial and business organizations
  - Must complete Facility Use Request
  - Must have non-profit or 501(c)(3) status-Proof of 501(c)(3) status must be presented with the facilities request
  - Must employ District Facility Supervisor and other district staff as deemed necessary by Community Education Staff based on specific activity
  - Must provide 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
  - Fees determined by schedule

30% of participants must be currently enrolled in Royalton Public Schools.

# Royalton Fitness Center Rules and Etiquette

- Members are required to have a Fob access-application completed. Please see Membership Parameters.
- Public Access-Supervision time only for under 16; over 16 must have fob.
- All students enrolled at Royalton Middle/High School are able to use the fitness center free of charge during the school day as part of their physical education classes. Students may use the fitness center free of charge after school if a supervisor has it open. A schedule will be posted for students.
- No student below grade 6 may use the fitness center. Because of the design of the equipment, no one under 6th grade can use or be in the fitness center. It is imperative that your children do not accompany you inside the fitness center.
- Students in grade 6th through 12th are allowed to use the fitness center with a parent/guardian after school hours
- Cameras will monitor the center- we will notify the fob user and let them know if they have breached the contract - Fob will be deactivated.
- PE/CommED classes take precedence to community members use. Times for PE class sessions will be posted.
- Please carry in your shoes. Street shoes are **NOT** allowed in the fitness center.
- Proper attire is required. This includes closed toe shoes, t-shirts, exercise shorts/pants.
- Proper attire for a school setting is required. Shirts must be worn at all times.
- Gym bags and jackets belong in the cubbies along entrance doors.
- Please do not store valuables on the floor or near equipment.
- No vulgar or obscene language will be tolerated.
- Water and sports drinks must be consumed from containers with a lid. No glass containers are allowed.
- Participants may use personal listening devices, but may not use the sound system in the fitness center, as not all users want to listen to someone else's music
- The volume control on the televisions will be turned down all the way and the closed captioning feature will be used
- Please wipe down your machine, weight bars, and handles after use. Cleaning agents will be provided.
- Members are required to pick-up after themselves and discard trash and remove personal items from fitness center when they are finished working out.
- There is a 30-minute time limit on all cardiovascular equipment if other members are waiting to use them.
- Please remove the weights from the machine after you are done.
- Return all equipment to its place. All barbells and dumbbells must be returned to the racks.
- Allow others to "work-in" or take turns on the equipment in the fitness room.
- Do not drop weights (if you can't handle it don't use it).
- Ease the weights into position on the machines; do not allow them to slam down.
- No gum or tobacco allowed in the facility.

**MEMBERSHIP PARAMETERS:** Membership age must be 16 years old. All persons under 16 must be accompanied by a contracted adult-approved member. Members are required to have a FOB access application completed and approved annually. The initial cost of a FOB is \$15. Each new FOB distributed requires a separate FOB fee. Failure to follow parameters and rules will put you at risk of losing your membership privileges. No guests are allowed.

**NON-DISTRICT RESIDENTS:** The Fitness Center is accessible to non-district residents at a fee of \$300 per year.

**CHECKING IN:** During school hours, enter Door #2 and sign-in at the District Office. All other times, enter Door #3 (Activities Entrance) with your FOB. Your FOB will allow you to enter all Fitness Center Rooms.

**MEMBERS AGREEMENT:** All members agree to abide by all the membership rules of the facility. Because physical exercise can be strenuous and subject to risk of serious injury, the school district urges you to obtain a physical examination from a doctor before using any exercise equipment or participation in any exercise activity. You (each member or participant) agree that if you engage in any physical exercise or activity, or use any Fitness Center amenity on or off the premises at a school-sponsored event, you do so entirely at your own risk. This includes, but is not limited to, your use of the locker rooms, parking area, sidewalk area, or any equipment in the fitness facility and your participation in any class, program, or instruction. You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, damage or loss by theft of any personal property. You expressly agree to release and discharge the school district, and all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action. This waiver and release of liability includes, but is not limited to, all injuries to you which may occur, regardless of negligence, as a result of (a.) your use of any exercise equipment, (b.) the sudden and unforeseen malfunctioning of any equipment, (c.) our instruction or supervision, and (d.) your slipping and/or falling while in the Fitness Center, or on the school district premises, including adjacent sidewalks and parking areas. You acknowledge that you have carefully read this waiver and release and fully understand that it is a release of liability. You agree to voluntarily give up any right that you may otherwise have to bring a legal action against the school district for negligence, or any other personal injury or property damage or loss action.

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Member Signature

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Date

**Disclaimer: Agreement is subject to change.**



**Royalton Public Schools**  
Independent School District #485

## Royalton Fitness Center Application

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

### MEMBERSHIP TYPE

<ul style="list-style-type: none"><li>▪ Individual Membership \$120</li><li>▪ Family Membership \$204**</li><li>▪ Non-District Resident Membership \$300</li><li>▪ FOB Fee \$15</li></ul>	<ul style="list-style-type: none"><li>▪ All memberships are valid for one year from date of registration/activation.</li><li>▪ Members of family memberships must resident within the same household.</li><li>▪ FOB fees apply to new members or to replace a lost or damaged FOB.</li></ul>
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\*\*If selecting a family membership, please include the names and DOBs for each family member, 16 years of age and older, living at the same address. Each family member will need a separate FOB.

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