

The community education board recently reviewed and updated Policy 902-1 Use Of School District Facilities & Equipment Addendum I and Fee Schedule (attached). The changes reflect current practice and updates to the policy. **I recommend a first reading of the revised policy.**

# **ADDENDUM I of Policy 902**

## **BECKER, MINNESOTA**

### **POLICY ON**

### **USE OF SCHOOL DISTRICT FACILITIES**

#### **Philosophy**

The philosophy of the Becker School Board, Becker Community Education Advisory Council and the Becker School Administration is to support, stimulate and coordinate educational and leisure time activities and programs in the Becker community. Therefore, we encourage the use of the public school facilities in District #726 by the Citizenry to which they belong. This requires individual and community cooperation. Certain rules, regulations and guidelines are necessary to provide for equitable administration of policy and to insure that facilities are used carefully and efficiently.

#### **Applications**

1. Applications for use of school facilities must be made through the office of Becker Community Education.
  - Applications are available ~~in the school offices at the Primary School, Intermediate School, Middle School and High School~~ online and in the Community Ed. Office.
  - Applications must be returned to the Community Education Office.
2. ~~The Director of Community Education will:~~
  - Clear the time and date.
  - Inform the applicant when approval is made by return of electronic contract.
  - ~~Mail out a Building Use Permit to group representative.~~
3. The applicant:
  - Will not advertise the event until final approval is made.
  - Cannot assign, transfer, sublet or charge a fee for use of facilities.
  - Will recognize the right of the Director to revoke a permit.
  - Permits shall in no regard be considered a lease.
  - Contract must be signed and returned to Community Education a minimum of two business days prior to scheduled facility use.
4. Organizations using the facilities:
  - Shall agree to indemnify the district for any and all damages by any person or persons attending.
  - Shall indemnify the district against any liability and any and all damages to any persons.
5. Special Requests:
  - Any use of recreational, audio-visual, or other school equipment must show item approval on permit prior to its use. The Director must approve competent equipment operators.

#### **Rules and Regulations**

1. Public school activities, including Community Education, take first priority in building use. ~~All new programming or rescheduling of activities must provide the Community Education office with two week notice.~~
2. If deemed necessary by Becker School District #726 administration, a custodian will be on duty to supervise the use of the facilities, and, is responsible for directing the clean up of the facility.
  - After 11:00 p.m. Monday through Friday, and on all holidays and weekends, there may be an overtime charge for each custodian or building supervisor on duty.
  - ~~Evening custodians are not on duty when schools are on vacation.~~
  - Additional work required by the current on duty custodial staff may be billed at a rate less than the current overtime rate.

3. All activities must be under competent supervision, provided by the permit holder (custodian is only responsible for the facility).
  - The Community Education Office must be provided with a current telephone number for the event supervisor.
  - Furniture and equipment are not to be moved without prior approval of the Director, and must be supervised by a custodian and returned to the original order when finished.
4. All local and state ordinances and laws of police and fire departments must be observed.
  - The possession and use of intoxicating beverages or liquors anywhere in or on the premises is prohibited.
5. The Becker School District #726, buildings, grounds and vehicles are all tobacco free. At no time will smoking or any tobacco use be permitted in or on any school district area. Failure to abide by this policy will result in denial of future facility use to the group.
6. Use of the facility shall be only for the area requested. The facilities shall be used consistent with the design, unless prior approval has been arranged with the Community Education Director. All food and refreshments are restricted to the cafeterias, life skills rooms or outdoors unless the Community Education Director has granted prior approval.
7. Policies of Minnesota State High School League relating to the use of facilities will take precedence to these rules and regulations.
8. Individuals or groups using district facilities shall provide their own damage and liability insurance. The user is liable for personal injury and property damage. The user must reimburse the District for ~~must replace~~ destroyed or damaged property. District #726 will not be responsible for the negligence of others.
9. Any large equipment that requires the use of electricity brought into a building or facility must have prior approval of the Community Education office and must be removed promptly. Becker Public Schools will not provide storage space for individuals or groups using district facilities.
10. When school is closed due to inclement weather, all facility use permits will be cancelled and no fee will be charged.
11. Police supervisors will be required for all events where school officials deem crowd control necessary. The individual or group using the facility will pay the cost of police supervision.

#### **Concession Stand Use:**

1. Any group planning to sell concessions at any event must first contact the Minnesota Department of Health to obtain the proper certification. Before approval for use of the Concession Stand is made a copy of the certificate must be presented to the Community Education Office. The certification must be displayed during the event.
2. The Community Education Office will permit use of the concession stand and the equipment only with prior approval.
3. Use of the equipment (popcorn machine, cheese machine.....) will be permitted but user must inform the Community Education office two weeks in advance so that the concessions staff can purchase supplies. The cost of the supplies will be added to the final bill. ~~from an authorized school vendor for the products used in the machine.~~ The process of ordering supplies will take up to **two weeks**. Users are urged to plan well ahead of the event for such supplies. The school will not lend out consumable supplies. ~~A list of authorized vendors will be made available.~~
4. Any loss of or damage to equipment will be billed back to the group.

## **Classifications**

**\*ALL applicants will be charged a permit fee.**

### **Class 1**

- School related student, teacher and parent groups. Example: Student clubs, Education Minnesota, P.T.S.A.
- Organized youth groups. Example: Brownies, Scouts, 4-H, Athletic Associations.
- Special meetings sponsored by local civic organizations which are of general interest, educational, open to the public and no admission fee is charged.

### **Class 2**

- Organized community service, citizen's groups and church services. Examples: Community Club, political groups, Lions, American Legion.
- Out of school district Class 2 users will be charged 50% more than rates indicated.
- Groups that fall under Class 1, but are out of school district, will be charged Class 2 rates.
- Class 1 non-school related groups charging admission or setting up a concession stand will be charged Class 2 rates.
- Regularly scheduled activities or events, including youth groups that meet more than four times per year and average more than 50 participants will be charged at Class 2 rates.

### **Class 3**

- Commercial, business or private organizations and other requests not covered in Class 1 or 2.
- May require individual School Board approval.
- Out of school district Class 3 users will be charged at a rate double of that indicated.

### **Staffing:**

Groups/individuals using District #726 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.~~

*Custodial:* Charges may be applied up to the prevailing overtime rate. This charge would be in addition to any other applicable charges. This includes opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed, or if called to the building beyond the normal work hours.

*Food Service:* Kitchen employees are required whenever a school kitchen is used. Food service time is charged at the prevailing overtime rate.

*Building Supervisor:* May be used when deemed necessary by the Community Education Director. Charges will be applied at the prevailing hourly rate.

*Light Board/*

*Sound Board Operators:* Are required when operation of the either auditorium light board or sound system is requested in Auditorium. Rate is the prevailing hourly rate

*Pool Lifeguard:* All groups using the swimming pool are required to hire Becker Community Education staff lifeguards. Rate is at the prevailing hourly rate. There must be at least two lifeguards on duty anytime the pool is open. If there are more than 30 swimmers in the pool there must be a minimum of 3 lifeguards on duty. Pool equipment may be used if requested in advance.

Swim Meet Equipment Any group using the school district swim meet timing & announcing equipment must hire a qualified Becker Staff Pool Supervisor for the duration of the event. Users may be required to buy appropriate licensure for the timing software.

Exceptions to this policy, including wavier of fees or other exceptions to this facility rental policy may be made by the Superintendent or Community Education Director.

## Fee Schedule (charges per hour)

Facilities Description:	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
<del>Cafeteria</del>	<del>NC</del>	<del>\$10</del>	<del>\$20</del>
Commons/ <u>Cafeteria</u>	NC	\$15	\$30
Kitchen	NC	\$15	\$30
Media Center	NC	\$15	\$30
<del>H.S. Study Hall</del>	<del>NC</del>	<del>\$10</del>	<del>\$20</del>
Classrooms	NC	\$10	\$20
H.S. Auditorium	NC	\$25	\$50
H.S. Performing Arts Center	NC	\$75	\$150
H.S. Pool	NC	\$40	\$80
Wrestling Room	NC	\$20	\$40
<del>Gym Mezzanine</del>	<del>NC</del>	<del>\$20</del>	<del>\$40</del>
Fieldhouse (per court)	NC	\$20	\$40
Primary Gym	NC	\$20	\$40
Intermediate Sm. Gym	NC	\$20	\$40
Intermediate Lg. Gym	NC	\$25	\$50
Middle School Gym	NC	\$20	\$40
High School Gym	NC	\$30	\$60
Multi-purpose Room	NC	\$10	\$20
Concession Stands	NC	\$15	\$30

## Event/Tournament Fee for sport related activities (charges per day)

Facilities Description:	<u>Class 2</u>	<u>Non-2</u>	<u>Class 3</u>	<u>Non-3</u>
Primary Gym	\$75	\$115	\$150	\$300
Intermediate Sm. Gym	\$75	\$115	\$150	\$300
Intermediate Lg. Gym	\$100	\$150	\$200	\$400
Middle School Gym	\$100	\$150	\$200	\$400
High School Gym	\$100	\$150	\$200	\$400
Fieldhouse	\$220	\$330	\$440	\$880
Wrestling Room	\$150	\$225	\$300	\$600
Swimming Pool	\$150	\$225	\$300	\$600
Track Field	\$100	\$150	\$300	\$600
Baseball/Softball/Practice Fields	\$20/day/field	\$25/day/field	\$30/day/field	\$60/day/field
Locker Room	\$30	\$40	\$50	\$100
Concession Stands	\$60	\$85	\$120	\$240
H.S. Performing Arts Center	\$220	\$330	\$440	\$880
<u>H.S. (Small) Auditorium</u>	<u>\$100</u>	<u>\$150</u>	<u>\$200</u>	<u>\$400</u>
<u>The Learning Center (TLC)</u>	<u>\$150</u>	<u>\$225</u>	<u>\$300</u>	<u>\$600</u>
<u>Gymnastics Gym</u>	<u>\$150</u>	<u>\$225</u>	<u>\$300</u>	<u>\$600</u>
<u>Commons/Cafeteria</u>	<u>\$75</u>	<u>\$115</u>	<u>\$150</u>	<u>\$300</u>

## Equipment Fees

All equipment rental fees are for in house use only. Equipment will not be allowed to be taken off of school property.

~~• Rack of Chairs (approx. 100) \$25.00~~

• Score Clocks \$15.00 per clock

• Risers/Staging - \$15.00 per section

~~• Tables - \$15.00 per table~~

• Popcorn Machine - \$30.00

• Nacho/Cheese Machine - \$20.00

## Other Fees

• A nonrefundable application fee of \$25 will be added to your final billing.

• All or a portion of facility use fees may be required to be paid prior to use of the facilities.

• A Vendor Fee of \$50 per event or tournament will be charged to all outside vendors coming in for a scheduled event.

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