

# Maple Lake Public Schools

## Facility Use Procedures & Policies

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Independent School District #881 – Maple Lake Public Schools

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### **1. Philosophy of Facility Use**

Maple Lake Public Schools (ISD #881) operates on the principle that school facilities are community assets intended primarily for the benefit of school-aged children and district residents.

The School Board supports and encourages responsible public use of school facilities to strengthen the connection between schools and the community.

### **2. General Information**

All facility reservations must be submitted to and scheduled through the Maple Lake Community Education Office.

- Requests must be made at least five (5) days in advance of the intended use.
- The application must specify the facility, equipment requested, and duration of use.
- The applicant is responsible for any damages or replacement costs.
- Reservations are processed on a first-come, first-served basis.

- A Certificate of Insurance is required with general liability coverage of at least \$1,000,000 per occurrence, naming ISD #881 as an additional insured on a primary and noncontributory basis.

The school district reserves the right to deny facility use requests if deemed not in the best interest of the district or incompatible with school programs.

### **3. Facility Use Rules**

1. Equipment: Use of school equipment must be arranged in advance. Additional charges may apply. Any non-school equipment brought in must receive prior approval and be removed immediately after the event.
2. Supervision: Adequate adult supervision is required for all events. Disorderly conduct is prohibited. The district will determine the adequacy of supervision.
3. Suitability: Facilities must be used according to their intended purpose unless approved otherwise. Food and beverages are restricted to designated areas. Clean-up assistance is required.
4. Regulations: All laws, ordinances, and district policies must be followed. Alcohol, tobacco, gambling, and illegal substances are prohibited. Emergency exits must remain accessible.
5. Exceptions: Fee waivers or policy exceptions must be approved by the Board of Education.

### **4. Reservation Process and Priorities**

Reservations are prioritized as follows:

- School/Public Activities (including school functions and supported programs)

**Class I:** Government agencies and political caucuses

**Class II:** Non-profit youth and civic groups (75% participants must reside in District 881)

**Class III:** Other non-profit, civic, business, or private groups and residents within or outside District 881

## 5. Fee Structure

Fees vary by facility type, class, and duration of use. Charges include facility rental per space per hour, and required personnel.

Facility	Class I	Class II	Class III
Auditorium	Personnel Only	\$20 per hour + Personnel	\$30 per hour + Personnel
HS Commons	Personnel Only	\$15 per hour + Personnel	\$20 per hour + Personnel
Gym/Activity Center/Cafeteria	Personnel Only	≤25 hrs = \$150, 25–49 hrs = \$250, 50 hrs = \$500 + Personnel	≤25 hrs = \$150, 25–49 hrs = \$250, 50–99 hrs = \$500, 100–149 hrs = \$1,000 + Personnel
Large Group Room	Personnel Only	\$15 per hour + Personnel	\$20 per hour + Personnel
Computer Lab	Personnel Only	\$15 per hour + Personnel	\$20 per hour + Personnel
Vocal Music Room	Personnel Only	\$10 per hour + Personnel	\$15 per hour + Personnel
Band Room	Personnel Only	\$10 per hour + Personnel	\$15 per hour + Personnel
Media Center	Personnel Only	\$10 per hour + Personnel	\$15 per hour + Personnel
Classrooms	Personnel Only	\$10 per hour + Personnel	\$15 per hour + Personnel

**Personnel rate: M–F during school hours (6:00 am- 11:00 pm) \$30 per hour.**

**Summer hours after 3:00 pm, weekend, or holiday weekend requires a 2-hour minimum personnel fee of \$45 per hour.**

Seasonal Use Periods:

- Fall: September–November
- Winter: December–February
- Spring: March–May
- Summer: June–August

## **6. Personnel Requirements & Rates**

A qualified district employee must be present during all events. Personnel fees apply for staff beyond regular duty hours. Minimum of 2 hours per staff member.

Personnel Rate Schedule:

- Custodians: \$30/hour (M–F), \$45/hour (during summer hours, weekends and holidays)
- Media Technician: \$40/hour (M–F), \$60/hour (during summer hours, weekends and holidays)
- Technology setup use/fee: \$50.00 per item (Including, but not limited to computer, screen/projector, sound system, scoreboard, etc)

## **7. Insurance & Liability Requirements**

Users must provide a certificate of liability insurance covering \$1,000,000 per occurrence, naming ISD #881 as an additional insured on a primary and noncontributory basis.

Applicants are responsible for insuring against claims related to their activities including property damage, workers compensation, and vehicle use.

The district is not liable for injuries or damages resulting from external events or activities.

## **8. Cancellations**

Reservations must be cancelled at least 48 hours in advance to avoid full charges.

All facility reservations are automatically cancelled in case of school closures due to inclement weather or other emergencies.

ISD #881 reserves the right to cancel any reservation at its discretion.

## **9. Community Use Rules**

1. Use is restricted to approved dates, times, and spaces listed on the permit.
2. Competent adult supervision is mandatory.
3. Group leaders must ensure compliance with all district rules.
4. Payment is due 30 days upon date of invoice or penalties will be applied.
5. In-season sports take precedence over out-of-season sports.
6. No tobacco, alcohol, or drugs allowed on school property.
7. Firearms prohibited except by authorized officials.
8. Use of school equipment is limited and not guaranteed.
9. Disorderly conduct may result in ejection.
10. Food and drink restricted to approved areas.
11. All users must vacate on time or face additional charges.
12. All applicable laws and ordinances must be observed.
13. Facilities must be returned to original condition.
14. All users are responsible for access and setup arrangements.
15. Promotions by non-school groups require prior approval.
16. Permit cancellations must be made at least 48 hours in advance.
17. Weather-related or emergency closures void permits.
18. Insurance certificate required (see Section 7).
19. Director of Community Education may cancel permits or make rule exceptions.
20. Use of the concession stand must comply with Health Department regulations and state laws.

## **10. Contact Information**

Maple Lake Schools

Maple Lake Elementary School | Maple Lake High School

Reservation Coordinator: Tana Fobbe

Director of Community Education

Email: [fobbet@maplelake.k12.mn.us](mailto:fobbet@maplelake.k12.mn.us)

Phone: (320) 963-5991 | Fax: (320) 963-3170

Address: 200 Highway 55 E, Maple Lake, MN 55358<sup>1</sup>

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<sup>1</sup> Updated: July 2025