

# **Crosby-Ironton School District 182**

## **Facilities Use Guidelines & Procedures**

All requests and uses of School District facilities must follow the guidelines and procedures outlined in this document in accordance with District Policy 902 or requests may be denied.

By requesting to use School District facilities, you acknowledge you have read and agree to follow these guidelines and procedures, District Policy, and fee schedule.

Any person who enters school premises without prior authorization or not in accordance with these guidelines shall be deemed to be trespassing.

### **Requesting Use of School District Facilities:**

1. Requests for use of District facilities go through the Community Education office.  
Contact Information:  
218-545-8822  
[communityed@ci.k12.mn.us](mailto:communityed@ci.k12.mn.us)
2. All facility use requests are to be made online using the facilities scheduler program:  
<https://fs-cirangers.rschoolday.com/authentication/credential/login>
  - a. All requesters must first create a "Requester Account" including contact information (email & phone number) and other relevant information.
  - b. Once you have established a requester account, you may submit your request(s) for facilities use.
3. Requests need to be submitted for approval at least 14 days prior to the scheduled use to allow time for prioritizing and scheduling related to the event/use.
  - a. In the event that a last minute request is needed (inclement weather, etc.), all efforts to accommodate the request will be made but cannot be guaranteed.
  - b. Requests will be prioritized according to policy and order they are received.
  - c. Use is not authorized until the electronic agreement is signed and sent back. A copy of the final permit will be sent to the requesting party via email address provided for proof of authorization.
4. Use of School District facility spaces require proper request and approval. Use of spaces not previously approved by appropriate District administration will result in denial of future use of the facility. This applies to both staff and community requests/uses of the facilities and both indoor and outdoor facilities.
5. Any set up needs, technology needs, food needs or other special requests need to be clearly noted in the request so that necessary arrangements for supplies, equipment and staffing can be made. Additional charges for personnel (when needed) to accommodate requests will be invoiced to the requesting party.



6. Invoices will be sent electronically to the email address provided. Payments for rental, equipment, and/or personnel are due immediately upon receipt. Requesters with unpaid invoices of 60 days or more will not be allowed to request use of the facilities until the account is paid in full. This may also result in request for prepayment for future requests and/or denial of future requests.
7. The School District reserves the right to cancel any reservation should District needs arise. Regular school activities and organizations of the School District shall have first priority in the use of any facilities.
  - a. Lack of adherence to policies and procedures may also result in refusal of future requests and/or use of facilities.

### Community Use Rules and Regulations:

Rules and regulations exist to protect property owned by the School District, and to ensure safety to users. The following rules are to be adhered to when using School District facilities, grounds and equipment in accordance with Policy 902.

It is the facility user group's responsibility to communicate these rules and regulations to their leaders, participants and spectators.

1. Regular school activities, programs and organizations shall have first priority in the use of any District facility or grounds.
2. After the Facility Use Permit has been approved by the facility scheduler and signed by the requestor, it becomes an agreement with the requestor and/or the organization. Contract holders cannot sublet or transfer their rights and privileges to any other individual, group, business or organization.
3. If any damage is found after a group has used the District facilities, grounds or equipment, the group scheduled will be held responsible for the cost of repair or replacement of any items damaged, lost or stolen from School District property. Facility user groups will be responsible for leaving the facilities and property in the same condition or better as upon arrival.
  - a. Furniture or movable items (e.g. garbage cans) should be arranged as they were upon arrival.
  - b. Any garbage or other messes should be cleaned up and properly disposed of.
  - c. Consumption of food (including snacks and refreshments) and beverages in School facilities is allowed in designated areas only, this does not include instructional areas, gymnasiums, auditoriums, and other special use rooms.
  - d. The kitchen, including equipment, counters and surrounding areas cannot be used to refrigerate, prepare or serve food brought by individuals to the school. Foods not prepared in state approved kitchens are not allowed in the school (e.g. bake sales, potlucks, or other instances where food is prepared in a residential kitchen.)
  - e. Any technology or sound items used should be returned to their proper storage space, instructions for use followed, and properly secured before leaving the space.
  - f. Any lights or other electronic items that you turned on should be turned off before leaving.
4. The Facility Use Permit is granted for specific dates, equipment, room or areas of building for specific periods of time and for specific uses including the nearest restrooms and drinking fountain. Using a building for other purposes, using additional facilities, loitering in other areas, and/or entering or remaining in the building beyond the



- allotted time will be considered as unauthorized use of the facilities. Additional charges may be added to the facility use fee as well as denial of future use.
5. A District 182 employee must be on duty whenever building facilities are used (including a Custodian). Facility user groups will be responsible for entering and securing the building when District Staff is not available. Any propping of doors, or doors remaining open during the time of your event will result in denial of future facility use requests.
    - a. If you have a key for the space, be sure to lock up when you leave or any time the space will be unattended/unoccupied.
    - b. If you do not have a key to lock the area, please let a staff member know when you are leaving (especially if earlier than scheduled) so that the area can be properly secured upon your departure to avoid unauthorized access.
  6. For use of kitchens (food service areas), classrooms with cooking facilities, stadium, sound booths, lighting booths and all related technology equipment usage will require appropriate District trained personnel. The facility user group will be billed at the current hourly rate. Use of technology equipment must comply with the district's Acceptable Use Policy and Guidelines.
    - a. Use of District technology is only permitted by those who have appropriate knowledge of proper operation and/or have been trained to use specific equipment. If you need access to technology and do not have knowledge or training on its use, you will need to request Technology Support for your event. In the event that technology equipment is damaged, missing, or no longer working properly, you will be responsible for the cost of any additional time or expense to repair, replace, or otherwise attend to that equipment.
  7. Any equipment or supplies brought into a building or facility must have prior approval of the Community Education Office and must be removed promptly following the activity. **\*\*LATEX products, including balloons and gloves, are not permitted in the building.\*\*** The District will not assume responsibility for storing or securing equipment or supplies not owned by the School District.
    - a. Animals are not permitted on District property with the exception of certified Service Animals (Emotional Support Animals are NOT Service Animals as defined by Americans with Disabilities Act. Visit [www.ada.gov](http://www.ada.gov) for complete definitions of Service Animals.)
    - b. Plants are not permitted on School District property unless given prior written permission by Community Education in relation to a class.
  8. Facility user groups receiving approval to use District facilities, grounds and equipment are responsible for ensuring adequate supervision for the approved activity. For safety reasons no children will be allowed entrance to a building until a responsible adult is in attendance and ready to take charge of the group. The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until he/she is certain that all members of his/her group are out of the building and picked up by parents/guardians.
  9. The adult responsible for the activity is also accountable for the conduct and behavior of both participants and spectators. Responsibility includes enforcing rules and regulations as well as restricting group activity to the areas listed on the facility use contract. All children must be under parental/leader supervision. Running or ball play is not permitted outside of the gym.



10. Crosby-Ironton School District policies, local and state ordinances and laws, and fire codes pertaining to the use of public facilities must be observed by all parties at all times while using School District facilities. This includes but is not limited to the prohibition of: gambling, use of tobacco products and vape/e-cigarettes, use or possession of alcoholic beverages or illegal chemicals on school property. Copies of all School District policies are available online at: <https://www.ci.k12.mn.us/o/cisd/page/board-of-education>.
11. Facility user groups agree to go over any safety concerns and rules related to the scheduled activity including proper sportsmanship, location of fire extinguishers, and proper use of equipment. Facility user groups must furnish their own first aid kits and instructional supplies.
12. Disorderly conduct is prohibited and punishable by ejection from the facility or grounds. This includes inappropriate communication and disrespect for authority, event supervisor and/or custodian by group leaders and/or participants of a group. The proper authorities will be notified. Law enforcement may be called to intervene.
13. Individuals or groups that use District facilities shall provide their own damage and liability insurance. ISD 182 will not be responsible for the negligence of others.
14. Parking is allowed in designated areas only.
15. The School facilities shall not be used for personal leisure or private use by staff, students, or community members without prior arrangements. All facility use must be arranged in advance with the Community Education Office.

### Staff Facility Use Rules and Regulations:

Facility scheduling is meant to coordinate the use of District facilities. This includes inside spaces, outdoor fields/courts, playgrounds, parking lots, etc. and is designed to avoid conflicts between groups. Coordinated scheduling also provides for maximum use of these public facilities bringing many people into the facilities. Fees may apply to facility use by staff if additional personnel/expenses are warranted for the requested use.

District Staff must adhere to all rules and regulations listed in the Community Use Rules and Regulations including the following:

1. School District Staff will submit building usage requests via facilities scheduler as soon as the activity is scheduled. This applies anytime you plan to use spaces that are outside of your normally assigned classroom spaces. To avoid conflict with community events, dates and times of specific activities when specific spaces or the entire facility will not be available due to conferences, limited parking or periods of special event setup, construction/maintenance, etc will be blocked on the request calendar.
2. District staff members are viewed as community members after normal business hours and therefore are subject to the Community Use Rules and Regulations and any fees that are associated.
3. The School facilities shall not be used for personal leisure or private use by staff, students, or community members without prior arrangements. All facility use must be arranged in advance with the Community Education Office. (This includes staff and community members who have been issued keyed access to District facilities.)

## **FACILITY USE AND RENTAL INFORMATION**

### **General Information**

~~The use of all facilities will be arranged through the Community Education Office located in Crosby Ironton High School. Office hours are 8:30 a.m. - 4:00 p.m. on school days. All facility use requests are to be made online using the facilities scheduler program: <https://fs-cirangers.rschooltoday.com/authentication/credential/login>. If you have questions or require assistance, please contact the Community Education office at (218) 545-8822 or [communityed@ci.k12.mn.us](mailto:communityed@ci.k12.mn.us).~~

~~• Cancellations of facility use must be made 48 hours in advance of the scheduled rental, or renter will be liable for all rental fees.~~

~~• Contracts will be canceled when schools are closed due to inclement weather. All activities will be canceled on emergency closing days with no additional charges assessed upon reschedule. Announcements will be made on area radio stations and efforts will be made to contact facility use and rental groups.~~

~~• Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from the Community Education Coordinator.~~

~~• District #182 reserves the right to cancel reservations for just cause.~~

~~• District #182 is not responsible for mechanical or electrical failure.~~

### **Classifications for Rental**

#### **Class I First Priority**

**(No rental charge. Personnel Charges and/or Reservation Fees May Apply)**

- Recognized school organizations and school-related functions, such as high school athletics
- Local tax supported agencies serving District 182 residents
- Local non-profit youth entities and groups located in District 182 and/or with at least half the participants being District 182 residents or students
- Fund raising events for any of the above
- Non-profit regulatory agencies

#### **Class II Second Priority**

- Community Education
- ISD 182 Staff for school related functions
- Civic organizations
- Non-Profit community groups
- Non-school youth groups, youth tournaments and fund raisers with less than half their participants District 182 residents or students

#### **Class III Third Priority**

- Commercial and business organizations
- Individuals



### **Facility Use/Rental Fee Schedule**

Fees for facilities not listed below shall be at the discretion of the Community Education Director. Renters may be required to provide a damage deposit. Personnel charges may apply to use of computer labs.

*See Fee Schedule*

### **Equipment Fees** (Class I, II, III)

Charges may be assessed for use of special equipment (i.e. piano, theatre lights, spotlight, microphones, etc.)

### **Physical Education and Sports Equipment** (Class I, II, III groups and tournaments)

*See Fee Schedule*

### **Personnel Fee Schedule**

When employee time is devoted to, or necessitated by the activity, the renter pays the personnel fees listed in the fee schedule. This applies to all Classes I, II, & III. There is a minimum fee of two hours for all personnel not already on duty. Hourly wages subject to change based on contract negotiations.

*See Fee Schedule*

### **Regulations** **[NOTE: THESE HAVE BEEN INCORPORATED ABOVE]**

~~1. **Personnel:** A District 182 employee must be on duty whenever building facilities are used. A cook must be on duty whenever kitchen facilities are used. A technology supervisor must be present when operation of the sound or lighting systems is required for the Auditorium or Gymnasiums. A Custodian is required whenever the school buildings are being used.~~

~~2. **Kitchen/Potluck:** The kitchen, including equipment, counters and surrounding areas cannot be used to refrigerate, prepare or serve food brought by individuals to the school. Foods not prepared in state approved kitchens are not allowed in the school.~~

~~3. **Equipment:** School equipment (i.e. recreation/athletic, musical, audio-visual) may be used or rented in school facilities if advance arrangements are made with Community Education. Any equipment or items brought into the building must be approved in advance by the Community Education Director and must be removed immediately following the activity.~~  
~~• LATEX products, including balloons and gloves, are not permitted in the building.~~

~~4. **Supervision:** All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any outdoor supervision required. All youth must be supervised until they have left the school facility.~~

~~5. **Use:** Any use of school facility requires prior approval. All facility use shall be consistent with building design, and all food/refreshments are restricted to commons/cafeterias or outside buildings, unless approved in advance by the Community Education Director. District 182 has the right to limit the activities in an auditorium consistent with the equipment and design. Authorized District Employees shall have access to facilities at all times to verify appropriate use.~~

~~6. **Laws:** All ordinances, laws and district policies pertaining to the use of school facilities must~~

~~be observed. Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. State Fire Laws must be observed at all times. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.~~

~~**7. Liability:** Individuals or groups that use District facilities shall provide their own damage and liability insurance. ISD 182 will not be responsible for the negligence of others.~~

### Facility Use/Rental Fee Schedule

Fees for facilities not listed below shall be at the discretion of the Community Education Director. Renters may be required to provide a damage deposit. Additional personnel charges may be charged to all price tiers, including Class I, depending on hours of use and personnel time needed.

<b>HOURLY RATES</b>		
<u>Facility</u>	<u>Class II</u>	<u>Class III</u>
<b>High School</b>		
Galovich Gymnasium	\$25.00	\$50.00
Auditorium	\$30.00	\$75.00
Commons	\$20.00	\$40.00
Media Center / Forum Room	\$20.00	\$40.00
Concession Stand	\$15.00	\$30.00
Woock Gymnasium Volleyball	\$20.00	\$40.00
<del>Woock Gymnasium / Basketball</del>	\$20.00	\$40.00
PE Gymnasium	\$20.00	\$40.00
Wrestling Room	\$15.00	\$30.00
Choir Room	\$15.00	\$30.00
Kitchen	\$15.00	\$30.00
Band Room	\$15.00	\$30.00
Standard Class Room	\$10.00	\$25.00
Specialty Class Room	\$15.00	\$30.00
<del>Home Ec</del> FACS/ Foods Room	\$15.00	\$30.00
<del>Library</del>	\$15.00	\$30.00
Cafeteria	\$15.00	\$30.00
<del>*Computer Room</del>	\$20.00	\$40.00
Sports Fields	\$40.00 per game + supplies	
Tennis Courts	\$20.00 per use + equipment	\$100 season pass



<b>HOURLY RATES</b>		
<b><u>Facility</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
<b>CRES</b>		
½ PE Gymnasium	\$20.00	\$30.00
Adaptive Gymnasium	\$15.00	\$30.00
Performance Area	\$20.00	\$30.00
Library	\$15.00	\$30.00
Cafeteria	\$15.00	\$30.00
Choir Room	\$15.00	\$30.00
Kitchen	\$15.00	\$30.00
Band Room	\$15.00	\$30.00
Class Rooms	\$15.00	\$20.00
*Computer Room	\$20.00	\$40.00
Sports Fields	\$ 10.00	\$20.00

**Facility Use/Rental Fee Schedule**

<b>Audio and Visual Equipment Daily Rates</b>	
<b><u>Facility</u></b>	<b><u>Class II &amp; Class III</u></b>
<b>High School</b>	
<b>Galovich Gym</b> Sound System	\$30.00
Auditorium Sound System	\$30.00
Auditorium Light System	\$30.00
Woock Gymnasium Sound System	\$30.00
PE Gymnasium / Commons Sound System	\$30.00
<b><u>Facility</u></b>	<b><u>Class II &amp; Class III</u></b>

<u>Facility</u>	<u>Class II &amp; Class III</u>
<b>CRES</b>	
Performance Area Sound System	\$20.00
Performance Area Light System	\$20.00
<u>Facility</u>	<u>Class II &amp; Class III</u>
<b>CRES / High School</b>	
**Laptop Computer	\$20.00
**Computer Projector	\$20.00

**Physical Education and Sports Equipment** (Class I, II, III groups and tournaments)

Phy. Ed. equipment \$10.00 per use  
Volleyballs and nets \$10.00 per use  
Volleyball Tournaments \$10 per net per day  
Basketball Scoreclocks \$25 per day  
Pickleball Nets/Equipment \$10 per use

**Personnel Fee Schedule**

When employee time is devoted to, or necessitated by the activity, the renter pays the personnel fees listed below. There is a minimum fee of two hours for all personnel not already on duty. Hourly wages are subject to change.

MONDAY — FRIDAY —————

WEEKENDS/HOLIDAYS

	<b>Regular Building Hours</b>	<b>Outside Regular Hours</b>
CUSTODIAN	\$25.00 / Hour	\$35.00 / Hour
COOK	\$25.00 / Hour	\$35.00 / Hour
TECHNOLOGY	\$25.00 / Hour	\$35.00 / Hour

**Facility Use/Rental Fee Schedule**

**\*Computer Room**

The rates for the computer rooms are based on the software already installed on the school-district computer. Any requests to install computer software must be authorized by the technology supervisor.

**Specialty Classrooms**

The rates for specialty classrooms are based on the equipment, technology, etc. that is standard in



that space. Additional equipment or supplies would result in additional fees. No district technology or equipment settings may be altered without prior written approval by district administration.

**\*\*Laptop Computer & Projector**

The use of this equipment requires a damage deposit. If damage occurs, the damage deposit will be used to purchase new equipment (exact replacements).

