

**Long Prairie-Grey Eagle Public Schools
Independent School District #2753**

**FACILITY USE
AND
RENTAL POLICY
INFORMATION**

GENERAL INFORMATION

The use of all facilities will be arranged through the Community Education Office located at the Long Prairie-Grey Eagle Middle School. Use or rental agreements are available at the office or by calling 320-732-2194 extension 2015. Use or rental agreements must be submitted at least one week in advance of facility use.

*Cancellations of facility use must be made at least two working days in advance of the scheduled rental or renter will be liable for all rental fees.

*District #2753 reserves the right to cancel reservations for just cause.

Facility use and Rental Coordinated by
Community Education
Tammy Cebulla, Community Education Director
Mary Holman, Community Education Secretary
205 South Second Street
Long Prairie, MN 56347
(320) 732-4615
Revised 11/27/03

CLASSIFICATIONS FOR FACILITY USE AND RENTAL

Class I (First priority, No RENTAL charge, however, personnel charges may apply)

- Recognized LPGE school organizations and LPGE school related functions
- Local tax supported agencies serving District #2753 residents
- Local non-profit youth agencies serving District #2753
- Any non-profit regulatory agencies
- Any civic organizations
- Fund-raising events for any of the above

Class II (Second priority, rental charge applies and/or personnel charges apply)

- Any commercial and business organizations for personal use or profit activity
- Any individual community members for personal use or profit activity

FACILITY USE AND RENTAL FEE SCALE

Fees for facilities not listed below shall be at the discretion of the Superintendent and/or Community Education Director. Reservations required one week in advance.

DAILY RATES

FACILITY

CLASS I

CLASS II

Long Prairie-Grey Eagle High School

Gym	NC	\$200 or \$25/hr for the first 3 hours
3 rd gym	NC	\$ 80
Auditorium	NC	\$175
Commons	NC	\$ 80
Kitchen	NC	\$ 70
Media Center	NC	\$ 60
Classrooms	NC	\$ 30
Special Classrooms*	NC	\$ 40

*Family & Consumer Science, Food Prep, Band, Choir, Science Lab, Art, Computer Lab, Shop, Outdoor Athletic Facilities

Long Prairie-Grey Eagle Middle School

Gym	NC	\$150 or \$20/hr for the first 3 hours
Multi Purpose Room	NC	\$150
Multi Purpose Kitchen	NC	\$ 50
Commons	NC	\$ 80
Kitchen	NC	\$ 70
Media Center	NC	\$ 60
Classrooms	NC	\$ 30
Special Classrooms*	NC	\$ 40

*Family & Consumer Science, Band, Choir, Science Lab, Art, Computer Lab, Shop, Outdoor Athletic Facilities

Long Prairie Elementary

Gym	NC	\$100 or \$20/hr for the first 3 hours
Classrooms	NC	\$ 30

Grey Eagle Elementary

Gym	NC	\$125 or \$20/hr for the first 3 hours
Media Center	NC	\$50
Kitchen	NC	\$50
Commons	NC	\$40
Classrooms	NC	\$30
Special Classrooms*	NC	\$40

*Lounge, Band, Science Lab, Art, Computer Lab, Outdoor Facilities

Equipment Fees

Theatre Lights	\$20 per use	Risers	\$20 per use
Piano	\$10 per use	Sound Shells	\$20 per use
Grand Piano	\$20 per use plus tuning	Kitchen Equipment	\$30 per use

Personnel Fee Scale

When employee time is devoted to, or necessitated by the activity, the renter must pay the personnel fees listed below. There is a minimum fee of three hours for all personnel not already on duty.

A. **Personnel Costs:** Per hour as per employee master agreement.

The Long Prairie-Grey Eagle Schools recognizes that our buildings are community assets and in order to make these assets available to the public while maintaining proper use and care of the buildings, the following regulations are established:

Regulations

1. The school district is renting space and is not responsible for the content of the activity and the act of providing rental space should not be construed to be an endorsement of the activity.

2. Regular school activities and organizations of the school shall have first priority in the use of any school facility. Requests to use the facilities that coincide with school activities must be approved by the superintendent or his/her designee.

Generally speaking, a rental request that is in conflict with a school activity will not be allowed unless the purposes of the school activity and the rental request are compatible.

1. **Personnel:** A District #2753 employee must be on duty whenever building facilities are in use. The head cook must be contacted whenever school kitchen facilities are used. A trained district employee must be on duty when adjustments in the operation of the sound or lighting systems are needed.
2. **Equipment:** At an additional charge, school equipment (i.e. recreation/athletic equipment, audio-visual equipment, musical equipment, kitchen equipment) may be used or rented in school facilities if arrangements are made with the Superintendent and/or Community Education Director in advance. The Superintendent and/or Community Education Director must approve any equipment brought into the building in advance. Equipment must be removed immediately following the activity.
3. **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 outside supervision required.
4. **Use:** All facilities shall be used consistent with building design, unless prior approval has been granted by the Superintendent and/or Community Education Director. All food and refreshments are restricted to cafeterias or outside buildings, unless approved in advance by the Superintendent and/or Community Education Director. Authorized District employees shall have access to facilities at all times to verify appropriate use.
5. **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.
6. **Liability:** Individuals or groups that use District facilities shall provide their own damage and liability insurance. A Certificate of Coverage will be required for District files with at least \$300,000 single limit coverage. District #2753 will not be responsible for the negligence of others.

