

Wrenshall Board of Education Work Session

Wednesday, October 2, 2024 6:00 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. Call to Order	Speaker(s): Chair
2. Preview of Regular Meeting Agenda for October 8	Speaker(s): Jeff Pesta
2.a. Board Committee Reports	Speaker(s): Chairperson
3. Strategic Planning	Speaker(s): Jeff Pesta
3.a. Development of District Organizational Chart	Speaker(s): Jeff Pesta
3.a.1. Facilities Reservation Procedures	Speaker(s): Jeff Pesta
3.b. Analysis of Career and Technical Education Processes and Procedures	Speaker(s): Jeff Pesta
4. Adjournment	Speaker(s): Chair



CEAC Meeting Minutes September 10th, 2024, Media Center

In attendance: Cindy, Nick, Debbie, Misty, Stacy, Lisa, Ashley, and Katie.

Old Business:

- Summer recap: There were eighteen (18) full time families, themes each week, five (5) field trips, great communication, lots of photos and the use of the buddy system was used.
- Open House: This was the best one yet, loved seeing all the kid's come back.

New Business:

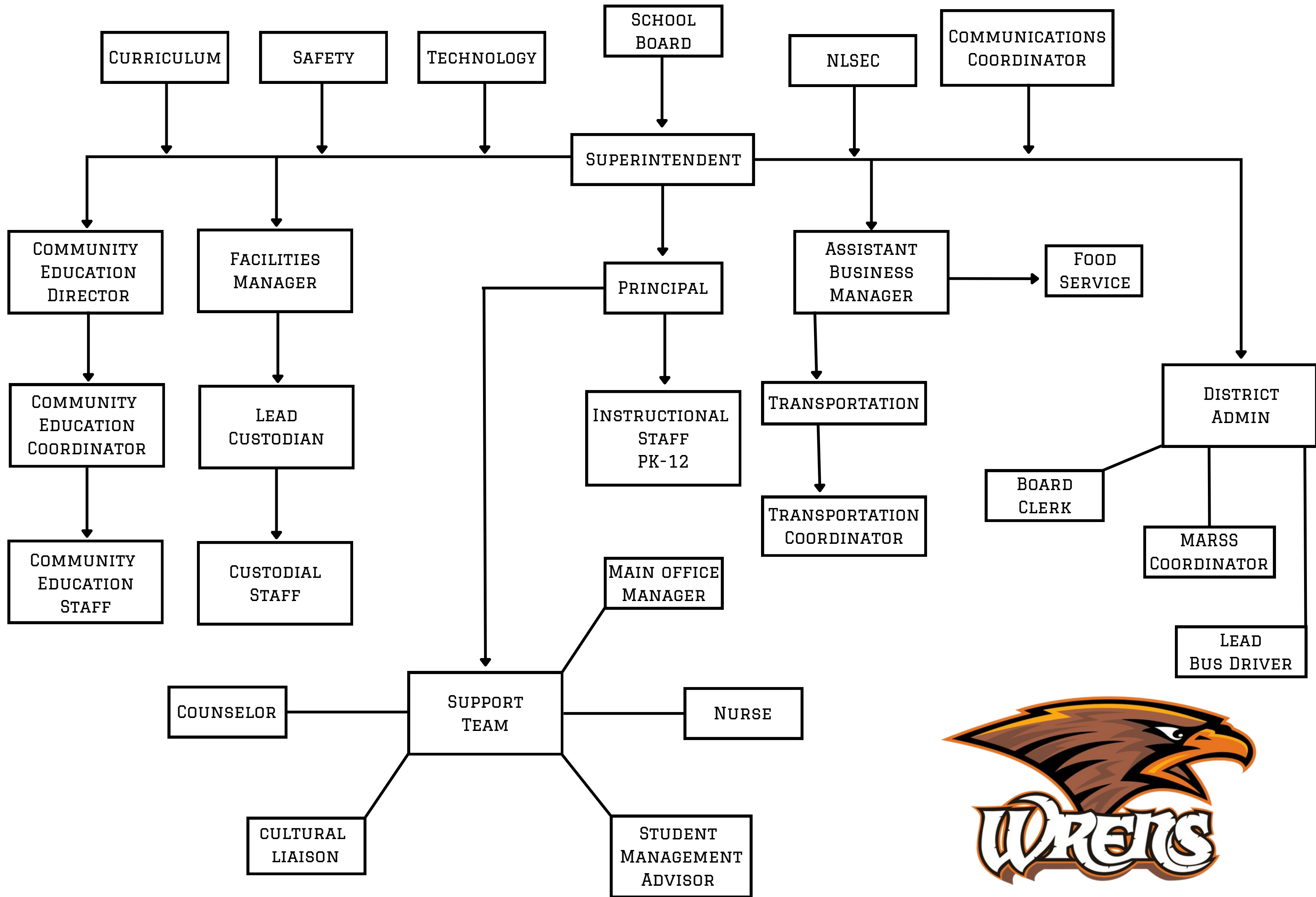
- CEAC Flyer reviewed for upcoming dates for meetings. September 10th, November 15th, January 14th, March 11th, and May 13th for end of school year re-cap and celebration.
- Review of new member paperwork
- Before/After school care has started. There are twenty-one (21) families using so far. Focus for this year is Safe, fun and enriching.
- Welcoming Preschool students, we have a new Pre-K teacher Miss EB and Shirley is her classroom assistant. There are fourteen (14) hatchlings (max of 16) and fifteen (15) little wrens (max of 20) with 2 pending. This is Monday, Wednesday and Fridays all day.
- Wrap around Wrens Club Kids Care is being utilized by eleven (11) families between the Hatchlings and Little Wrens. Tuesdays and Thursdays are off days.
- Facility Policy and procedures is in the works. Using Esko's as a sample to use to make our own that would include Rules, Rental rates, how to use, insurance, all the things needed to rent out our school spaces to the community. Comments were made about how the school cafeteria and pool used to be rented. Katie is also working on budget revisions and will have it ready in November.
- Upcoming Programs (Flyer handed out) include Dungeons and Dragons Club that meet Mondays, Family Night on the Playground on September 17th, Power lunch will start in October, there are already four volunteers to start. Holiday Festival will be on November 30th, in the early planning stages for this currently but room for 27 vendors in the commons, there will be kids' activities from 10-4. K-9 Liberty will be there, and Mr. & Mrs. Clause will be in the library. Yoga will be starting October 1st on Tuesdays and Thursdays with punch cards available.

Hiring of Student workers: Still in need of a few more student employee's (1-2) would help cover shifts.

Marketing Concerns/Questions: With images going to online only, we want to make sure we are getting information out about class offerings and events. Please share any ideas with the committee.

Minutes respectfully submitted by Misty Bergman

WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



Kenyon-Wanamingo Public Schools Independent School District 2172

Addendum to School Board Policy 902



FACILITY USE PROCEDURES

Approved 8/26/2019
Revised 6/28/2021
Revised 12/13/2021

For information, contact:

Kenyon-Wanamingo Public Schools – Facilities Scheduler
400 6th Street, Kenyon, MN 55946

Fax: 507-789-6104
Phone: 507-789-7015

Tobacco and Alcohol Free. Smoking and the use of tobacco, alcohol and controlled substances are prohibited. Use or the possessions of weapons is strictly prohibited. This includes all school buildings, grounds, and in all District vehicles.

K-W Facility Procedures

I. Philosophy

The Kenyon-Wanamingo Public School District's Board of Education recognizes that school facilities/property represent a highly valuable asset for the development and enrichment of both school and civic life of the community. Cooperation is pledged by the District in the promotion of activities, which appear to be in the best interest of the District and the community. It must be realized that there are costs involved in the use of facilities; and therefore, the following procedure is intended to deal with the use and expense in a fair and consistent manner.

II. Application Process / Fees:

All use of District facilities, before and after the work/school day, weekends, vacations and holidays will be scheduled through the facilities scheduler. To apply:

1. Become a facility requester by following the links at www.kw.k12.mn.us available under the Community Education tab – Facility Reservations. Once approved as a requester you can login and make your request online.
2. The District Scheduler must receive the completed Facility Use Request at least five (5) business days before requested date of use. Set-up times, district equipment and other needs must be requested at the time of application.
3. The Facilities Contract for categories 2-4 (page 6) must be signed and returned to the District Scheduler along with a Certificate of Insurance, if required, at least one week prior to the event. Failure to do so may result in the cancellation of the rental.
4. Staffing costs are the responsibility of the user. Whenever a facility is used, and a school district custodian is not on regular duty, a School District custodian or a site supervisor shall be employed by the District, according to the existing schedule. To potentially avoid site supervisor or custodian fees, an activity may request an activity supervisor to be present for the duration of the event. The District reserves the right to require an approved site supervisor at the discretion of the Superintendent or his/her designee.
5. Contract fees are estimated and will be adjusted after the event for actual time and staff. Whenever necessary, the District food service provider shall be employed by the District and paid at user's expense, according to the existing pay schedule. For approved events, food prepared in the Family and Consumer Science Lab will be under the license of the food service director.
6. All fees are due 30 days after invoicing. The District reserves the right to require partial or full payment at the time the contract is signed.
7. Groups who have an outstanding bill will not be allowed to make another reservation until all past due fees are paid in full.

Cancellations: Notice of cancellation must be received by the Facility Scheduler at least two business days prior to the event. In the event notification is not received, user will be billed 50% of the estimated fee for staffing costs and facility rental.

III. Insurance and Indemnification

For Categories 2-4, except school board approved booster clubs, a Certificate of Liability Insurance must be on file with the District Scheduler prior to the event. Submit Certificates to: Facilities Scheduler, Kenyon-Wanamingo Public Schools, 400 Sixth Street, Kenyon, MN 55946; email: abelcher@kw.k12.mn.us, or fax to (507)789-6104 / Attention Facilities Scheduler.

1. The applicant and/or organization/association renting facilities agree to reimburse the District for all damages to the rented facilities and/or the District's equipment resulting from the use of the applicant. The applicant will not be obligated to reimburse the District for property damage resulting from lack of maintenance or normal wear and tear. The applicant and/or organization/association renting District facilities agree to release, indemnify and hold harmless the District from any and all claims, demands, suits, actions or liabilities resulting from injuries or death to any persons, or damage or loss of any property, arising from the use of the facility unless occasioned wholly by any willful or negligent act or omission of the District. The Kenyon-Wanamingo Public School's Board of Education requires the applicant and/or organization/association renting the District facilities to furnish a Certificate of Liability Insurance in the amount of \$1,000,000/occurrence and \$2,000,000/aggregate which names the District as an additional insured.
2. The group in whose name the permit is issued, is required to assume full responsibility for bodily injury to any participants or spectators.

IV. General Statement of Policy

1. All District policies, local and state ordinances, laws and fire codes pertaining to the use of public buildings and facilities must be observed by all individuals/organizations using District facilities. Consideration for use of facilities is provided equally to all. The Kenyon-Wanamingo Public School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, marital status, sexual orientation, age, disability or status with regard to public assistance.
2. District employees are viewed as community members after normal business hours and therefore are subject to the Facility Use Policy and Procedures and any fees that are associated. No staff member may assume they have access to any building and/or space for personal use without a signed Facilities Use Contract.
3. The use of District facilities must be in the public interest. The District Board reserves the final right to deny the use of the facilities for just cause or when activities are deemed contrary to the purpose of District policies or public good.
4. Community use of facilities under this policy does not imply District sponsorship or endorsement of the activity, groups or organizations, nor the purposes they may represent.
5. Long-term leases of District facilities and certain on-going facility uses that occur on a regular basis may be assessed alternative fees as deemed appropriate by the District.
6. Facility use may be limited due to maintenance.
7. Complaints about a user will be reported to the Facilities Scheduler. The District will investigate and follow up as necessary. Violations of law will be reported to the proper authorities.

V. Rules and Guidelines for Use

These rules and regulations exist to protect the public's investment in District facilities. All groups using the buildings/grounds must observe the following rules. The Facility Use Application must be signed by an adult (age 18 or older). By signing the rental agreement the user group agrees to abide by all of the rules and guidelines listed in this document.

General Permit Holder Responsibilities:

1. Local/state ordinances and laws pertaining to the use of public buildings must be observed. Gambling, alcohol, smoking and tobacco use or the possession of weapons or look-alike weapons, intoxicants and illegal chemicals in education district buildings or on school property, including school parking lots, is prohibited, except as allowed under the provisions of School Board Policy 501.
2. Organizations that use the facilities on an on-going basis will designate one contact person and one alternate contact with the Facilities Scheduler. These two contact people will be the only people allowed to schedule facilities on behalf of the organization.
3. Facility Use Permits are not transferable.
4. Printed promotional materials and media announcements for non-school sponsored activities/events must include the following disclaimer: "This activity/event is NOT sponsored by the Kenyon-Wanamingo Public Schools" and must clearly identify the name and contact information of the sponsoring group.
5. All facility rentals are subject to current district weather guidelines or direct district communication with the permit holder. Weather guidelines can be viewed on the district website <http://www.kw.k12.mn.us/>.

Space Related Responsibilities

1. Use is limited to those areas of the building that are specifically approved.
2. If food and/or drink are to be served, this must be indicated on the Facility Use Application and will be permitted only in designated areas. A food permit is required for selling non-commercially packaged food items. You must comply with the MN Department of Health Rules and Regulations pertaining to concession stand sales. When a school kitchen is used, a food service employee must be present and paid at user's expense, according to the existing food service provider's pay schedule.
3. Equipment brought in and its manner of use is subject to approval by District personnel and must be approved prior to your event. School equipment may be used if advance arrangements have been made with the Facility Scheduler. Charges for staff time and/or equipment use may be assessed, depending on the type of equipment and the extent of set-up and/or take-down needed. All school equipment may only be used on school district property.
4. All users must return the areas used to their original order/condition. Additional custodial costs for special set-ups or necessary clean up to prepare the facility for the regular school program will be assessed.
5. Classroom materials and information on bulletin boards, white boards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks will not be disturbed.
6. The use of fireworks and pyrotechnic special effects is governed by Uniform Fire Code Article 78 and applies to all district buildings and properties.
7. Decorations must be fireproof. Putting materials of any kind on floors, walls or parts of the building requires permission.

8. Abuse of school facilities, failure to abide by the scheduled time, failure to pay billed fees within 30 days, or lack of courtesy to school personnel may be cause for denial or cancellation of future facility requests. Destroyed property or equipment must be replaced or repaired by the facility user.
9. In the event that one or more users are in a facility at the same time, each user will still be responsible for the fees specified on their individual permits.
10. Groups using district facilities must be in compliance with the Americans with Disabilities Act.
11. No users will be allowed to drive on any district fields without prior written permission. Vehicles are confined to streets and designated parking areas.
12. Building security requires all individuals to use designated entrances. Propping locked doors open or admitting access to the building through locked doors is strictly prohibited. Failure to observe security measures may result in the loss of future use of District facilities.

Supervision Responsibilities:

1. Competent adult supervision (18 years or older) must be provided by the group during the entire use. The permit holder will be held responsible for compliance of rules, general behavior and safety of group members. 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.
2. Any children or siblings of program participants must be under direct supervision of a parent or guardian at all times.
3. Custodian or site supervisor shall be responsible for the facility, but not the rental group or its activities.
4. No site/activity supervisor is required for practices on category 2 rentals.
5. Use of a volunteer site supervisor is allowed for events for categories 2 or 3. The site supervisor must be named prior to the event and adhere to all rules and clean up guidelines. The site supervisor must be someone other than the coach.
6. The district reserves the right to require a Site Supervisor for security and supervision for events if deemed necessary by the Superintendent or his/her designee.

Risk Management:

1. The applicant is liable for bodily injury and any property damage done to district facilities or property and will be assessed replacement or repair fees. Groups must furnish their own first aid kit. Automated External Defibrillators (AED) are available in each building.
2. No parking in fire lanes is allowed. Access for emergency vehicles must be maintained at all times. Violators will be ticketed and/or towed.
3. Posted capacity limits must be observed at all times. Additional chairs, tables, etc. are not allowed to block hallways or entrances/exits in any way.
4. The District is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
5. No latex balloons or other latex products are permitted.

VI. Scheduling Priorities and Categories

Applications for the use of facilities will be processed and scheduled in the following order:

CATEGORY 1:

- The District and their member school district sponsored activities: Refers to all PK-12 programs, extra and co-curricular activities and Community Education programs. School sponsored groups will not be assessed rental fees, but may be billed for staffing and additional operating expenses after an event.
- Open meetings of tax supported agencies (i.e. meetings relating to the government, ISD #2172, political caucus nights – as defined by State statutes, public hearings, and elections).

CATEGORY 2:

- Non-Profit youth and adult organizations within the K-W district, including Booster Clubs, Boy Scouts, Girl Scouts, 4-H, Legion Baseball, J.O. Volleyball, Kenyon-Wanamingo Education Foundation and Kenyon-Wanamingo Athletics Hall of Fame.

CATEGORY 3:

- Non-profit youth and adult organizations outside of the K-W district – including citizens and civic groups, faith-based organizations, and Wanamingo Jacks.

CATEGORY 4:

- For Profit organizations

Any potential renters or users not fitting any of the above classifications shall be given a rate determined at the time of reservation by the District.

***A competition court reservation consists of both half courts at a site.**

****See Community Education Brochure for Birthday Party rental information**

Individual contracts will be written for groups who use the facilities on a consistent and long-term basis of 10 weeks or more upon consultation with the Superintendent or his/her designee. The rate will be set by the District Board of Education. The general long-term rate is 50% of the hourly rate for all facilities.

VII. PERSONNEL FEES

Added to Reservation for Categories 3-4 per hour (Minimum charge of two hours).

- Food Service: Arranged with the Food Service Director or designee.

District programs have priority for facility use at all times. Occasionally, non-school scheduled activities may conflict with events planned by a district program. If a conflict occurs, every effort will be made to find an alternate facility for the non-district group.

Cancellations: Notice of cancellation must be received by the Facility Schedule at least two business days prior to the event. In the event notification is not received, user will be billed 50% of the estimated fee for staffing costs and facility rental.

VIII. BOOSTER CLUB AGREEMENTS

A. K-W Athletic and Wrestling Booster Club

The Booster Clubs (K-W Athletic and Wrestling) will pay \$1,000 annually for use of the K-W facilities. This will include “open gyms/fields”, games, camps and tournaments that are Booster Sponsored. (This could include things like youth sports, summer programs and Adult open gyms) The said Booster /sport will be responsible for the set up and take down of the facilities they are using. If there are additional costs such as additional custodial costs, Boosters will cover those costs as well. (If possible, the Booster will be made aware of additional costs before the event) The Booster sport using the facilities are aware of sports that are in season, and Community Ed (Tier 2) programs have priority of the facilities if there are any conflicts.

*Note – Legion Baseball falls under the K-W Athletic Booster club. Legion baseball is actually K-W Knights baseball sponsored by the American Legion.

B. The J.O. Volleyball Booster Club will pay \$2,250 annually for use of the K-W Facilities. This will include all meetings, practices, “Open Gyms”, scrimmages and play dates that are put on by the J.O. Volleyball Booster. The said Booster/sport will be responsible for the set up and take down of the facilities they are using. If there are additional costs such as additional custodial costs, Boosters will cover those costs as well. (If possible, the Booster will be made aware of additional costs before the event) The Booster sport using the facilities are aware of sports that are in season, and Community Ed (Tier 2) programs have priority of the facilities if there are any conflicts.

K-W Facility Rental Fee Schedule

Rental Fees by Category	Cost Basis	Category 1	Category 2	Category 3	Category 4
		0%	25%	50%	100%
Classrooms	Hourly	\$0.00	\$1.50	\$2.99	\$5.98
MS/HS Media Center	Hourly	\$0.00	\$5.42	\$10.84	\$21.69
ES Media Center	Hourly	\$0.00	\$3.34	\$6.68	\$13.36
FACS Room	Hourly	\$0.00	\$3.36	\$6.71	\$13.42
Conference Rooms	Hourly	\$0.00	\$0.55	\$1.10	\$2.20
Auditorium	Hourly	\$0.00	\$10.00	\$20.00	\$40.00
Stage	Hourly	\$0.00	\$3.46	\$6.92	\$13.83
Wanamingo Activity Center	Hourly	\$0.00	\$4.05	\$8.10	\$16.20
Kenyon Activity Center	Hourly	\$0.00	\$7.71	\$15.42	\$30.84
Old Commons	Hourly	\$0.00	\$11.06	\$22.11	\$44.22
New Commons	Hourly	\$0.00	\$5.90	\$11.81	\$23.61
Training Room	Hourly	\$0.00	\$1.44	\$2.88	\$5.76
Fitness Center	Hourly	\$0.00	\$1.89	\$3.78	\$7.56
Wrestling Room	Hourly	\$0.00	\$6.25	\$12.50	\$25.00
Elementary Gym	Hourly	\$0.00	\$6.79	\$13.58	\$27.16
West Gym	Hourly	\$0.00	\$21.44	\$42.87	\$85.74
East Gym	Hourly	\$0.00	\$24.95	\$49.91	\$99.81
Varsity Football Field	Hourly	\$0.00	\$3.16	\$6.33	\$12.65
Practice Football Field	Hourly	\$0.00	\$1.72	\$3.45	\$6.90
Recreation Fields	Hourly	\$0.00	\$1.15	\$2.29	\$4.60
Baseball/Softball fields	Hourly	\$0.00	\$1.61	\$3.22	\$6.44

Facility Rental Guidelines
2018-2019
(Revised 11/13/18)

The following are guidelines for rental/use of Esko Schools facilities, not adopted policy.

Gymnasium and sports field scheduling follows a specific schedule allowing varsity and junior varsity sports to schedule time prior to public use. School sports are scheduled by the activities director. Once the school sponsored sports are scheduled, facilities are open to scheduling for other groups through the community education director. Following are the dates that facilities open for scheduling:

August 13th- open to youth football/ fall soccer

October 22nd- open to youth basketball

March 11th- open to youth summer baseball, softball, and spring soccer

May 13th- open to youth summer softball, baseball

Fees

All permits cost \$25 to process. There is a \$5 fee for any changes to permits. These fees are payable to Esko Community Education. This includes high school open gym permits.

Youth sports associations are considered fee based on the rental schedule. **Fees for gym space are \$70/ hour or \$280 for full day use.** These fees are payable to Esko Schools. Groups using a high volume of gym time such as hoops club and youth wrestling will have a fee set at the beginning of each season through discussion with the community education director. The factors for consideration in determining an appropriate flat fee will be amount of hours of usage and demand for the facility during the scheduled time. The flat fee covers usage for the scheduled season and does not include time for teams that qualify for extended season play through state qualifications. Esko Youth Sports associations not affiliated with the school will be allowed 10 hours of use in school gymnasiums at no cost. This includes Esko Youth Soccer, Esko Youth Baseball, and Esko Youth Softball. Regular rates will be charged after the 10 hours of use.

Open Gym

Open Gym time may be scheduled through an adult willing to supervise the gym time. The adult handling supervision is responsible for any damage done to the facility during the time supervised. Open gym must be open to several grades of athletes (EX: 6-9 girls, 6-9 boys, 10-12 boys, 10-12 girls). Open gym times can not include drills or instruction. Adults may not create a "practice" with the gym time. Anyone found to be in violation of open gym definitions will lose the opportunity to schedule gym time for one year from the violation. There is no hourly charge for open gym times run in this manner. **Open gym for specific sports may begin 60 days prior to the start of the season.**

There are no fees charged to school sponsored or community education programs including K-6 youth basketball. The season for basketball under community education is November 1st to the end of the boys high school basketball state tournament. Any time used outside of that window is charged at regular fee based rates. Hoops Club travel teams and tournaments are not included in the school sponsored category, but rather are a part of the youth association category.

The Board of Education believes that the public schools are owned and operated by and for its patrons and that the school becomes an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent.

The following rules must be observed in the use of school facilities, and the group leader will be held responsible for compliance. Students must be supervised by an adult at all times. Adults and students must follow all school rules at all times.

1. There will be a penalty determined by the Director of Community Education and the Superintendent for groups/individuals using school facilities without having obtained a Facility Use contract.
2. Use Permits will be issued only for the dates, hours, areas and equipment specified. Permit Holders shall not transfer or sublet the permit to another organization.
3. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility to include paying for any damage to equipment or facilities. Supervision must be in place before all participants arrive and until all participants have left school grounds.
4. Groups will provide responsible supervision of the entrance area of the building for their activities at the beginning and end of the scheduled event(s).
5. Permit users and participants are not allowed access to other areas of the building.
6. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to the School District and sent to the Community Education office upon receipt of invoice. Custodial overtime will be added when it is required.
7. The use of tobacco in any form is prohibited in school district facilities or grounds.
8. Possession or consumption of intoxicating beverages or illegal drugs in any form in or on school premises is prohibited.

9. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.
10. Food and drink must not be used in the classrooms, gym or theater. Beverages will be allowed in the gym for players, coaches and fans that purchase their beverage from the concession stand.
11. Buildings must be vacated by the time indicated or additional charges may be assessed.
12. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced
13. Rooms and areas used must be left in an orderly condition. Please wash classroom boards, close all windows, place garbage cans (cans with soiled garbage) in hall, turn off lights, and lock room if applicable. All equipment should be returned to its original location.
14. The applicant may be requested by the school district to provide a certificate of liability and property damage insurance in the minimum amount of \$500,000 combined single limit coverage.
15. Groups or individuals that do not follow this policy will face sanctions which could include, but not limited to, loss of privileges to use the facilities, fines, and student discipline outlined in the High School Handbook.

The Director of Community Education and/or Activities Director may cancel a permit effective immediately if, in his or her judgment, a continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard equivalent to that generally accepted in the community.

General Guidelines

- The school building is open for use from 6:00 AM to 9:00 PM Monday- Friday and 8:00 AM- 8:00 PM on Saturday and Sunday.
- The building is not open for facility use on any holidays recognized by the school district or days adjacent to holidays should the request provide scheduling issues for the custodial department.
- Facility Requests for youth sports organizations will be run through one contact person who works on behalf of the entire youth organization. The organization shall disperse the hours of use to the entire organization.
- No activities will be scheduled in the cafeteria with flying objects. No sports utilizing balls shall be permitted.
- No activities will be scheduled in the varsity gym using bats, clubs, or sticks.
- All requests for facility use must be made at least 72 hours prior to the event.

- Groups III and IV must pay a \$25 processing fee for each facility use request.
- A \$5 fee will be charged to any permit that is changed after it has been processed by the community education office.
- The fee payment should be done within three business day and paid to the Community Education Office.

Fee Guidelines

The following categories indicate those groups who may not be required to pay a rental fee for use of school facilities. **NOTE:** *Any group in the “non fee based” category who sponsors an event that charges an admission price or charges a fee for participation will be considered Fee Based for that event. (Example: Hoops Club is considered “non fee” for practices, but would be considered “fee based” for tournaments at which a team entrance fee and/or admission fee is charged.)*

Priority I

All regular Pre-K through grade 12 school activities and extracurricular activities such as musical events, athletic events, school activities, staff meetings, board meetings, parent advisory meetings, staff development, special hearings, administrative meetings and community education programs. Priority I group is non fee based.

Priority II

Tax supported public agencies operating within District 99 that are not fee based. This would include public hearings, employee relations, police and fire departments, and non-fee based recreation activities. Priority II groups are scheduled after all Priority I groups have been scheduled.

Priority III

Esko youth sports associations which provide proof of insurance and sign an indemnification clause holding the district harmless for actions arising from the use of the facility. Priority III permits must be scheduled by one representative from the youth sports organization. Requests for facility use will be considered after all Priority I and Priority II activities are scheduled.

Priority III These organizations will be granted facility use during their main seasons, in some cases the activity has a separate rental agreement. Time outside of their contracted or specified season will be at the discretion of the Community Education Director. Because space is limited, the CE Director will work to meet the needs of each group. The CE Director will assign additional time if possible. They will follow our schedule conflict process outlined in this policy. The District is not obligated to meet all of the requests. The organization may be charged a rental fee for the space requested. The fee would follow the rental costs identified in this policy. The Community Education Director will determine fees on a case by case basis.

Priority IV

All other groups and businesses pay fees on the fee schedule for rental. Priority IV groups are scheduled after all the needs have been met for Priority I, II, and III.

- All requests for facility use must be made at least 72 hours prior to the event.
- Groups III and IV must pay a \$25 processing fee for each facility use request.
- Groups III and IV will be charged a \$5 fee for any permit that is changed after it has been processed by the community education office.

Facility Rental Fee Schedule

Facility	Non- Fee Based* Hourly	Non-Fee Based Daily (8 hrs.)	Fee Based* Hourly	Fee Based Daily (8 hrs.)	
Classroom/ Board Room	\$20.00	\$80.00	\$40.00	\$160.00	
Theater	\$30.00	\$120.00	\$60.00	\$240.00	
Cafeteria	\$25.00	\$100.00	\$50.00	\$200.00	
Blue Gym	\$35.00	\$140.00	\$70.00	\$280.00	
Clock Lobby/HS Entrance	0	0	0	0	With Permission
Varsity Gym	\$35.00	\$140.00	\$70.00	\$280.00	
Kitchen	\$20.00	\$80.00	\$40.00	\$160.00	Must have district kitchen staff member present. Paid by the organization.
Concession Stand		School Group \$125.00		Non school Group \$250.00	Must have district staff member present

Community Ed Sound Speaker		\$50.00		\$50.00	
Theater Sound System		\$20 plus the Hourly Rate of a Staff member to run the equipment		\$40 plus the Hourly Rate of Staff member to run the equipment	Must pay staff from the approved list kept by the Superintendent (\$20p/h)

* Non- Fee based indicates that participants are not being charged an entry fee or admission to the event.

* Fee based: This is any group that charges participants fees or admission for their activity. This would include organizations that take in donations or offerings.

*Summer Extra-curricular and school sponsored associations and activities: The facility fee will be determined by the Activity and Community Education Directors and approved by the Superintendent. The fee will be based on the league; costs, profits, total number of teams, total number of sessions the league offers and the amount of resident/non-resident participants.

*Civic Groups: These groups are government entities. These groups will not be charged a fee for using the facilities. This would include the Boys and Girl Scouts.

Field Rental

All rules pertaining to rental of school building facilities also apply to field rental and use.

Field	MSHSL Teams	Non MSHSL/Non Youth
Turf Field	\$800.00	\$1600.00 + \$1000.00 deposit
Locker Room	\$100.00	\$200.00
Community Room	\$100.00	\$200.00
Hourly field Use*	\$50 + \$25 for lights	\$100 + \$25 for lights

Field Rental: Youth Groups

Youth groups consist of any youth sports organizations outside of District 99. Youth sports organizations inside of District 99 waive fees.

Turf Field	\$400.00
Locker Room/Press Box/Scoreboard	\$200.00
Hourly Field Use*	(No lights)
Community Room Only	\$100.00

*Hourly rates apply when there are no fans or officials. This would typically be a practice time.

Event Supervisor

The District reserves the right to hire an Event Supervisor and Security Personnel at cost to the permit holder. The fees are as follows:

\$75- up to 3 hours \$10 each additional hour

Security

The District reserves the right to hire an Event Supervisor and Security Personnel at cost to the permit holder. The fee will be determined by the agency providing the security personnel.

Extras

All game officials and workers provided and paid for by the renting group. Scoreboard and sound system operator must be a trained individual from the list managed by the Activities Director.

Miscellaneous

- Set-up and/or takedown fees will be charged if the custodial or other staff is required to set up or move equipment within the facility for a meeting (i.e. arrange chairs, set up overhead, TV/VCR, bring in podium, microphones, etc.). Set-up services will be a minimum charge of \$25. Set-up and/or takedown fees are in addition to custodial services.

- Event rates will be determined on an individual basis. A district “Event Supervisor “ may be assigned. Charges for custodian, technician, and event supervisor will be added to the event’s fees.
- Additional charges may be levied for any damages to building or equipment (i.e. nets, backboards, desks, chairs, etc.)

Schedule Conflicts

- It is imperative that all coaches and advisors be aware of the importance of scheduling school facilities through the Community Education and Athletic Director’s Offices. School personnel who reserve space should make every effort to use the facility as requested, or notify the District that the event has been cancelled and the space is open for use for other groups. Failure to follow this guideline may result in denial of future requests.
- The activity venues contained in the school facility were designed and built for specific uses. Schedule conflicts should be resolved with this objective in mind.
- Schedule Priorities for school usage of facilities and equipment are as follows:
- First Priority: School activities (curricular, extra-curricular, and Community Education)
- Second Priority: Community Recreation Activities
- Third Priority: All other groups and organizations not mentioned above shall be on a first come, first served basis (scouts, churches, private, etc.)
- In the event of a schedule/facility conflict, the Activities Director and Community Education Director will resolve the conflict (using the priority list above as a guideline) with the intent of supporting all groups and programs.

Concession Guidelines

Esko Junior and Senior High Activities:

1. The concession stand will be run by the school district.
2. The Activities Director is responsible for the operations of the concession stand.
3. If the school is not offering a concession stand for a school activity, a group may request to sell concessions as a fundraiser, This process includes completing the fundraiser request form, sending it to the Principal for their approval and then the form is placed on the Board Agenda for Board approval. The Superintendent’s Assistant can be contacted to determine if a fundraiser was approved.
4. Any unapproved fundraising groups would not be able to use the district concession stand.

Youth Association & Non School District Groups:

A group that has been approved by the Community Education Director may sell concessions at their event as long as the guidelines are followed.

1. All items sold in the concession stand must be provided by the vendors approved by the concessions manager and will be posted on the wall of the concession stand.
2. School sponsored groups hosting a small event may sell concessions outside of the school designated concession stand free of cost, but must use the vendors on the approved vendor list. No items can require cooking. School pop machines will not be turned off for small events and sales from the machines can not be prohibited during the event. Profits from the sales will go directly to the group organizing the sale.
3. School sponsored groups hosting a large event may sell concessions using the school designated concession stand provided they hire a school district concession worker to manage the concession stand for the day and pay the hourly rate for the worker. The group must provide additional workers at no cost to the district. The group will pay \$100 concession stand fee. The group must provide their own items for the sale but must follow the vendor approved list posted in the concession stand. The group will first pay the wage for the concession worker and the facility use fee before taking profits for their group.
4. Non school organizations must use the designated concession area with the following guidelines: The group will request a school district concession worker worker to manage the concession stand for the day and pay the hourly rate. The group will provide additional staff at no cost to the district. The group will pay \$200 for use of the concession stand. The group will provide their own products for the sale but follow the approved vendor guidelines posted in the concession stand. The group will first pay the designated school worker and the facility use fee before taking the profits for their group.