

Paynesville Area Schools Facility Use Policy

Applications for the use of facilities will be considered and scheduled according to the following priorities:

Facility Usage Policy

The Board of Education recognizes that school sites are owned by the community and that proper use of School District facilities by the community should be encouraged. It is the policy of this Board of Education to make School District facilities available for community use when these areas are not being used for school programs; but at the same time use of these areas must conform to the rules set down by the Board of Education.

I. Procedures

A. District #741 Programs:

In all cases the regular school or Community Education activities shall have first preference when requesting the use of any part of the building or grounds. Some custodial or food service expense may be assessed.

B. Community Groups – Free Rental:

Eligible community organizations: Non-profit, service and civic organizations with school district #741. Such as: Scouts, 4-H clubs, Booster Club, Jaycees, Lions, Ministerial, etc. All groups must be supervised by responsible adults. Some personnel expenses may be assessed.

C. Rental Fee Groups:

Standard rental fee will be charged to the following groups:

1. Community groups and organizations when engaged in profit making activities.
2. Commercial organizations or business groups when using the facilities to pursue sale of their product.
3. Religious, sectarian or similar groups when holding a service related to their group.
4. Any group not meeting the criteria established in other categories.

D. Auditorium Usage – Special Considerations

1. All groups using the auditorium must remove all materials, refuse and any items brought into the facility within 24 hours of the completion of their event. If items are not removed there will be a \$25 a day charge.
2. All groups using the facility are required to do a final cleaning and walk through of the performance, storage and dressing room areas. All three auditorium curtains should be closed at the completion of all activities.
3. Any work in order to get things back in order, other than regular custodial work, will be billed back to the group or individuals.

II. Special Charges:

A. Custodial Service expense will be assessed to all groups requesting the following:

1. If the facility is needed before or after normal working hours, or
2. If custodial services are needed, which would prohibit the custodian from fulfilling his/her regular duties.

B. Food Service expense will be assessed to all groups requesting the use of District #741 food service equipment. A food service person(s) must be on duty when kitchen equipment such as dishwashers, ovens,

steam equipment, etc. are being used.

C. Extra expense will be assessed to any group for the following reasons:

1. Damages and/or misuse of equipment and facilities.
2. Additional clean up needed.

D. All groups using school facilities on a rental basis or who are assessed a special charge, must pay the billing within 30 days of scheduled use.

III. Cancellation or consideration for continued use:

District #741 has the right to cancel or discontinue future use of the facility to any group for the following reasons:

- A. Poor group supervision
- B. Misuse of equipment or facilities.
- C. Group conduct of an unacceptable nature.

IV. Liability and Property Damage:

The individual or organization shall also assume liability for any property damage, which occurs during the use of the facility. If the individual or organization, making the request, charges admission, or is a commercial organization, said organization or individual must furnish, prior to the use of the facilities, a certificate of liability insurance combined with single limits of \$1,000,000 and workers compensation, if the renter is employing workers. The insurance policy must name the school district #741 as an additional insured.

- A. The permit holder will indemnify the school district for all damages to the school or other property occurring during the scheduled activities by persons participating or in attendance.
- B. Any loss, breakage or need of repairs of facilities or equipment must be reported to the administration immediately by the leader in charge of the scheduled activity.

V. School / Public Activities

- School Functions/Events
- School organizations

Level I

- Non-profit youth groups located in District #741 and serving a majority of District #741 residents
- Government agencies serving District #741 residents
- Political caucuses

Level II

- Non-profit community groups located in District #741 or serving a majority of District #741 residents
- Civic organizations located in District #741 or serving a majority of District #741 residents
- Commercial, business or private organizations located in District #741
- Individuals residing in District #741

Level III

- Commercial, business or private organizations located in District #741 conducting for profit activities
- Individuals residing in District #741 conducting for profit activities

Level IV

- Non profit community groups not located in District #741
- Civic organizations not located in District #741

Level V

- Commercial, business or private organizations not located in District #741
- Individuals residing outside of District #741

Facility	Level I & II	Level III	Level IV	Level V
Auditorium *	Personnel Only	\$20/hr + Personnel	\$30/hr + Personnel	\$50/hr + Personnel
High School Commons	Personnel Only	\$15/hr + Personnel	\$20/hr + Personnel	\$30/hr + Personnel
High School Gym	Personnel Only	\$15/hr + Personnel	\$20/hr + Personnel	\$30/hr + Personnel
Middle School Gym	Personnel Only	\$15/hr + Personnel	\$20/hr + Personnel	\$30/hr + Personnel
Elementary School Gym	Personnel Only	\$10/hr + Personnel	\$15/hr + Personnel	\$20/hr + Personnel
Elementary Cafeteria Gym	Personnel Only	\$10/hr + Personnel	\$15/hr + Personnel	\$20/hr + Personnel
Kitchen Areas	Personnel Only	\$15/hr + Personnel	\$20/hr + Personnel	\$30/hr + Personnel
Regular Classrooms	Personnel Only	\$10/hr + Personnel	\$15/hr + Personnel	\$25/hr + Personnel
Locker Rooms – High School/Middle School	Personnel Only	\$10/hr + Personnel	\$15/hr + Personnel	\$20/hr + Personnel
Middle School Media Center	Personnel Only	\$10/hr + Personnel	\$15/hr + Personnel	\$25/hr + Personnel
High School Media Center	Personnel Only	\$10/hr + Personnel	\$15/hr + Personnel	\$25/hr + Personnel
Computer Lab	Personnel Only	\$15/hr + Personnel	\$20/hr + Personnel	\$35/hr + Personnel
Home Economics Room	Personnel Only	\$15/hr + Personnel	\$20/hr + Personnel	\$30/hr + Personnel

*Long term rental rates will be negotiated on an individual basis.

* Auditorium Supervisor will be required if School District equipment is in use.

VI. Personnel Rates

A qualified District #741 employee shall be present whenever school facilities are in use. The activity planned shall determine the qualifications of the employee on duty. A food service employee must be on duty whenever kitchen equipment is used. The Community Education/Activities Director, in cooperation with school administration, shall determine the need for personnel at planned events.

When district employee time is devoted to or necessitated by an activity, the user shall pay the personnel fees listed below. There is a minimum fee of two hours for all personnel not already on duty. Hourly rates are subject to change.

	Monday– Saturday	Sunday/Holiday
A. Custodians	\$25/hour	\$33/hour
B. Cooks	\$20/hour	\$26/hour
C. Attendant	\$20/hour	\$26/hour
D. Auditorium Supervisor	\$20/hour	\$26/hour

E. Other Personnel As set by Community Education Director
 Adopted: Oct. 1969 Re-adopted/Amended: 1972; 1975; 2/28/80; 3/22/94; 5/24/01