

# *Paynesville Area Schools*

## *Facility Use Procedures*

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

### **I. Procedures**

#### A. District #741 Programs:

In all cases the regular school and/or Community Education activities shall have first preference when requesting the use of any part of the building or grounds. **Personnel expense may be assessed.**

#### B. Community Groups – Free Rental:

Eligible community organizations: Non-profit, service and civic organizations within school district #741. All groups must be supervised by responsible adults whom are at least 21 years of age. **Personnel expenses and Tournament/Performance Usage Fees may be assessed. All groups may be bumped from facility usage if a District #741 program or activity needs the space.**

#### C. Rental Fee Groups:

Rental fees 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.

**All groups may be bumped from facility usage if a District #741 program or activity needs the space.**

All groups must be supervised by responsible adults whom are at least 21 years of age.

#### D. Auditorium Usage – Special Considerations

1. An auditorium supervisor is required anytime the auditorium sound and/or light system is used.
2. 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.
3. All groups using the auditorium are required to do a final cleaning and walk through of the performance, storage and dressing room areas.
4. Any work in order to get things back in order, other than regular custodial work, will be billed back to the group or individuals.

Facility requests can be made online at [www.PaynesvilleCE.com](http://www.PaynesvilleCE.com) or by visiting the Paynesville Area Community Education Office. **Facility requests should be made at least one week in advance of first requested date.**

### **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, freezers, refrigerators, 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 any charges, 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.

Groups and organizations not associated with Independent School District 741 **must** provide their own liability and damage insurance, naming District 741 as an additional insured, when using/renting school facilities. The certificate of insurance **must** be on file prior to using District 741 facilities.

### **V. School / Public Activities**

- School Functions/Events
- School organizations
- Community Education Programs and Activities

#### **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
- Religious, sectarian or similar groups when holding a service related to their group.
- 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 & Usage Fee (See Below)	\$25/hr + Personnel	\$30/hr + Personnel	\$50/hr + Personnel
High School Commons	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
High School Gym	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
Middle School Gym	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
Elementary School Gym	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
Elementary Cafeteria Gym	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
Kitchen Areas	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$40/hr + Personnel
Regular Classrooms	Personnel & Usage Fee (See Below)	\$10/hr + Personnel	\$15/hr + Personnel	\$25/hr + Personnel
Locker Rooms – High School/Middle School	Personnel & Usage Fee (See Below)	\$15/hr + Personnel	\$20/hr + Personnel	\$25/hr + Personnel
Middle School Media Center	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
High School Media Center	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
Computer Lab	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$35/hr + Personnel
Home Economics Room	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$30/hr + Personnel
Adult Education Center Classroom	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$45/hr + Personnel
Adult Education Center Computer Lab	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$25/hr + Personnel	\$45/hr + Personnel
Outdoor Facilities Baseball, Softball & Football Fields	Personnel & Usage Fee (See Below)	NA	NA	NA

**\*\*\*Level I & Level II – Tournament/Performance Usage Fee: If a Level I and Level II group charges any admission, entry fee, sells concessions or offers any other profit generating activity they will be charged a Tournament/Performance Usage Fee.** In lieu of cash rent with respect to the facilities for Paynesville Area Non-Profit Groups, and in consideration of many of their contributions to the athletic and fine arts programs, the rent due to the school district for such usage shall be limited to a Tournament/Performance Usage Fee.

**High School/Middle School Tournament/Performance Fee = \$200/Day**

**Elementary School Tournament/Performance Fee = \$100/Day**

These Tournament/Performance Fees help offset the general supply, utility and depreciation expenses of school district facilities from such usage.

**Miscellaneous Fees Applicable to All Levels:**

Football Stadium Light Fee:	\$25/Hr
Baseball Stadium Light Fee:	\$25/Hr
Garbage/Dumpster:	Actual Cost
Snow Removal:	Actual Cost
Portable Restrooms:	Actual Cost
Parking Lot Utilization Fee When Applicable	TBD

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

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

*Exceptions:* The wavier of fees or other exceptions to this policy may be made by the District Administration.

*Supervision:* Permit holder is responsible for on-site, continuous, adult supervision of their activity. Adult supervisors must be at least 21 years old and are responsible for the group's conduct and compliance with all rules, in addition to ensuring that the group remains in the area authorized in the permit. The permit holder is responsible for personal injury and property damage. *Groups must furnish their own first aid kits.* District employees will supervise facility operation only, not the participants or spectators of the event.

*Use of Facilities:* All facilities shall be used consistent with their design, unless the Director of Community Education has granted prior approval. All food and refreshments are restricted to cafeterias or outside, unless approved in advance. Authorized District employees shall have access to facilities at all times to verify appropriate use. Facility users must assist with clean up and all areas must be returned to their original order.

*Laws/Policies:* District 741 policies (available online at [www.paynesvilleschools.com](http://www.paynesvilleschools.com)), local and state ordinances and laws, and fire codes pertaining to the use of public facilities must be observed. Policies include, but are not limited to the following:

- Firearms and weapons of any kind are prohibited.
- Gambling, the use or possession of alcoholic beverages, illegal chemicals and tobacco products on school property is prohibited.
- State Fire Laws must be observed at all times. If a fire alarm sounds in any area of a building, the entire building must be evacuated. The number occupying an area shall not exceed designated capacity.
- Emergency exits shall remain visible and accessible at all times.
- No parking in fire lanes is allowed. Access for emergency vehicles must be maintained at all times. Violators may be tagged and/or towed.

***Concessions:*** Individuals or groups selling concessions must comply with all MN Dept. of Health rules and regulations. **If you or your group choose to offer more food choices than are eligible to be sold without a Food License, you or your group must obtain your own concession license through the MN Dept. of Health and a copy of said license must be on file in the Paynesville Area Community Education office prior to the first date of your event.**

## 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 the kitchen and/or kitchen equipment is used. The Community Education 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.**

	<b>Monday– Saturday</b>	<b>Sunday/Holiday</b>
A. Custodians	<b>\$35/hour</b>	<b>\$45/hour</b>
B. Cooks	<b>\$25/hour</b>	<b>\$30/hour</b>
C. Building Attendant	<b>\$20/hour</b>	<b>\$25/hour</b>
D. Auditorium Supervisor	<b>\$25/hour</b>	<b>\$30/hour</b>
E. Other Personnel	As set by Community Education Director	