

ISD 484 SCHOOL POLICY

****Community Use of Facilities/Equipment****

The Board of Education desires to cooperate with other governmental agencies and community organizations by making available school facilities as long as their use will not be in conflict with ongoing educational programs.

The Activities Director's Office will coordinate usage pertaining to the gymnasiums/ athletic facilities. The Community Education Office will coordinate usage of all other facilities and equipment.

The District reserves the right to deny any request.

The District reserves the right to cancel any permission granted.

The District reserves the right to determine which classification a group/organization is in.

The District reserves the right to waive any or all fees.

GROUP CLASSIFICATION:

The following classification and rate system has been developed in order to schedule facilities/ equipment in a fair and equitable manner to all groups and organizations concerned. All groups will be categorized under one of the four following classifications:

Class I - School Groups (Athletics, School organizations, Community Education, etc.)

All school activities, school clubs or other school classes held after regular school hours shall be permitted the use of facilities on a no-charge basis during regular hours when custodians are on duty and after proper scheduling on the school calendar. If scheduling occurs after regular custodian hours, the group will pay the custodian(s) directly at a rate of one and one-half time. School groups have first priority on facility usage.

Class II - Groups Serving Pierz Students (Boy Scouts, Girl Scouts, 4-H, Youth Groups, etc.)

These groups shall be permitted the use of the facilities at no charge during regular hours when custodians are on duty and provided extra custodial services are NOT required for setting up or cleaning up meeting areas. When custodial services are required, community groups will be billed for custodial time at the current rate. If scheduling occurs after regular custodian hours, the group will pay the custodian(s) directly at a rate of one and one-half time.

Class III - Groups Not Serving Pierz Students (Civic Clubs, Service Organizations, Governmental Units, Commercial Club, etc.)

These groups may rent school facilities only outside of regular school hours. School activities shall have preference at all times. Fees charged may include such things as: facility usage, extra custodial time, and food service personnel.

Class IV - Other Groups (i.e. Cooperatives, Businesses, Church Services, etc.)

Other groups may rent school facilities only outside of regular school hours. School activities shall have preference at all times. Fees charged shall include such things as: facility usage, custodial time, and food service personnel. Businesses or organizations that use school facilities to provide services that are provided to Pierz students may request to have their fees reduced. If approved, the District may reduce the Class IV fees based upon the percentage of Pierz students served in the event. Activities with at least 50% Pierz students may have the fee waived. Those activities with less than 50% Pierz students may have the fee prorated.

ALL GROUPS MUST OBSERVE THE FOLLOWING:

1. Groups must confine their activities to the space rented.
2. Adult supervision must be provided for all age groups.
3. Whenever school facilities are used for non-school activities, an authorized adult must be present to supervise.
4. Food service personnel must be present when major appliances are being used in the kitchen.
5. School equipment or supplies are not available to groups unless previously arranged.
6. Groups must clean up after themselves, returning the facility to the original order or pay for custodial costs to do so.
7. All refuse and debris will be disposed of properly.
8. Comply with the NO SMOKING and NO ALCOHOL usage on school grounds.
9. Damages to the facilities/equipment will be charged to the group at a repair/replacement cost.
10. Fees for the use of the school facilities shall be due and payable 30 days after said use.

OTHER NOTABLES:

**Some electronic equipment is not available for rent.

**Facilities are not rented for wedding receptions, showers, birthdays, wedding anniversaries, family reunions, etc.

**Organizations /events that do not specifically fit in the above classifications will be approved on an individual basis with appropriate fees.

**Any organization renting school facilities shall be required to complete and sign a rental agreement form releasing School District 484 from all liability in connection with the use of the facility. The school administration shall be responsible for approving or disapproving all requests for use of facilities and for scheduling facility usage. In this regard, the administration may establish reasonable time and day perimeters when school facilities are not to be available for rental.

Certificate of Proper Liability Insurance: May be required by groups given permission to use school facilities. The liability insurance shall be, as a minimum, the same as that amount carried by Independent School District 484 and the School District shall be named as the additional insured party. The school administration is authorized to waive the insurance requirement if in their opinion no additional insurance beyond the school district's liability insurance, is needed.

Asbestos Information: You have a right to know specifics regarding asbestos in District 484 buildings. This information is on file in the Administrative Office of the High School.

AEDs (Automatic External Defibrillators) are located in the MAC entry at Healy and also in the entrance to the gym at Pioneer Elementary.

TO RESERVE:

1. Make your reservation of a school facility or equipment usage by completing the attached Agreement form.
2. Complete, sign and file your request with the Administrative Office (112 Kamnic St., Pierz, MN 56364) at least three (3) working days and not more than one (1) year prior to the date of intended use.
3. Make appropriate deposit and pay fees where applicable.