

**BOLD Schools – I.S. D. #2534
701 South 9th Street
Olivia, Minnesota 56277
320-523-1031**

USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district Community Education Director shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for proving publicity, registration and collection of fees shall be the responsibility of the school district Community Education Director.
- C. Registration fees may be structured to include a prorate portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district Community Education Director. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board. A copy of the rental fee schedule, deposit or surety bond schedule, and payment procedure shall be available in the Community Education Office.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedures shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

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**COMMUNITY USE OF SCHOOL FACILITIES
Rules, Regulations, Procedures & Charges**

OBJECTIVES:

Independent School District #2534 encourages the citizens of the district to use one of the community's greatest assets, the school buildings and facilities. To insure desired efficiency and care of all facilities, the school district has adopted the following regulations and charges. Your cooperation is needed to implement these policies.

RULES AND REGULATIONS:

1. Regular school activities and organizations of the school shall have first priority in the use of any school facility.
2. All activities must have competent adult supervision:
 - Custodians shall supervise facility operation, but not the rental group or its activities during normal duty times.
 - Applications must supply any special supervision required by the school district. (i.e. police protection, parking supervision, and chaperones, on activities, as needed.) The resulting supervision costs will be the responsibility of the group that uses the school facility.
3. Any equipment or supplies brought into a building or facility must have prior approval of the Community Education Office and must be removed promptly following the activity.
4. Furniture and equipment owned by the school district shall not be moved unless prior approval is received from the Community Education Office. Use of school district equipment must be applied for at the same time as facility application is made.
5. All groups using school facilities shall clean up after themselves and return the room/facility to its original order. Destroyed or damaged property or equipment will be replaced or repaired at the user's expense. The cost of any extra clean-up required will be the responsibility of the group that uses the school facility.
6. All local/state/federal ordinances and laws pertaining to use of public buildings and facilities must be observed:
 - Gambling, drinking, and possession of intoxicants on school grounds are prohibited.
 - Smoking is prohibited in all school buildings and on all school grounds.
 - All local and state ordinances and laws of the police and fire departments must be observed.

7. The use of school facilities must be in the public interest. Any activity which would be detrimental to the purpose of the schools shall not be allowed.
The school district reserves the right to reject or cancel any reservations.
8. It is required that Class II and III groups have a certificate of insurance naming the school district as an additional insured with limits of liability of at least \$1,000,000 before using the facility (Class I groups are covered by Community Education). Your group shall be required to pay for all damages to school property caused by any person(s) attending the event and assume all liability for damages against any person(s).
9. Permit holders may not assign, sublet, transfer, or charge a fee for the use of the facilities.
10. Charges for snow removal or parking accommodations due to facility use by a group (not normally required for the school district's use) will be assessed to that group.
11. Organizations that want to use a school facility on an on-going basis (weekly for a period of six months or more) must get prior approval from the Board of Education.
12. Putting materials of any kind on floors, walls, or other parts of the building requires permission from the Community Education Office.
13. Rental fees are determined by the Classification and Rental Fee Schedule (See fee schedule on the following page).
14. The school facilities shall not be used for personal leisure or private use by staff, students, or community members without prior arrangements. All facility use must be arranged in advance with the Community Education Office.

PROCEDURES:

1. Contact the Community Education Office to make your facility usage request.
2. The Community Education Director will complete and send a facility use rental agreement. You must sign and return the agreement prior to your scheduled date.
3. The proof of insurance shall be returned with the signed contract.
4. Rental fees shall be set at the time of application. Cancellations must be made at least 24 hours in advance.

TRAVELING LEAGUE AGREEMENT:

1. Traveling league groups will be charged the following rates:
 - a. Gym and Equipment Use for Practices: \$125.00/school year/organization
 - b. Tournaments: \$100.00/day plus custodial feesGroups would include BOLD Basketball Boosters, BOLD Wrestling Boosters, and Junior Olympic Volleyball.

BOLD School District #2534
COMMUNITY USE OF SCHOOL FACILITIES
Classification and Rental Fee Schedule

Fees for each event are based upon a 3-hour period.

| Location: | Class I: | Class II: | Class III: |
|---|-----------------|------------------|-------------------|
| Large Gymnasium | No Charge | \$50.00 | \$90.00 |
| Small Gymnasium | No Charge | \$40.00 | \$80.00 |
| Gymnasium & Stage | No Charge | \$70.00 | \$130.00 |
| Stage Only | No Charge | \$20.00 | \$30.00 |
| Locker Room | No Charge | \$15.00 | \$30.00 |
| Cafeteria | No Charge | \$30.00 | \$60.00 |
| Cafeteria & Kitchen w/ Appliance Use | No Charge | \$60.00 | \$120.00 |
| Media Center | No Charge | \$20.00 | \$30.00 |
| Football Field/Track Facility | No Charge | \$80.00 | \$160.00 |
| Weight Room | No Charge | \$20.00 | \$30.00 |
| Concession Stand | No Charge | \$10.00 | \$20.00 |

Fees for each of the following events are based on hourly rates.

| Location: | Class I: | Class II: | Class III: |
|------------------|-----------------|------------------|-------------------|
| Classrooms | No Charge | \$10.00 | \$20.00 |
| Swimming Pool | No Charge | \$30.00 | \$40.00 |

Equipment rental rates for all individuals using the facility per event.

| Equipment: | Class I: | Class II & Class III Flat Rates: |
|------------------------|-----------------|---|
| Audio Visual Equipment | No Charge | \$15.00 |
| Public Address System | No Charge | \$30.00 |
| Spot Light | No Charge | \$10.00 |
| Piano | No Charge | \$20.00 |
| Folding Chairs | No Charge | \$10.00 per 100** Must haul themselves. |
| Tables | No Charge | \$10.00 ** Must haul themselves. |
| Risers | No Charge | \$20.00 ** Must haul themselves. |

| Labor Rates: | Class I: | Class II & III: |
|---------------------|-----------------|----------------------------|
| | No charge | See below. |

Labor rates will be charged based on current contract rates. Minimum of 1 hour per event. Must use one person from the school food service anytime the kitchen is used; must use school personnel when audio visual and public address equipment is needed; and must have custodian on duty during Saturday and Sunday rentals.

Rental Fee Classification:

Organizations desiring building/facility use are classified into three categories. Rental fees are determined by group classification as follows:

Group I – Top Priority:

1. School related student, teacher and parent organizations.
2. Community Education and recreation groups.
3. Organized local, non-profit youth groups.
4. Special meetings and events sponsored by local civic and tax supported agencies which are of general interest, education, open to the public and no admission fee charged.

- All events must have approved adult supervision.
- Custodial or staff charges may be incurred.

Group II – Second Priority (Non-Profit, Private Groups)

- **Requires Certificate of Insurance**

1. Organized community services, citizens and civic groups. (Lions, Jaycees, Rotary, Kiwanis, VFW, etc.)
2. Political party meetings and conventions.
3. Special interest groups (church youth groups, etc.)
4. Youth service groups, educational.

- Custodial or staff charges may be incurred including rental fees.

Group III – Third Priority (Profit)

- **Requires Certificate of Insurance**

1. Commercial and business organizations.
2. Special interest groups (admission charged).
 - Charges shall apply to all groups from outside the school district boundaries (except governmental agencies).
 - Custodial and cook fees may be charged in addition to rental fees.

** Approved May 23, 2011 by BOLD School Board of Education.