

Paynesville Area School District #741

Facility Use Procedures

Facility Use Classification

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

Category A

- Non-profit groups located in District #741
- Government agencies serving District #741 residents
- Political caucuses

Category B

- Commercial, business or private organizations located in District #741
- Civic organizations located in District #741
- Religious, sectarian or similar groups when holding a service related to their group.
- Individuals residing in District #741

Category C

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



<u>Facility</u>	<u>***Category A</u>	<u>Category B</u>	<u>Category C</u>
PACC (1 Court)	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$30/hr + Personnel
PACC (All 4 Courts)	Personnel & Usage Fee (See Below)	\$70/hr + Personnel	\$110/hr + Personnel
PACC Multipurpose Room	Personnel & Usage Fee (See Below)	\$15/hr + Personnel	\$25/hr + Personnel
Auditorium *	Personnel & Usage Fee (See Below)	\$25/hr + Personnel	\$35/hr + Personnel
High School Commons/Cafeteria	Personnel & Usage Fee (See Below)	\$15/hr + Personnel	\$25/hr + Personnel
High School Gym	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$30/hr + Personnel
Middle School Gym	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$30/hr + Personnel
Elementary Gym	Personnel & Usage Fee (See Below)	\$15/hr + Personnel	\$25/hr + Personnel
Elementary Cafeteria	Personnel & Usage Fee (See Below)	\$15/hr + Personnel	\$25/hr + Personnel
Kitchen Areas	Personnel & Usage Fee (See Below)	\$20/hr + Personnel	\$30/hr + Personnel
Regular Classrooms	Personnel & Usage Fee (See Below)	\$10/hr + Personnel	\$20/hr + Personnel
High School Student Center	Personnel & Usage Fee (See Below)	\$15/hr + Personnel	\$25/hr + Personnel
Outdoor Facilities Baseball, Softball & Football Fields	Personnel & Usage Fee (See Below)	NA	NA

*****Category A – Tournament/Performance Usage Fee: If a Category A group charges any admission, entry fee, sells concessions or offers any other potential 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.

PACC (Paynesville Area Community Center) Tournament/Performance Fee = \$300/Day

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), 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.**

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.**

	Monday– Saturday	Sunday/Holiday
A. Custodians	\$37/hour	\$47/hour
B. Cooks	\$25/hour	\$30/hour
C. Building Attendant	\$20/hour	\$25/hour
D. Auditorium Supervisor	\$25/hour	\$30/hour
E. Other Personnel	As set by Community Education Director	

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

I. Procedures

A. All renters must complete a “Facility Request” either online or through the Community Education office. This request must be made to the Community Education office no less than seven working days prior to the requested use. Paynesville Area Community Education office is located at Paynesville Area Secondary School, 801 Business 23 West, Paynesville, MN 56362. Phone 320-243-7570

B. School equipment may be used if proper arrangements have been made with the Community Education office at the same time the building use application is made.

School equipment has been purchased primarily to operate the educational program of the district. Therefore, use of equipment by the community will be kept to a minimum. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.

C. Seventy-five percent of the estimated total facility use fee is required to be paid prior to the event. The remaining twenty-five percent is due within 30 days of the rental.

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. 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 or by visiting the Paynesville Area Community Education Office. **Facility requests should be made at least one week in advance of first requested date.** Facility cancelations must be made a minimum of 30 days prior to the scheduled event, otherwise groups will be required to pay for the full reservation expense.

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 custodial 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.

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.

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.

Facility Use Guidelines

1. Users must provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence. For personal rentals (rentals not associated with an organization or business), the renter must complete a Facility Usage/Indemnity Agreement and return it to the Community Education office.
2. School equipment and supplies are available to groups only through previous arrangement with the Community Education office. School equipment has been purchased primarily to operate the educational program of the district. Therefore, use of equipment by the community will be kept to a minimum. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.
3. Adult supervision must be provided at all times. Applicants must provide any special supervision required. (i.e., police protection, parking supervision, etc.)
4. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
5. Materials placed on bulletin boards or written on blackboards should not be disturbed.
6. Paynesville Area Schools is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited.
7. No food or beverages are allowed in any gymnasium, auditorium, ITV room or computer lab.
8. All refuse and debris must be disposed of properly by the renter in designated receptacles.
9. Any equipment brought into the building by the renter must be approved by the Community Education office. Equipment must be removed directly following the activity.
10. District 741 does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
11. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.
12. The use of outside areas such as fields and parking lots will require a facility request to be completed. Organizations using outside areas will be expected to clean up all trash and litter on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow school policy regarding alcohol, drugs, tobacco, and abusive/obscene language.
13. Paynesville Area Schools Food Service Department offers an easy, cost-effective way to provide food for your event. To inquire and/or make arrangements, contact Food Service at 320-243-3761. Food service personnel are required to be on duty when any district kitchen is in use. Any group serving food but not utilizing the Food Service Department must obtain a Special Event Food License through Stearns County and provide a copy to the Community Education office prior to the rental date. Rental privileges will be revoked for groups found not following this guideline.
14. If expected attendance exceeds 50 people, a custodian and or building attendant will be required regardless of the presence of a District employee
15. ISD 741 reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation. In the event of an emergency cancellation, the Community Education office will try to assist in finding another appropriate facility.
16. ISD 741 strongly encourages all rental groups to collect a waiver of liability from their participants. Sample language can be obtained by contacting the Community Education office.