

HINCKLEY-FINLAYSON PUBLIC SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES POLICY#902

“The Schools Belong to All of Us”

Encompassing a wide range of buildings and facilities, our schools are one of the community's greatest assets. Allowing groups and organizations to utilize school buildings is an important part of using our community's resources to the fullest extent.

RESERVATION OF FACILITY

The Community Education office coordinates rental and use of District 2165 buildings, facilities, and equipment.

1. Make your reservation of a school facility by calling Community Education at 320/384-7325 or stop at the Community Education Office, located in the High School room 155 by the District Office, P.O. Box 308, Hinckley, MN 55037 or email at commed@hf.k12.mn.us. There is an online form at www.hf.k12.mn.us/page/3795
2. File your request with Community Education at least ten working days prior the date of intended use. (Reservations made far in advance will increase availability)
3. The School District reserves the right to change or cancel any reservation, should the need arise. For example, a change may need to be made because of a change in school activity schedule. Cancellation would result if an emergency condition is declared. Community Education would try to find other appropriate facilities in another building if a reservation is cancelled due to an emergency.

USE CLASSIFICATIONS

The following classification and rate system has been developed in order to schedule facilities in a fair and equitable manner to all groups and organizations under one of the three classifications.

Class 1

School groups (i.e. school clubs, adult education, athletic events, FFA, Community Education, etc.)

All school activities, school clubs, or other school classes held after regular school hours shall be permitted to use the facilities on a no charge basis after proper scheduling on the school calendar. School groups have first priority on facility usage.

Class 2

Community groups (i.e. Boy Scouts, 4-H, Civic Clubs, Community sponsored athletic, etc.)

Community groups shall be permitted the use of facilities free during regular hours when custodians are on duty and provided extra custodial services are not required for setting up or cleaning up meeting area.

Class 3

Private groups or public organizations (i.e. cooperatives, churches, lodges, etc.)

Private groups or public organizations may rent school facilities only outside of regular hours. Fees charges shall include such things as extra custodial time and food service personnel, in addition to the hourly rate for facility use.

RULES AND REGULATIONS FOR USE OF SCHOOL DISTRICT FACILITIES

1. Groups must confine their activities to the space reserved and adult supervision must be provided at all times.
2. School equipment or supplies are available to groups only through previous written arrangement with the Community Education Office.
3. Materials placed on the bulletin boards or written on the boards should not be disturbed.
4. All facilities must be returned to their original condition. This includes moving chairs, tables, equipment, etc. Damages to the facilities or equipment will be charged to the group.
5. School District property should not be taken out of the building unless proper written approval has been granted.
6. NO SMOKING - District 2165 is a Tobacco Free School. The use of all tobacco products is prohibited in all school buildings and on all school property.
7. Any event serving food must comply with MN Statute 157.22. No food cooked off premise can be served in the kitchen areas.
8. The School District, by permitting Class 2 and Class 3 organizations rental of the facilities and equipment, does not become a promoter, endorser, or sponsor of the Class 2 and Class 3 meeting/event.
9. Any Class 2 or Class 3 groups or 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 Board or Superintendent may require a Class 2 or Class 3 organization to include a disclaimer in its advertising stating that the activity /event is not sponsored by the School District.
10. No material may be brought in that may affect Indoor Air Quality (i.e. hay, straw-irritates allergy sufferers). Material must not damage floor. Set construction does not allow use of school tools. Smoke machines and pizza machines are prohibited. (exceptions may be made in designated areas)

A CUSTODIAN OR AUTHORIZED SUPERVISOR MUST BE ON DUTY AT ALL TIMES WHEN THE BUILDINGS ARE IN USE. CUSTODIAL AND FOOD SERVICE PERSONNEL TIME WILL BE CHARGED AT THE HOURLY RENTAL RATE SPECIFIED IN CURRENT CONTRACTS.

GROUND/OUTDOOR FACILITY RENTAL

Community Education coordinates all District 2165 outdoor facilities (e.g. baseball fields, tennis courts, football fields, parking lots, etc.)

Class 1

(i.e. school sponsored activities)

Class 1 usage takes priority over Class 2 & 3. All school activities shall be permitted use of facilities on a no charge basis after prior scheduling on the school calendar.

Class 2

(i.e. youth leagues, community sponsored athletics, etc.)

Class 2 usage takes priority over Class 3 rentals. All Class 2 usage must be cleared with the master calendar at the Community Education office. Those groups scheduled for school district field use have priority over any group that is not on the calendar. Class 2 groups will be held responsible for custodial costs whenever their service is required beyond what is considered regular maintenance work. When custodial services are required, community groups will be billed at the current contract rates.

Each group must agree to the following terms:

1. Protection and replacement of any school district property or equipment, damaged as a result of facility use.
2. All refuse and debris will be disposed of properly.
3. Enforcement of the public decency laws.
4. Enforcement of the public drinking laws.

5. Adherence to the school districts Tobacco Free Policy

Class 3

(i.e. use of facilities for league tournaments , fundraisers, benefits, etc.)

Class 3 requests for use must be made at least 7 working days before the intended dates of use.

Each rental group must agree to the following terms by written contract:

1. Protection and replacement of any School District property or equipment, damaged as a result of facility use.
2. All refuse and debris will be disposed of properly.
3. Enforcement of the public decency laws.
4. Enforcement of the public drinking laws.
5. Payment of a damage deposit. Contracts are to be obtained at the Community Education Office.
6. Adherence to the school districts Tobacco Free Policy
7. Proof of insurance may be required, listing District 2165 as other insured. *(Another school lists it like this...Requestors are strongly encouraged to have liability insurance coverage and provide certificate of insurance listing the district as additionally insured.)*
8. Agree to the Hold Harmless Agreement as stated in the rental agreement.

SPECIAL NEEDS/REQUIREMENTS

Staff:

When custodial, kitchen, supervisory or other school staff is required for a Class 2 or Class 3 meeting/event such service costs shall be billed to the sponsoring organization at current contract rates. Arrangements for food service personnel services must be made any time food preparation and/or kitchen equipment is used.

Energy:

When special air conditioning, heating, lighting, or other power usage requests are made by a Class 2 or Class 3 organization, the district will bill the sponsoring organization according to the cost of usage to the School District as determined by the building and grounds supervisor.

Equipment:

School equipment has been purchased primarily to operate the educational program of the District. The leasing and rental by organization in Class 2 and Class 3 categories will therefore be kept to a minimum. All equipment use and rental requests must go through the Community Education Office and filed at least 10 working days prior to the date of intended use.

Pool:

The Hinckley pool can be rented by clubs, organizations, and individuals. A rental form must be completed and payment arranged through the community education office. The fee schedule is as follows:

Groups of 30 or less - \$75.00 (2 hours)

Groups of 31 or more -\$100.00 (2 hours)

RATES

Class 1 and Class 2 Usage:

There is no charge to groups in these classes. There may be charges, however, for extra custodial time, food service personnel, or energy charge.

Class 3 Usage:

The rental rate will apply to the first three hours. One third the rental rate will be assessed for each part or full hour the facility is used beyond the first three hours. Minimum charges for space in various buildings are listed below:

High School

Classroom -	\$15.00 (3 Hrs)
Cafeteria/Rm 147 -	\$45.00 (3 Hrs)
Kitchen -	\$60.00 (3 Hrs)
Board Rm -	\$30.00 (3 Hrs)
Gym -	OPEN
Pool -	Groups of 30 or less - \$75.00 (2 hours)
	Groups of 31 or more - \$100.00 (2 hours)
Fine Arts Center -	OPEN

Elementary Schools

Classroom -	\$15.00 (3 Hrs)
Library -	\$30.00 (3 Hrs)
Gym -	\$45.00 (3 Hrs)
Cafeteria -	\$30.00 (3 Hrs)
Kitchen -	\$60.00(3 Hrs)

APPROXIMATE PERSONNEL RATE - (Class 2 & 3)
 Food Service & Custodial time paid by contract hourly rate.

Approx Rates

Lighting Technician -	\$20/hour
Building Supervisor -	\$20/hour
Kitchen Staff -	\$30.00/ hour
Custodian -	\$30/hour

A 6.875% Sales Tax will be added to rentals.

Community Education Office 320-384-7325

Re-Approved 12/8/2014