

*Adopted:* 1998

*Revised:* 2001, 2004, 2005, 2010, 2013

## **813P FACILITY USE PROCEDURES**

Independent School District #423 offers its programs, services, and facilities consistent with the provisions of the Minnesota Human Rights Act, M.S. 363.03, Subd 4 and 5.

1. The PRCE Director shall coordinate the use of all school district facilities. Outside of the instructional day, arrangements to use school district facilities shall be made at the PRCE office.
2. All staffing assignments will be authorized by the PRCE Director and the Director of Building and Grounds.
3. Activities shall be permitted only in those areas that have been officially authorized.
4. The administration may deny future use of school district facilities to any person or group who violate School District #423 policies.
5. Groups will provide certificate of insurance or waiver of liability to PRCE office
6. All billings are processed through the Accounting Department per the invoice received.
7. Personnel and equipment charges will be applied as required.
8. To comply with Mn. Department of Health requirements, all concession activities will be coordinated with and managed by the ISD 423 Concession Manager. Ninety percent (90%) of profits from concessions will be paid to organization hosting the event. Five percent of the profit is to defray facility overhead, and five percent will be retained to fund the "H" Club.

## RENTAL RATES

### 9/1/13

<b>FACILITY</b>	<b>RATE</b>	<b>Additional</b>
Gymnasium	\$18.00/hr	
Auditorium	\$20.00/hr	Stage Manager Required
Kitchen	\$15.00/hr	
Foyer	\$ 4.00/hr	If using alone
Cafeteria	\$15.00/hr	Food Service Personnel Required
* Large Group Area	\$10.00/hr	
Class Room \$ 8.00/hr		
Computer Lab	\$15.00/hr	Computer Lab Tech Required
Swimming Pool	\$40.00/hr	Lifeguard(s) Required
Multi-purpose/wrestling room	\$15.00/hr	
 Limited-time Use		
Football Field	\$ Event Rate	Striping @ \$125 & lighting @ \$75/hr
Baseball Field	\$ Event Rate	Prep & maintenance fees based on use
Track	\$ Event Rate	Lighting \$75/hr
Tennis Court	\$ Event Rate	Lighting \$25/hr

#### Recurring use of outdoor fields

Organizations that wish to use school district outdoor fields that are not associated with the school district or Parks and Recreation will be charged \$35/player/season plus any direct expenses such as striping to help defray field maintenance costs.

\* Large Group Area includes: Music Area, Libraries, Counseling Center, High School, Multi-Purpose Rooms, Park Elementary, West Elementary, Middle School and Wrestling room.