

## **902 SCHOOL FACILITY USE AND RENTAL**

### **I. PHILOSOPHY FOR COMMUNITY USE OF FACILITIES**

- a. Sibley East Schools and Administration will seek to cooperate with the residents with respect to use of school buildings, facilities, and equipment.
- b. The district 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. All arrangements must have prior arrangement from Community Education.

### **II. PRIORITY FOR USE OF FACILITIES**

Any and all facility use requests will be evaluated by Community Education and the Superintendent for priority. Basic guidelines are printed below.

- a. Regular school activities or organizations for students in the k-12 program shall have first preference when requesting the use of any part of the buildings or grounds.
- b. Community Education will have second priority for educational and recreational programming.
- c. Third priority for use will be for volunteer coaches/leaders/organizations (ie: scouts, 4-H, etc.)
- d. Fourth priority will be for coaches/leaders/organizations or for non-school sponsored events.

### **III. CATEGORIES OF USE**

- a. School Events – anything that is scheduled through the activities department. Examples include games, concerts, plays or other competitions. No facility rental fees will be charged. Any custodial costs would come from the activity budget.
- b. School Sponsored Activity – Community Education, fundraising activities for school groups, ect will not be charged facility rental, ~~but~~ and will be subject to staffing fees if held during a time when facilities are not normally staffed.
- c. Local organizations that are quasi-public, youth serving organizations, civic and service organizations will not be charged a rental fee for meeting space, but may be subject to staffing fees if held during a time when facilities are not normally staffed.
- d. Non-school sponsored groups/teams – Groups that use the facilities for activities that require admission fees or collection of money (unless full proceeds are donated back to the community) will be charged tier II facility use fees. Non-school sponsored teams that utilize the facility for private practices will be assessed tier II facility fees. Community Education office must have a copy of the liability insurance for the group prior to the rental date,
- e. Out of district groups will be charged tier IV facility rental fees.

**IV. RENTAL / RESERVATION FEE INFORMATION**

- a. Tier I (no rental charge - additional staff charges may apply if outside of normal business hours)
  - 1. Recognized school organizations and school functions (SE athletics / activities / clubs)
  - 2. Local tax supported agencies serving District 2310 residents (Community Education)
  - 3. Fundraising events for the above groups
  - 4. Co-Sponsored activities with any recognized school activity (After Prom, FFA, HOSA, Expos/Career Fairs)
  - 5. Political Caucuses/Meetings
  - 6. Local civic organizations/organizational meetings (up to 2 hours, under 20 people in attendance)
  - 7. Local non-profit and youth agencies if composed of a majority of district residents (Scouts, 4H, Lions, etc)
  
- b. Tier II
  - 1. Local non-profit (503c) and youth serving agencies not affiliated with District 2310, if comprised of a majority of district residents, who charge a fee to participate (Ari-Dazzle, Traveling Basketball, JO Volleyball, Baseball/Softball teams, etc)
  - 2. Non-profit organizations located within District 2310 that are not comprised of a majority of district residents
  
- c. Tier III
  - 1. Commercial, business or private community organizations located in District 2310.
  - 2. Individual community members residing in District 2310
  - 3. Fundraising for any group other than Tier I
  
- d. Tier IV
  - 1. Any organization, group or individual that is not located within District 2310

**V. FACILITY FEES**

Groups using school facilities may be assessed a facility use charge, staff charges and/or equipment charges. An invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment might be required.

<b>Facility Rental/Utility Fees (per hour)</b>	<b>Tier II</b>	<b>Tier III</b>	<b>Tier IV</b>
Classrooms	\$10.00	\$15.00	\$20.00

First Reading: September 18, 2017  
 Second Reading: October 16, 2017  
 Adopted: October 16, 2017  
 Revised: November 21, 2022

Media Center	\$15.00	\$25.00	\$35.00
Computer Lab	\$50.00	\$75.00	\$100.00
Gym (Per court)	\$20.00*	\$30.00	\$40.00
Auditorium	\$50.00	\$75.00	\$100.00
Playing Fields (outdoor/softball/soccer)	\$15.00*	\$25.00	\$35.00
Track	\$15.00	\$25.00	\$35.00
Multi-purpose/Wrestling room	\$15.00	\$25.00	\$35.00
Concession Stand (no equipment)	\$5.00	\$10.00	\$15.00
Home Ec Kitchen	\$20.00	\$30.00	\$40.00
Commons Areas	\$25.00	\$35.00	\$45.00

**Pool: \$75.00 for on hour, \$40.00 for additional hours. Cost includes two guards.**

Family Pass (up to four members)	\$175
Individual Pass:	\$90
Student Pass:	\$75
Senior 65+:	\$65
Single Session:	\$5

**Combo Fitness / Pool Pass - Individual: \$150**

*\*Season practice rental reduced by 1/2 for traveling teams not affiliated with Community Education, paid at the end of the season. Season is a minimum of four (4) weeks. Staffing charges may apply.\**

**Equipment (Daily charge. Cannot leave school property)**

LCD Projectors	\$10.00
Microphones	\$10.00
Sound System	\$50.00
Other....	Determined by CE

**Sales Tax**

Athletic fields, recreational facilities, and equipment will be charged applicable MN State Sales and Use Tax. Organizations that are tax exempt must have a copy of their tax-exempt certificate on file with Community Education office before applicable taxes can be waived.

**V. LIABILITY**

Any group, association, or team using the district's facilities will provide a copy to Community Education for certificate of liability insurance with the following:

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Second Reading: October 16, 2017

Adopted: October 16, 2017

Revised: November 21, 2022

1. General liability policy with limits of \$1,000,000 and each occurrence/\$2,000,000 aggregate.
2. Sibley East Schools ISD 2310 listed as additional insured on the general liability policy.

## **VI. STAFFING CHARGES**

Custodian Fees: Groups arranging an activity when facilities are not normally staffed will be charged a \$30 per hour (minimum of two hours) fee when custodial services are needed.

Building Supervisor: A charge for a building supervisor will be charged at a rate of \$15 per hour for events when not normally staffed.

Food Service Supervisor: A charge will be extended to groups using kitchen facilities in the buildings. The charge will be \$30 per hour.

## **VII. ADDITIONAL INFORMATION**

Sibley East School District reserves the right to refuse the use of district facilities and/or equipment use to any group.

All fees are subject to change depending on the size of the group.

Facility request forms must be turned in one week prior to reservation date. Failure to fill out a facility use form may incur a \$25 fine.

Practice time restrictions:

No practice after 8pm for elementary students

No activities for youth on Wednesdays after 6:15pm (Sept-April)

No practice for youth before noon on Sundays