

CATEGORY CLASSIFICATIONS

Activities will be classified into the following categories and charged accordingly.

CATEGORY I - No Charge

Use is restricted to posted building hours, unless other arrangements are approved by proper personnel. The following is a list of approved activities:

- School curricular and extra- curricular events and tournaments.
- Community Education classes sponsored by ISD #534.
- Meetings of :
 - o district school organizations
 - o SEPTA committees
 - o district committees
 - o booster clubs
 - o P.O.G.S.
 - o district or school affiliated organizations and clubs or organizations in which the school district is a member and dues are paid from district funds
 - o local, state and national elections
- Athletic/Activity Camps
 - o must be run by head coach and only 1 week in length for rental to have no charge
- In-Season Youth Programs
 - o cannot exceed 6 weeks in length
 - o must be run by varsity head coach

CATEGORY II - Rental Fee

Rental fees will be charged to all non-school activities including but not limited to the following.

- City Park and Recreation Department programs and activities.
- Any city or county government function or activity.
- Any meetings for community organizations like American Legion, Kiwanis, Lions, Lioness.
- Community-based organizations holding area events involving groups outside of the community.
- Any programs or activities sponsored solely by a post-secondary technical college or university.
- Area or national conventions for any organizations, including politically affiliated groups.
- District employees who sponsor or supervise an activity that has not been approved by the Superintendent as a regular school day or evening activity.
- Non-school district professional organizations of which employees may be members.

CATEGORY III- YOUTH - Rental Fee

Rental fees will be charged to all non-school, **youth** activities including but not limited to the following.

- Stewartville community-based groups or youth sports teams such as 4-H, Boy/Girl Scouts, SYAA, SYBA, JO, cheerleading, youth wrestling, amateur town teams, etc.
- Tournaments sponsored for non-profit community-based youth organizations.
- Non-public schools' activities.
- Student tutoring and private lessons

HOURLY FEES FOR CATEGORY II

Performing Arts Center	\$75
Sound Booth Fee	\$25
Cafeterias	\$50
Computer Labs	\$50
Outdoor Facilities (per hour)	\$50
BCIS Gym	\$60
HS Gym	\$40
Bonner, Central & MS Gym	\$30
FACS areas	\$25
General Classrooms	\$15

HOURLY FEES FOR CATEGORY III

Classroom	\$5
Cafeteria	\$10
Wrestling Room	\$10
Central & MS Gym	\$10
Bonner & HS Gym	\$15
	(\$15/whole gym, \$7.50/half)
Bear Cave Gym	\$30
	(\$30/whole gym, \$10/third)
Performing Arts Center	\$25
Sound Booth Fee	\$15

Hourly rate refers to per team, per space basis.

YOUTH RELATED GROUPS: SEE YOUTH RENTAL GUIDELINES.

Set up/take down time is subject to a \$30.00 per hour fee.

Damage Deposit \$100
(Required and will be returned if no damage.)

PERSONNEL SERVICES FEES:

CATEGORY II & III:

***A flat fee of \$30 per hour (Weekdays), \$40 per hour (Saturday) and \$50 per hour (Sunday) determined by the district.**

CONDITIONS OF USE

- The school district reserves the right to cancel or change dates in the event the facilities are needed for school and/or community education activities.
- **All activities will be cancelled if school is closed for weather and/or emergency reasons.**
- To protect the District and the renting organization, liability insurance shall be provided by Category II renters in the amount of at least \$300,000 per individual and \$1,000,000 per incident. Proof of this liability insurance shall be returned to the Community Education office prior to use of the building.
- Use of alcoholic beverages, tobacco products, and illegal drugs are not permitted on school grounds/facilities.
- Rooms and equipment are to be left the way they were found.
- Children must be supervised at all times and stay in the reserved area.
- All damages and accidents must be reported to the Community Education Director at 533-1650 within twenty-four hours.
- All school district policies shall be followed.
- ***Do not prop outside doors open.***

RESERVATION PROCEDURES

- An “Application for Use of Facilities” must be submitted **two weeks prior to the event date(s)**. Facilities can be reserved three ways:
 1. In person at the Central Education Center - Community Education Office:
301 2nd St. SW
Stewartville, MN 55976
 2. Online at ssd.k12.mn.us under the Community Education tab - Facility Use - “Rental Request”
 3. By e-mail:
communityed@ssdtigers.org
- Groups or individuals with facility rental balances forty-five days overdue will not be allowed to use or reserve additional facility space.
- ISD 534 reserves the right to deny access to any group based on prior actions of that group, pay history, or which would not be in the best interest of Stewartville Public Schools.
- ISD 534 reserves the right to negotiate rates with educational groups, only, that would serve in the best interests of the district’s educational mission.
- Payment should be made out to Stewartville Public Schools and be returned to 301 2nd Street SW Stewartville, MN 55976 along with the attached invoice.

Stewartville Public Schools Stewartville, Minnesota

Guidelines for Reservation and Usage of Public School Facilities



**Effective 2019-2020 School
Year**