

**WINNER SCHOOL DISTRICT 59-  
OFFICIAL SCHOOL BOARD POLICY**



**Use and Rental Rates for Armory/Auxiliary Gym**

**CLASS "A" RATES: Commercial**

Full day (morning, afternoon and evening)	\$250.00*
Afternoon and evening (1:00 P.M. - 11:00 P.M.)	\$200.00*
Evenings (7:00 P.M. - 11:00 P.M.)	\$180.00*
Afternoons (1:00 P.M. - 5:00 P.M.)	\$120.00*
Kitchen (any occasion) plus operator fee (to be paid by user)	\$65.00
Large classroom when rented with auditorium	\$25.00
Each rehearsal or practice (administrative discretion)	\$38.00
Cleaning Deposit and Checklist	\$250.00
Tables/Trailer	\$200.00

**CLASS "A" RATES: Commercial with use and/or sale of alcohol**

Full day (morning, afternoon and evening)	\$1000.00
Afternoon and evening (1:00 P.M. - 11:00 P.M.)	\$800.00*
Evenings (7:00 P.M. - 11:00 P.M.)	\$720.00*
Afternoons (1:00 P.M. - 5:00 P.M.)	\$480.00*
Kitchen (any occasion) plus operator fee (to be paid by user)	\$260.00
Large classroom when rented with auditorium	\$100.00
Each rehearsal or practice (administrative discretion)	\$152.00
Cleaning Deposit and Checklist	\$500.00
Tables/Trailer	\$200.00

**CLASS "B" RATES**

Class "B" rates will be charged to all organizations where the benefits are to be used exclusively for charitable organizations or organizations of like nature. A minimum rental for the arena will be charged, either one session or one day or at the cost of custodial cleanup. This will include track/field if applicable.

**CLASS "C" RATES**

No set rental fee. The rental fee charged shall be determined by the governing board at the request of the administrator, for situations not covered in schedule A or B. Organizations donating their receipts to the Armory, Auxiliary Gym, or track/field will not be charged a rental fee.

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1. Activities of the Winner Public Schools shall be considered primary and any other functions shall be coordinated with the school calendar.
2. As a community service, the Armory/Auxiliary Gym may be rented by individuals, organizations, firms, corporations or groups for private parties as permitted by school laws of the State of South Dakota (see SDCL 13-24-30). The Board of Education has ruled that public dances shall not be permitted besides the Fireman's Ball.
3. School dances shall be limited to high school or middle school students and faculty only and must be school sponsored.
4. No wax shall be used on the floors for dances.
5. All requests that include the use, sale, purchase, possession or consumption of alcoholic beverages in school buildings or on school grounds must be approved by the Winner Board of Education. All requests must also be in compliance with applicable laws, particularly SDCL Chapter 35-4.
6. No smoking or gambling shall be permitted in the building or on the premises.
7. No guns, knives or weapons of any kind will be sold or used on the premises.
8. The Armory/Auxiliary Gym may be rented for recreational groups and basketball teams. Dates and hours must be arranged with the building principal.
9. Any individual, firm, corporation, organization or group renting the Armory/Auxiliary Gym will be held responsible for any damage or injury to the building or equipment while using the building under such rental. The violation of any of the above rules will be cause for revocation of the use of the building by the individual, firm, corporation, organization or group concerned.
10. All events must be approved subject to availability and placed on the Armory/Auxiliary Gym calendar within a reasonable length of time prior to the date the building is to be used and a rental agreement form must be completed with the administrative office.
11. Those requesting use of the facilities must follow current contractual obligations of the district. (Example: Beverage sales)
12. In any case not covered by these rules, application for the use of the Armory/Auxiliary Gym must be made to the school board through the Superintendent/Building Principal in a reasonable length of time before the date the building is to be used.
13. The school reserves the right to deny use of the facilities if School Administration deems it appropriate.
14. The School Board reserves the right to alter any of the above rules without notice.

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Armory / Auxiliary Gym Rental Contract

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_ by and between the  
Winner School District 59-2, Winner, South Dakota and \_\_\_\_\_ Date: \_\_\_\_\_

(day of week)	(month)	(day)	(year)
_____ Morning		_____ Arena	
_____ Afternoon		_____ Classrooms	
_____ Evening		_____ Kitchen	
_____ All Day			

RENTAL RATE \$ \_\_\_\_\_ DATE PAYMENT DUE \_\_\_\_\_

LESSEE ACKNOWLEDGES RECEIPT OF REGULATIONS AND AGREES TO ABIDE  
BY SAME.

RENTING ORGANIZATION OR PARTY: \_\_\_\_\_

BY: \_\_\_\_\_

The organization or party to whom this letter is addressed has made the above request for rental of the Armory/Auxiliary Gym. Please feel free to ask questions about the rental fee which is attached to this contract. If you feel that the rental schedule does not apply in your case, you are advised to discuss this with the administrator and at your request the matter will be taken up with the Armory board. If additional time is needed to set up the program, such arrangements will be made in advance. The rental applies to the day or days of use only. This means that other programs may be scheduled for the time prior or immediately following your event and you cannot expect to tie up the building for several days upon payment of the one days rental. In as much as this isn't a school-sponsored activity, the Winner School District does not cover participants nor the sponsor for liability. It is further agreed that the Winner School District's Workmen's Compensation does not extend to the coaching staff, consultants, and participants in this activity.

Thank you for your consideration in caring for the building and following the regulations as set forth in the attached copy.

\_\_\_\_\_  
Keven Morehart, Superintendent

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**RESPONSIBILITIES:**

1. Supervision of restrooms
2. No alcoholic beverage in building unless agreed upon in the contract and in compliance with applicable laws, particularly SDCL Chapter 35-4
3. No smoking
4. No sale of guns or knives (or weapons of any kind) will be permitted
5. Adequate supervision for crowd control
6. Coordinate activities with custodian
7. If kitchen is used, it must be left in a clean and orderly manner
8. Any firm, corporation, organization, or individual renting the auditorium will be held responsible for any damage or injury to the building or equipment while using the building under such rental.

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## **Armory/Auxiliary Gym Cleaning Checklist**

Event Name and Date: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Damp mop any spills on the bleachers (If used for event.)
- Sweep all steps
- Damp mop any spills on the steps
- Sweep balcony and empty all trash barrels
- Vacuum rugs in front entry
- Sweep front entry area
- Damp mop any spills in front entry area
- Vacuum the hallway with new carpet by locker rooms and coaches room
- Clean Locker rooms by sweeping and vacuuming as needed (If used for event.)
- Clean Bathrooms by sweeping floor
- Empty Bathroom garbage cans and replace with new bags
- Sweep Gym Floor
- Empty all trash barrels and replace with new bags
- Shut off all lights and lock all doors
- Store tables and chairs (If used for event.)
- Sweep and damp mop kitchen (If used for event.)
- Pick up all outside trash

**Notes:**

Items on this checklist will be reviewed by district employees. Items above not completed to satisfaction of the district maintenance staff will be charged and withheld from the deposit.