

# WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY



## Use and Rental Rates for Elementary Multi-Purpose Room

(3 pages)

### Rates:

Cleaning deposit & checklist:	\$ 50.00
Full day	\$100.00
½ day	\$ 50.00
Kitchen	\$ 25.00
Scoreboard	\$ 25.00

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 multi-purpose room 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.
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 multi-purpose room 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 auditorium 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 multi-purpose room 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 multi-purpose room 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.
15. If fire alarm is pulled, the renting party is responsible for the fire department fees if it is a false alarm.

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**Elementary Multi-Purpose Room Contract & Checklist**

This agreement, entered into \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the  
Winner School District 59-2, Winner, SD and \_\_\_\_\_ phone number \_\_\_\_\_  
Date gym will be used: \_\_\_\_\_, 20 \_\_\_\_\_.

MORNING \_\_\_\_\_ ALL DAY \_\_\_\_\_  
AFTERNOON \_\_\_\_\_ KITCHEN \_\_\_\_\_  
EVENING \_\_\_\_\_

Deposit \$ \_\_\_\_\_ (will be returned after the event and walk through with a Winner School District staff person  
and signed checklist)

Rental rate \$ \_\_\_\_\_ paid \_\_\_\_\_ (Date)

Lessee acknowledges receipt of regulations and agrees to abide by same.

Renting Organization or Party \_\_\_\_\_ by \_\_\_\_\_

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

The organization or party to whom this letter is addressed has made the above request for rental of the multi-purpose room. 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 considered.

If additional time is needed to set up the program, such arrangements will be made in advance. The rental applies to the stated 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 rental days.

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 the activity.

Thank you for your consideration in caring for the building and following the regulations as set for this agreement. Security cameras may be utilized during the use of the facility.

**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.

FILE NO: 8.13

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Adopted: 5/12/80

Effective: 5/12/80

Amended: 8/11/81, 7/10/89, 2/8/93,  
5/13/02, 5/9/11, 10/10/11, 4/9/12,  
6/28/18, 1/10/22

## WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY



The Winner Board of Education has approved the following policy for utilization of the Winner Elementary Multi-Purpose Room/Gym.

1. Priority goes to the groups/organizations that have Winner School District students participating.
  - a. Adult groups wanting to use the gym for basketball are encouraged to call for the community center gym
2. The rental fee policy will be followed.
3. Use of the room/gym will be set up with 1 hour and 30-minute time slots; one time slot at a time; no reserving the gym back-to-back
  - a. Weekdays starting at 6:00 pm to 7:30 pm and 7:30 pm to 9:00 pm
    - i. No events will be schedule on Wednesdays as per school practice policy
  - b. Weekends
    - i. Saturdays
      1. 11:00 am to 12:30 pm
      2. 12:30 pm to 2:00 pm
      3. 2:00 pm to 3:30 pm
      4. 3:30 pm to 5:00 pm
      5. 5:00 pm to 6:30 pm
      6. 6:30 pm to 8:00 pm
    - ii. Sundays (as per school practice policy)
      1. 3:30 pm to 5:00 pm
      2. 5:00 pm to 6:30 pm
      3. 6:30 pm to 8:00 pm
4. Dates may be reserved one month in advance
  - a. Time slots will be rotated; no one will monopolize a specific time slot
  - b. Call the WES office to reserve the room/gym
5. Key
  - a. Pick up the key during regular WES hours
  - b. Failure to return the key the next school day may result in loss of use privileges
6. Clean up the room/gym after use (check the bathrooms)
  - a. Failure to clean up the area may result in loss of use privileges
  - b. **NO USE OF TOBACCO OF ANY KIND...THIS INCLUDES OUTSIDE ON SCHOOL PROPERTY**
7. Group/team is responsible for any damages
  - a. Failure to respect the facility may result in loss of use privileges
8. Fire alarm
  - a. If the fire alarm is pulled, and there is no fire, use privileges will be suspended indefinitely
  - b. Failure to wait around for the authorities or school personnel will result in the loss of use for a calendar year; switching adult supervisors due to a fire alarm violation will not be acceptable
  - c. **SUPERVISE ALL INDIVIDUALS IN THE FACILITY**
9. WES Principal and WSD Superintendent have the authority to suspend or deny use of the facility

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## Multi-Purpose Room Cleaning Checklist

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

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

- Sweep bleacher area
- Damp mop any spills on the bleachers (If used for event.)
- Empty all trash barrels and replace with new bags
- Vacuum all carpeted areas
- Clean bathrooms by sweeping and mopping
- Sweep gym floor
- Damp mop any spills on gym area
- Shut off all lights and lock all doors
- Store chairs (If used for event.)
- Sweep and damp mop kitchen (If used for event.)
- Pick up all outside trash
- Check electrical outlet covers
- Check windows
- Check & clean bathrooms

Notes:

Items on this checklist will be reviewed and signed off by a Winner School District employee.  
Items above not completed to satisfaction of the district maintenance staff will be charged and withheld from the deposit.

Walk through prior to event:

\_\_\_\_\_ Lessee

\_\_\_\_\_ School employee

Walk through after event:

\_\_\_\_\_ Lessee

\_\_\_\_\_ School employee

Notes : \_\_\_\_\_