

CONDITIONS OF USE

- All reservations are subject to change or cancellation as determined by the district. Notice will be given as soon as possible.
- 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.
- All members of the group and spectators must stay in the area reserved for the group's use.
- 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 345-7170 within twenty-four hours.
- District equipment may only be rented or loaned with consent. District equipment (rec/athletic equipment, chairs etc) may be used if proper arrangements are made. Equipment must be applied for at the same time building application is placed.
- 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 two ways:
 1. In person at the Community Education Office: 1156 West Lakewood Ave, Lake City, MN 55041
 2. By e-mail: akvasnicka@lake-city.k12.mn.us
- Groups or individuals with facility rental balances forty-five days overdue will not be allowed to use or reserve additional facility space.
- ISD 813 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 Lake City Public Schools.
- ISD 813 reserves the right to negotiate rates with educational groups, only, that would serve in the best interests of the district's educational mission.
- Payment will be paid in full within 30 days and should be made out to ISD 813 and be returned to 300 S. Garden St, Lake City, MN 55041 along with the attached invoice.

OTHER REQUIREMENTS

- All activities must have adult supervision of someone at least 21 years of age.
- Except for emergency purposes, vehicles of any type are not allowed on the track. In addition, no vehicles of any type are allowed on any of the fields or grounds without permission.
- No stakes or objects are to be placed in the ground without first obtaining permission and contacting Gopher One.

Guidelines for Community Use of Public School Facilities



Lake City Public Schools
300 S Garden St
Lake City, MN 55041

651-345-7170

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

CATEGORY I-No Charge

- School curricular and extracurricular events, tournaments and activities.
- Community Education activities sponsored by ISD 813.
- Meetings of
 - District school organizations
 - District committees
 - Booster clubs
 - District or school affiliated organizations and clubs or organizations in which the school district is a member and dues are paid from district funds
 - Local, state and national elections
- Lake City community based youth groups that do not pay leaders

CATEGORY II-REDUCED FEE

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

- Any non-profit 501C3 organization
- Any meetings for community organizations like Kiwanis, American Legion, Lions, Rotary
- Any city or county government function or activity
- Tournaments sponsored by and for local non-profit community based youth organizations
- Area or National conventions for any organization, including politically affiliated groups
- Non-public schools' (located in the district) co-curricular activities

CATEGORY III-Rental Fee

Rental fee includes any organization or activity the doesn't fall into Category I or II

- Any programs or activities sponsored solely by a post-secondary technical college or university
- Outside groups
 - Private clubs
 - Commercial and business organizations
 - For-profit organizations
 - Any other for organization that does not have non-for profit status
- District employees who sponsor or supervise an activity that has not been approved by the Superintendent as a regular school day or evening activity
 - Private athletic practices
 - Music lessons
 - Tutoring

Hourly Fees for Category II

Auditorium	\$50
Cafeteria	\$10
Outdoor Facilities	\$25
Lincoln Gym/Gym 3(BV)	\$15
Gym 2/Gym 1 (BV)	\$12
FACS	\$15
General Classroom	\$15
Kitchens Lunchtime Solution rates apply	
Media Centers	\$20
Lights- fields	\$20
Locker Rooms(per event)	\$20
Concession Stands(per event)	\$20

Hourly Fees for Category III

Auditorium	\$75
Cafeteria	\$40
Outdoor Facilities	\$50
Lincoln Gym/Gym 3(BV)	\$50
Gym 2/ Gym 1 (BV)	\$45
FACS	\$50
General Classroom	\$20
Kitchens Lunchtime Solution rates apply	
Media Centers	\$30
Lights- fields	\$50
Locker Rooms (per event)	\$35
Concession Stands (per event)	\$35

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

In addition to the listed, additional charges may apply per event.

Projector	\$5
Smartboard/Smart TV	\$10
Riser/Shells	\$20
Piano	\$25
Light and sound booth in auditorium	\$20/hr
Microphone	\$5

PERSONNEL SERVICE FEE

If needed to provide supervision of facilities and equipment or technical assistance to run sound or lighting systems, Personnel service fees for all classes will be provided at the following rate:

Weekdays	\$35/hr
Saturday	\$55/hr
Sunday	\$80/hr

Janitorial services will be charged the same fee with a minimum of 2 hours or until the facility is cleaned and ready for the next school day.

The kitchen and food servicing areas are separate rooms under the supervision of Lunchtime Solutions. Anytime the serving area, kitchen, or kitchen equipment is used, Lunchtime Solutions will need to provide supervision at approximately (\$35/hr-\$40/hr). The serving area and kitchen are not available for the preparation and serving of outside foods, unless special arrangements are made.