

Pipestone Area Schools

Building Usage Procedures



Pipestone Area Schools
ISD #2689
1401 7th St SW
Pipestone, MN 56164
Ph. 507-562-6068
Fax - 507-825-6718

Rules and Regulations of Use

1. The school district reserves the right to cancel any reservation that will conflict with school activities even though such activities may be scheduled after validation of a rental agreement. The school district reserves the right to reject or cancel any application made for facility usage.
2. All activities must have competent adult supervision.
 - A. The sponsoring head of the group or organization using the facilities must be on duty to supervise the entire event.
 - B. Custodians must be present to supervise facility operation, but not the rental group or its activities.
 - C. The use of a District kitchen facility must be arranged through the District Office. Any use of a District #2689 facility must include a food service employee on site for the duration of use. The employee will supervise the operation of equipment and the use of the facility, but the renting group must provide workers to do prep work, set-up, serving/selling, and clean-up, including washing pots and pans. The facility must be left clean and orderly. No children under the age of 14 are allowed to be in the kitchens due to safety and Health Department regulations. Any outside caterer using Food Service kitchen facilities must be licensed with the county and state as a licensed food handler.
 - D. Applicant must supply any special supervision required by the school district. (i.e. police protection, parking supervision, and chaperones, as needed)
3. Any equipment or supplies brought into a building must have prior approval and must be removed promptly following the activity.
4. All groups using school facilities shall clean up after themselves and return the facility to its original order. Your group shall be required to pay for all damages to school property caused by any person(s) attending the event and assume all liability for damages against any person(s). Destroyed or damaged property or equipment will be replaced or repaired out of the \$100 deposit. Any damaged over and above the amount of the deposit is the responsibility of the renter.
5. All local/state ordinance and laws pertaining to the use of public buildings and facilities must be observed.
 - A. Smoking is prohibited in all school buildings and on all school grounds.
 - B. Lotteries or other activities classified as gambling cannot be conducted on school premises
 - C. Alcoholic beverage, tobacco, and illegal substances are not allowed in or on school building or grounds.
 - D. School facilities cannot be used by any individual, group or organization for any activity that is intended to overthrow the government by force, violence or other unlawful means.
6. Organizations desiring the use of school facilities for a long-term basis must have the approval of the School Board.
7. When the gymnasium is used for any activity other than a normal tennis shoe activity, an appropriate floor covering must be put down. A custodial fee applies for the total number of hours to lay and take up the floor covering.

Rental Fee Classifications

Organizations desiring building/facility use are classified into four categories as listed below. Scheduling priority is given to groups in the order that this list is published.

Group I – District

All events must have approved and trained supervision.

- a. School sponsored sports.
- b. School related student, teacher, and parent organization.
- c. School sponsored Booster Club organizations.

Group II – Community

All events must have approved and trained supervision. Note: To qualify for Group II status, 75% of the rental group must consist of District #2689 residents.

- a. Community Education sponsored activities and events.
- b. Park & Rec sponsored activities and events.
- c. Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and at which no admission fees are charged.

Group III – Non-Profit

All events must have approved and trained supervision. Deposit required with Building Usage Application. Staff and custodial charges may be incurred in addition to the rental fees.

Group IV – Profit

All events must have approved and trained supervision. Deposit required with Building Usage Application. Staff and custodial charges may be incurred in addition to the rental fees.

- a. Commercial and Business organizations.
- b. Special interest or performance groups where admission is charged.
- c. All groups coming from outside school district boundaries.

Rental Fees

No room rental charges for Groups I and II. Note: *All uses of the school facilities require the supervision of a custodian or other approved District staff who will be reimbursed for their services. (See #3, Conditions for Use)*

| Location | Group III | Group IV |
|--|------------------|--------------------------------|
| Auditorium (seats 630)* | \$200.00 | \$300.00 |
| Classrooms/Conf Room/Lounge | \$30.00 | \$40.00 |
| MS/HS Commons (w/o food) | \$50.00 | \$100.00 |
| MS/HS Commons (with food, no kitchen access) | \$100.00 | \$150.00 |
| MS/HS Commons (with food/kitchen access) ** | \$150.00 | \$200.00 |
| Elementary Commons (w/o food) | \$50.00 | \$100.00 |
| Elementary Commons (with food, no kitchen access) | \$100.00 | \$150.00 |
| Elementary Commons (with food/kitchen access) ** | \$150.00 | \$200.00 |
| Computer Labs*** | \$50.00 | \$100.00 |
| Concession Stand | \$15.00 | \$20.00 |
| Elementary Gymnasium | \$100.00 | \$200.00 |
| MS/HS Gymnasium | \$100.00 | \$200.00 |
| Gymnastics Gymnasium | \$75.00 | \$100.00 |
| Track/Athletic Fields | \$100.00 | \$150.00/day \$200.00/night |

- * Requires supervision of AV staff and a \$500.00 refundable deposit on sound system.
- ** Requires Food Service staff
- *** Requires supervision of Technology or other approved staff member

| Service Charges | |
|------------------------|---------------------|
| Custodial Personnel | \$30.00/hour |
| Food Service Personnel | \$30.00/hour |
| AV/Tech Personnel | \$30.00/hour |
| Equipment Usage | \$25.00 per session |
| Equipment Set Up | \$35.00/use |

Application for Use

1. Building Usage Applications and requests for facility usage must be submitted by all groups. The Building Usage Applications form must be completed and timely submitted in order to be considered under this policy.
2. Applications for Groups III and IV must be filed at least seven (7) days prior to the intended use date. A \$100 deposit must accompany these applications. A \$500 refundable deposit must accompany applications for use of the Auditorium and related equipment.
3. Rental fees and Group classification will be set at the time of application. Legally designated, non-profit organizations sponsoring paid admission activities, must submit a statement with the application indicating where the proceeds of the activity will be donated. If no letter is submitted, the group then will be considered a for-profit organization and Group IV fees will apply.

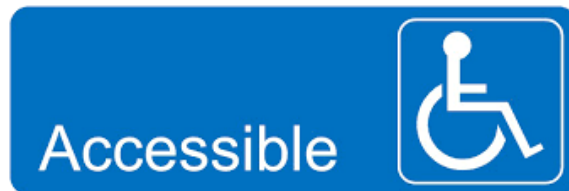
Conditions for Use

1. The applicant is required to obtain and produce a certificate of liability and property damage insurance naming the School District as a co-insured with limits of liability the same as maintained by the School District before using the facility. However, Group II applicants may have a letter from the Community Ed Director stating they are covered under the Community Ed insurance policies.
2. Knowledgeable District staff must be on hand to operate equipment that is technically difficult, and this staff must be compensated for their services in accordance with School District policy or applicable contract provisions. Food service personnel must be on hand to supervise any kitchen use and compensated for their services in accordance with School District policy or applicable contract provisions.
3. A custodian must be present to supervise all facility operation and compensated for their time, but only for those hours over and above the normal business hours (i.e. weekends, evening hours at the elementary schools).
4. Charges for facility cleanup, snow removal or parking accommodations (not normally required or necessary) due to facility use by a group will be assessed to that group.
5. Rental agreements are non-transferable.
6. A group or organization may cancel an agreement without penalty providing notice is given at least forty-eight (48) hours prior to the scheduled event. If notification of the cancellation is received after that time period and no replacement activity is scheduled the \$100 deposit is subject to forfeiture.
7. A bill for the rental fees and any service charges incurred (minus the \$100 deposit paid at the time of application) will be sent to the renter within seven (7) days of the end of the contract. Payment is due upon receipt unless prior arrangements have been made. Checks should be made payable to "ISD #2689".

Pipestone Area Schools, District #2689
School Building Highlights

Pipestone Area MS/HS
Construction Completed in December 2002
Grades 6-12
Gym Capacity – 1960
Auditorium Seating Capacity – 630

Pipestone Elementary
Construction Completed August 2021
Grades PreK – 5
Gym Capacity – 500



For more information or to rent facility, please contact:

Deb Peschon, District Office
Pipestone Area Schools, ISD #2689
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