

POLICIES AND PROCEDURES

Copies of all school district policies are available at www.priorlake-savage.k12.mn.us
Policies and procedures include but are not limited to the following:

- ◆ Use of tobacco products is prohibited on school district property including buildings and grounds, as defined in Policy 902.1.
- ◆ Possession or consumption of intoxicating beverages or illegal substances in any form is prohibited on school property including facilities and grounds, as defined in Policy 902.1.
- ◆ If fire alarm sounds in any area of a building the entire building must be evacuated according to evacuation maps posted in each room near exits.
 - ◆ If alarm sounds related to tornado warning the entire building must take cover in nearest location as indicated on maps posted in each room.
 - ◆ Consumption of food (including snacks and refreshments) in school facilities is allowed in designated areas only, which does not include instructional areas, gymnasiums, auditoriums, and other special use rooms, as defined in Policy 902.
 - ◆ Disorderly conduct is prohibited and punishable by ejection from the facilities or grounds. This includes



inappropriate communication and disrespect for authority, building monitors and/or custodians by group leaders or participants of a group as defined in Policy 903. The proper authorities may be notified, including law enforcement to intervene.

- ◆ Facility user groups should check permanent equipment and condition of room (s) at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or the building monitor immediately. If any damage is noticed after a group has used the district facility, grounds or equipment, the group will be held responsible for the cost of repair or replacement of any items damaged, lost or stolen from school district property. Facility user groups will be responsible for leaving the facilities and property in the same condition as upon arrival (including returning furniture to original configuration and any other clean up needed).
- ◆ To preserve the school district's gym floors, soft-soled shoes are recommended. Removal of non-soft soled shoes is requested prior to entering the gymnasiums.
- ◆ Parking is allowed in designated areas only. Driving of autos and other vehicles is restricted to roadways surfaced with blacktop or gravel. The driving or parking of autos and other vehicles on lawns, athletic fields or other grass surfaced or landscaped areas is prohibited.



Supervision—Facility user groups receiving approval to use district facilities, grounds and equipment are responsible for ensuring adequate supervision of the approved activity.

- For safety reasons no children will be allowed entrance to a building until a responsible adult is in attendance.
- The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until he/she is certain that all members of the group are out of the building and picked up.
- The adult responsible for the activity is accountable for the conduct/behavior of both participants and spectators, enforcing rules and regulations as well as restricting group activity to the areas listed on the facility use application. All children must be under direct parental/leadership supervision. Running or ball play is not permitted in hallways and lobbies.

POLICIES AND PROCEDURES

Why do community groups pay to use school facilities?

Access to facilities involves added costs such as utilities, cleaning, consumable supplies, and additional wear and tear.

Where does the revenue from facility rental go?

The revenue is used to offset utilities and personnel costs.

If the school district cancels school, will the buildings be closed?

When the district closes schools due to inclement weather or building emergencies, all facility use activities are canceled and there will be no charges for that day.

Please visit our website:

www.priorlake-savage.k12.mn.us/community/facility-use-rental

Email: facilityuse@priorlake-savage.k12.mn.us



A Program of Community Education Services

PRIOR LAKE-SAVAGE
AREA SCHOOLS

Community Use of School Facilities



4540 Tower Street SE

Prior Lake, MN 55372

952-226-0095

facilityuse@priorlake-savage.k12.mn.us

Scheduling Process

Facility user groups or individuals interested in using district facilities, grounds or equipment are required to obtain prior approval by means of a *Request for Use of District Facilities Form*.

Forms are available online at:

www.priorlake-savage.k12.mn.us/community/facility-use-rental

- ◆ Requests should be made at least seven (7) business days prior to anticipated use. Upon receipt of the request, the space will be verified for availability according to policy. If approved, an e-mail confirmation will be sent along with an estimate of costs.
- ◆ By accepting a permit for use of a school facility, the applicant agrees to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement and to comply with all rules and regulations regarding the use of school facilities.
- ◆ Use of district equipment must be applied for at the same time the request form is submitted. Only equipment that is specified and approved on the request can be used. Approval must be given for equipment or decorations brought into the facility. Equipment and decorations should be removed immediately following an activity. Groups using the schools will not be allowed to store materials or equipment in the school.



Facility Use Fees

<u>Hourly Rates</u>	<u>Priority 1</u>	<u>Priority 2</u>	<u>Priority 3</u>	<u>Priority 4</u>
Classroom	NC	\$8.00	\$18.00	\$35.00
HS Lecture Hall	NC	\$19.00	\$39.00	\$70.00
HS Commons	NC	\$20.00	\$42.00	\$78.00
Media Center	NC	\$13.00	\$30.00	\$59.00
Gyms	NC	\$13.00	\$32.00	\$65.00
Gyms (HS, TO Jerabek)	NC	\$23.00	\$55.00	\$105.00
Multi-Purpose Room/ Cafeteria	NC	\$13.00	\$39.00	\$67.00
Auditorium (TO-Seats 299)	NC	\$23.00	\$42.00	\$94.00
Auditorium (HS-Seats 650)	NC	\$35.00	\$100.00	\$155.00
Swimming Pool Twin Oaks-6 Lanes	NC	\$25.00	45.00	\$70.00
Swimming Pool Hidden Oaks-8 Lanes	NC	\$30.00	\$55.00	\$85.00
Hidden Oaks-Diving Well	NC	\$5.00	\$10.00	\$30.00
Dan Patch Stadium/Laker Field	NC	\$60.00	\$120.00	\$200.00
Fields/Tennis Courts (per school)	NC	NC	\$50/day	\$100/day

INSURANCE REQUIREMENTS

Groups or individuals using district facilities or grounds may be required to furnish a certificate of insurance for liability limits for no less than \$1,000,000 per occurrence naming the District as an additional insured. Insurance may be in the form of a "blanket" policy or a certificate for onetime events. Proof of Insurance must be provided before the event can take place. The applicant and/or organization agrees to hold harmless the District from any expenses or costs in connection with the use of school facilities and grounds.

Priorities for Scheduling Facilities

Priority 1—Refers to the programs and activities of the Prior Lake-Savage Area School District. Parent organizations or other organizations whose sole purpose is to support the school district. Also, refers to municipal, township, or county government informational meetings or activities such as public hearings, caucuses or election polling locations.

Priority 2—Refers to local non-profit organizations composed of at least 75% of school district residents and organized to promote activities for youth.

Priority 3—Refers to local non-profit adult and religious organizations. The groups must be composed of at least 75% of district residents.

Priority 4—Refers to for profit businesses, educational institutions or non-profit organizations located outside of the school district.



Additional Fees:

- ◆ Sales tax will be billed according to state of Minnesota policies to facility groups or individuals renting facilities that are not tax exempt. This is applicable to rental fees only.
- ◆ Garbage/maintenance: A fee of \$150 will be charged for large events or tournaments.
- ◆ Snowplowing: Charges may apply for use on the weekends or holidays when schools are closed.
- ◆ Field lights: Use of field lights will be charged at \$20/hr.
- ◆ Red Cross Certified Lifeguard (s) must be on duty during pool rental periods for each pool in use. Lifeguard (s) must be hired through the Aquatics Coordinator and fees will be billed to the facility user group at the current hourly rate. See regulations for pool Addendum B.
- ◆ Facility user groups that use the fields and tracks may be assessed a custodian fee for grooming, clean up of trash and garbage left on the grounds, chalking of fields and any other unforeseen costs due to the use. Weekend or off-season field grooming may be an additional charge.
- ◆ School trained personnel must be hired to operate special equipment such as soundboards, lighting boards and spotlights as needed in the auditoriums. School district trained personnel will be billed to the facility user group at the current hourly rate.