

Southern Plains Use of School Facilities

"The school facilities belong to the public and should be shared by the community."

PRIORITIES FOR FACILITY USAGE:

The following priorities shall be considered in scheduling the use of school facilities:

1. Educational functions of the Cooperative
2. Activities of the agency renting the facility to the cooperative
3. Public school-related activities
4. Public school-related organizations
5. Non-educational activities and organizations

APPLICATION PROCEDURES

- 1) A request to use a building or specific facility in a building and/or grounds in a Southern Plains office shall originate with an application obtainable from the Alternative Programs Secretary or Southern Plains Office Coordinator (hereinafter "Secretary").
- 2) The Secretary will place this on the shared calendar for that building.
- 3) Formal building use agreements shall be arranged by the Secretary and signed by an authorized representative of the organization requesting the facilities.
- 4) The agreement shall list equipment to be utilized by the using organization, which is responsible for rental and replacement or repair costs in the event of damage.
- 5) A Certificate of Insurance may be required by groups using school facilities.
- 6) The Cooperative reserves the right to refuse the use of school facilities when it has been determined that such use is not in the best interest of the cooperative or is not in accordance with school programs.
- 7) All property is tobacco, alcohol and drug free. This applies to building and grounds. Groups using school facilities shall observe the regulations of the State Fire Marshall.
- 8) It may be necessary, on occasion, to pre-empt usage for school requirements. As much advance notice will be given as possible.

SUPERVISION

Groups shall provide a qualified leader or instructor whose name appears on the application and is approved by the Director.

- A. Supervision responsibility of the renter or user:
 1. The supervisor shall be present at the time the group or organization first enters the building, and shall also check the facility before leaving when the activity has been completed.
 2. The supervisor or his/her designee shall be present during the entire time the facility is being used.
- B. The following rules shall be observed with the supervisor being held responsible for their enforcement:
 1. Disorderly conduct of any kind is prohibited and punishable by ejection for the building and grounds.
 2. Any damage to facilities or equipment shall be reported immediately to the authorized school supervisor on duty.
 3. All areas rented in the facility are to be left in the same orderly condition as they were found.
 4. The supervisor will ensure the individuals only enter the area specifically agreed to on the specific date(s) agreed. The supervisor will ensure individuals do not enter other parts of the building or at other times outside of the agreement.
- C. The Cooperative reserves the right to provide its own supervision at the user's expense.

LIABILITY OF USERS

- 1) The Cooperative reserves the right to require a damage deposit paid prior to use.
- 2) The applicant using the building or facility shall agree to assume full liability for injury to persons and damages to property during the time that the building is being used under the agreement.
- 3) Responsibility for loss, breakage, or need of repair, wholly or in part, of any piece of equipment, bleachers, or grounds, rests solely with the instructor or leader in charge, who shall report this to the Secretary and Director. Cost shall be paid by the organization or group holding the activity.
- 4) To protect the cooperative and the renting organization, liability insurance may be requested by the renter in the amount of at least \$300,000 bodily injury and \$50,000 property damage. If requested, proof of this liability insurance shall be in the business office prior to the use of the building.

FEES

Rental charges shall be made in accordance with the following schedule. Payment should be made to Southern Plains Education Cooperative 201 E Third Street, Fairmont, MN 56031 within 30 days of facility use.

Additional charges will be made for service fees, equipment use, and unforeseen expenses when these are incurred by the cooperative during the use of school facilities.

Rental Fees and Charges:

Custodial Services	\$ 35/hr
Building Supervisors	\$ 27/hr
Food Service Personnel	\$ 25/hr

Equipment Fees:

Microphone	\$ 10
Projector	\$ 10
Computers	\$ 10/hr

Rates: Gym	\$20/hour
Cafeteria	\$10/hour
Cafeteria & Kitchen	\$20/hour
Conference Room	\$10/hour
1-2 Classrooms	\$10/hour
3+ Classrooms	\$20/hour

**Southern Plains Education Cooperative
Facility Use Request**

Name of Group: _____ Event/Purpose: _____

Area Requested (if this is a classroom, please describe the type of room or room setup): _____

Date(s) Requested: _____

Contact Person: _____ Phone Day _____ Eve _____

Mailing Address: _____

Time building is to be open: _____ Activity begins at: _____ Ends _____

Supervisor in charge: _____ Approx. number attending: _____

Admission: (check one) Free _____ Donation _____ Admission _____

Equipment needed: check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Chairs (# _____) | <input type="checkbox"/> Tables (# _____) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Portable microphone | <input type="checkbox"/> Sound system | <input type="checkbox"/> Projector screen |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Locker Room | <input type="checkbox"/> Classroom(s) |
| <input type="checkbox"/> other (must specify) | | |

Additional Requests:

This permit issued subject to emergency conditions and restrictions that might later be imposed by events beyond our control. In accepting this permit, said: _____ agrees to conform to the rules and regulations as issued by the Board of Education. The individual or organization making use of any building shall agree to indemnify the cooperative for any and all damage to the school or other property by any person or persons attending the event, and likewise, the cooperative against all liability and all damages to any person or persons for injuries, including death. Responsibility for loss, breakage, or need of repair of any piece of equipment rests solely with the supervisor in charge, who will report same to the Director of the Cooperative.

Individuals agree to utilize the building only during the times identified in this agreement. Additional times must be arranged with the building Secretary. Individuals utilizing the building will only access the areas specifically identified and the restrooms within that area. The supervisor is responsible to ensure individuals do not access other portions of the building.

(signature)

I. Determination by Director or designee: _____

(signature)

Approved for Use Not Approved

II. Cost of facility:

Rental:	_____
Services: _____ hrs @ _____/hr	_____
Equipment: _____	_____
Scheduling Fee	\$20.00
Total cost:	_____

Date: _____

Agreement: _____
(signature)