

The Board of Education believes that the public schools are owned and operated by and for its patrons and that the school becomes an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent.

The following rules must be observed in the use of school facilities, and the group leader will be held responsible for compliance. Students must be supervised by an adult at all times. Adults and students must follow all school rules at all times.

1. There will be a penalty determined by the Director of Community Education and the Superintendent for groups/individuals using school facilities without having obtained a Facility Use contract.
2. Use Permits will be issued only for the dates, hours, areas and equipment specified. Permit Holders shall not transfer or sublet the permit to another organization.
3. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility to include paying for any damage to equipment or facilities. Supervision must be in place before all participants arrive and until all participants have left school grounds.
4. Groups will provide responsible supervision of the entrance area of the building for their activities at the beginning and end of the scheduled event(s).
5. Permit users and participants are not allowed access to other areas of the building.
6. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to the School District and sent to the Community Education office upon receipt of invoice. Custodial overtime will be added when it is required.
7. The use of tobacco in any form is prohibited in school district facilities or grounds.
8. Possession or consumption of intoxicating beverages or illegal drugs in any form in or on school premises is prohibited.

9. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.
10. Food and drink must not be used in the classrooms, gym or theater. Beverages will be allowed in the gym for players, coaches and fans that purchase their beverage from the concession stand.
11. Buildings must be vacated by the time indicated or additional charges may be assessed.
12. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced
13. Rooms and areas used must be left in an orderly condition. Please wash classroom boards, close all windows, place garbage cans (cans with soiled garbage) in hall, turn off lights, and lock room if applicable. All equipment should be returned to its original location.
14. The applicant may be requested by the school district to provide a certificate of liability and property damage insurance in the minimum amount of \$500,000 combined single limit coverage.
15. Groups or individuals that do not follow this policy will face sanctions which could include, but not limited to, loss of privileges to use the facilities, fines, and and student discipline outlined the the High School Handbook.

The Director of Community Education and/or Activities Director may cancel a permit effective immediately if, in his or her judgment, a continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard equivalent to that generally accepted in the community.

General Guidelines

- The school building is open for use from 6:00 AM to 9:00 PM Monday- Friday and 8:00 AM- 8:00 PM on Saturday and Sunday.
- The building is not open for facility use on any holidays recognized by the school district or days adjacent to holidays should the request provide scheduling issues for the custodial department.
- Facility Requests for youth sports organizations will be run through one contact person who works on behalf of the entire youth organization. The organization shall disperse the hours of use to the entire organization.
- No activities will be scheduled in the cafeteria with flying objects. No sports utilizing balls shall be permitted.
- No activities will be scheduled in the varsity gym using bats, clubs, or sticks.
- All requests for facility use must be made at least 72 hours prior to the event.

- Groups III and IV must pay a \$25 processing fee for each facility use request.
- A \$5 fee will be charged to any permit that is changed after it has been processed by the community education office.
- The fee payment should be done within three business day and paid to the Community Education Office.

Fee Guidelines

The following categories indicate those groups who may not be required to pay a rental fee for use of school facilities. **NOTE:** *Any group in the “non fee based” category who sponsors an event that charges an admission price or charges a fee for participation will be considered Fee Based for that event. (Example: Hoops Club is considered “non fee” for practices, but would be considered “fee based” for tournaments at which a team entrance fee and/or admission fee is charged.)*

Priority I

All regular Pre-K through grade 12 school activities and extracurricular activities such as musical events, athletic events, school activities, staff meetings, board meetings, parent advisory meetings, staff development, special hearings, administrative meetings and community education programs. Priority I group is non fee based.

Priority II

Tax supported public agencies operating within District 99 that are not fee based. This would include public hearings, employee relations, police and fire departments, and non-fee based recreation activities. Priority II groups are scheduled after all Priority I groups have been scheduled.

Priority III

Esko youth sports associations which provide proof of insurance and sign an indemnification clause holding the district harmless for actions arising from the use of the facility. Priority III permits must be scheduled by one representative from the youth sports organization. Requests for facility use will be considered after all Priority I and Priority II activities are scheduled.

Priority III These organizations will be granted facility use during their main seasons, in some cases the activity has a separate rental agreement. Time outside of their contracted or specified season will be at the discretion of the Community Education Director. Because space is limited, the CE Director will work to meet the needs of each group. The CE Director will assign additional time if possible. They will follow our schedule conflict process outlined in this policy. The District is not obligated to meet all of the requests. The organization may be charged a rental fee for the space requested. The fee would follow the rental costs identified in this policy. The Community Education Director will determine fees on a case by case basis.

Priority IV

All other groups and businesses pay fees on the fee schedule for rental. Priority IV groups are scheduled after all the needs have been met for Priority I, II, and III.

- All requests for facility use must be made at least 72 hours prior to the event.
- Groups III and IV must pay a \$25 processing fee for each facility use request.
- Groups III and IV will be charged a \$5 fee for any permit that is changed after it has been processed by the community education office.

Facility Rental Fee Schedule

Facility	Non- Fee Based* Hourly	Non-Fee Based Daily (8 hrs.)	Fee Based* Hourly	Fee Based Daily (8 hrs.)	
Classroom/ Board Room	\$20.00	\$80.00	\$40.00	\$160.00	
Theater	\$30.00	\$120.00	\$60.00	\$240.00	
Cafeteria	\$25.00	\$100.00	\$50.00	\$200.00	
Blue Gym	\$35.00	\$140.00	\$70.00	\$280.00	
Clock Lobby/HS Entrance	0	0	0	0	With Permission
Varsity Gym	\$35.00	\$140.00	\$70.00	\$280.00	
Kitchen	\$20.00	\$80.00	\$40.00	\$160.00	Must have district kitchen staff member present. Paid by the organization.
Concession Stand		School Group \$125.00		Non school Group \$250.00	Must have district staff member present

Community Ed Sound Speaker		\$50.00		\$50.00	
Theater Sound System		\$20 plus the Hourly Rate of a Staff member to run the equipment		\$40 plus the Hourly Rate of Staff member to run the equipment	Must pay staff from the approved list kept by the Superintendent (\$20p/h)

* Non- Fee based indicates that participants are not being charged an entry fee or admission to the event.

* Fee based: This is any group that charges participants fees or admission for their activity. This would include organizations that take in donations or offerings.

*Summer Extra-curricular and school sponsored associations and activities: The facility fee will be determined by the Activity and Community Education Directors and approved by the Superintendent. The fee will be based on the league; costs, profits, total number of teams, total number of sessions the league offers and the amount of resident/non-resident participants.

*Civic Groups: These groups are government entities. These groups will not be charged a fee for using the facilities. This would include the Boys and Girl Scouts.

Field Rental

All rules pertaining to rental of school building facilities also apply to field rental and use.

Field	MSHSL Teams	Non MSHSL/Non Youth
Turf Field	\$800.00	\$1600.00 + \$1000.00 deposit
Locker Room	\$100.00	\$200.00
Community Room	\$100.00	\$200.00
Hourly field Use*	\$50 + \$25 for lights	\$100 + \$25 for lights

Field Rental: Youth Groups

Youth groups consist of any youth sports organizations outside of District 99. Youth sports organizations inside of District 99 waive fees.

Turf Field	\$400.00
Locker Room/Press Box/Scoreboard	\$200.00
Hourly Field Use*	(No lights)
Community Room Only	\$100.00

*Hourly rates apply when there are no fans or officials. This would typically be a practice time.

Event Supervisor

The District reserves the right to hire an Event Supervisor and Security Personnel at cost to the permit holder. The fees are as follows:

\$75- up to 3 hours \$10 each additional hour

Security

The District reserves the right to hire an Event Supervisor and Security Personnel at cost to the permit holder. The fee will be determined by the agency providing the security personnel.

Extras

All game officials and workers provided and paid for by the renting group. Scoreboard and sound system operator must be a trained individual from the list managed by the Activities Director.

Miscellaneous

- Set-up and/or takedown fees will be charged if the custodial or other staff is required to set up or move equipment within the facility for a meeting (i.e. arrange chairs, set up overhead, TV/VCR, bring in podium, microphones, etc.). Set-up services will be a minimum charge of \$25. Set-up and/or takedown fees are in addition to custodial services.

- Event rates will be determined on an individual basis. A district “Event Supervisor “ may be assigned. Charges for custodian, technician, and event supervisor will be added to the event’s fees.
- Additional charges may be levied for any damages to building or equipment (i.e. nets, backboards, desks, chairs, etc.)

Schedule Conflicts

- It is imperative that all coaches and advisors be aware of the importance of scheduling school facilities through the Community Education and Athletic Director’s Offices. School personnel who reserve space should make every effort to use the facility as requested, or notify the District that the event has been cancelled and the space is open for use for other groups. Failure to follow this guideline may result in denial of future requests.
- The activity venues contained in the school facility were designed and built for specific uses. Schedule conflicts should be resolved with this objective in mind.
- Schedule Priorities for school usage of facilities and equipment are as follows:
- First Priority: School activities (curricular, extra-curricular, and Community Education)
- Second Priority: Community Recreation Activities
- Third Priority: All other groups and organizations not mentioned above shall be on a first come, first served basis (scouts, churches, private, etc.)
- In the event of a schedule/facility conflict, the Activities Director and Community Education Director will resolve the conflict (using the priority list above as a guideline) with the intent of supporting all groups and programs.

Concession Guidelines

Esko Junior and Senior High Activities:

1. The concession stand will be run by the school district.
2. The Activities Director is responsible for the operations of the concession stand.
3. If the school is not offering a concession stand for a school activity, a group may request to sell concessions as a fundraiser, This process includes completing the fundraiser request form, sending it to the Principal for their approval and then the form is placed on the Board Agenda for Board approval. The Superintendent’s Assistant can be contacted to determine if a fundraiser was approved.
4. Any unapproved fundraising groups would not be able to use the district concession stand.

Youth Association & Non School District Groups:

A group that has been approved by the Community Education Director may sell concessions at their event as long as the guidelines are followed.

1. All items sold in the concession stand must be provided by the vendors approved by the concessions manager and will be posted on the wall of the concession stand.
2. School sponsored groups hosting a small event may sell concessions outside of the school designated concession stand free of cost, but must use the vendors on the approved vendor list. No items can require cooking. School pop machines will not be turned off for small events and sales from the machines can not be prohibited during the event. Profits from the sales will go directly to the group organizing the sale.
3. School sponsored groups hosting a large event may sell concessions using the school designated concession stand provided they hire a school district concession worker to manage the concession stand for the day and pay the hourly rate for the worker. The group must provide additional workers at no cost to the district. The group will pay \$100 concession stand fee. The group must provide their own items for the sale but must follow the vendor approved list posted in the concession stand. The group will first pay the wage for the concession worker and the facility use fee before taking profits for their group.
4. Non school organizations must use the designated concession area with the following guidelines: The group will request a school district concession worker worker to manage the concession stand for the day and pay the hourly rate. The group will provide additional staff at no cost to the district. The group will pay \$200 for use of the concession stand. The group will provide their own products for the sale but follow the approved vendor guidelines posted in the concession stand. The group will first pay the designated school worker and the facility use fee before taking the profits for their group.