

Adopted: December 10, 2024

ISD 100 Wrenshall Policy 902.1

Revised: _____

902.1 Community Use of School Facilities

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

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

The following rules must be observed during any use of school facilities and the group leader will be held responsible for compliance. Students must be supervised at all times. Adults, children and students must always follow all school rules.

1. There will be a penalty determined by the Community Education Coordinator and the Superintendent for groups/individuals using the 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 (but not limited to) paying for any damage to equipment or facilities. Supervision must be in place before any participants arrive and until all participants have left the facilities.
4. Groups will provide responsible supervision of the entrance area of the building for their activities at the beginning and end of all scheduled events. At the conclusion of the event, the group is responsible for making sure the building is secure. Groups will be charged a fee to be determined by the Community Education Coordinator if the building is left unsecure.
5. Permit users and participants are not allowed to access other areas of the building. Failure to comply with this will result in the group being charged for any additional spaces that were used.
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 the invoice. Custodial overtime will be added when necessary (this includes groups that fall in Categories I and II).
7. The use of tobacco in any form is prohibited in school district facilities and grounds.
8. Possession or consumption of intoxicating beverages, THC or illegal drugs in any form in or on school premises is prohibited.
9. Disorderly conduct is prohibited and punishable by ejection from school premises.
10. Food and drink may not be used in classrooms, gyms or the library without written permission from the Community Education Coordinator. Food and beverage will be allowed in the gym for fans that purchase their beverage from the concession stand. Water is exempt from rule.
11. Buildings must be vacated by the time indicated on the permit 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 fashion. Please clean up after the events. Close all windows, place garbage cans in the hall, turn off lights and close all doors. All equipment must 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 may face sanctions which could include, but is not limited to, loss of privileges to use the facility, fines, and student discipline outlined to the Student Handbook.
16. The signing party must familiarize themselves with the Wrenshall Crisis plan and be ready to enact it during their event. A copy of the plan will be provided by the school district.

The Community Education Coordinator, Principal and or/Superintendent may cancel a permit effective immediately if, in his or her judgment, a continuation would be potentially harmful and/or dangerous because the program and/or its participants' actions are not following the rules set forth in this policy.

General Guidelines

- The building is open for use from 6:00 a.m. to 9 p.m.
- The building is not open for facility use on any holiday recognized by the district or days adjacent to holidays should the request provide scheduling issues for the custodial department.
- Facility requests for youth sports organizations will run through one contact person who works on behalf of the entire youth organization. The person organizing the event will disperse the information in this policy to the entire organization.
- No activities will be scheduled in the cafeteria, library and commons with flying objects. No sports utilizing balls will be permitted in these areas.
- No activities will be scheduled in the gym using bats, clubs or sticks. Absolutely no batting may take place inside the building.
- All requests for facility use must be made at least 72 hours prior to the event.
- Categories III and IV must pay a \$25 processing fee for each facility use request.
- A \$10 fee will be charged to any permit holder that is changed after it has been processed by the Community Education Coordinator.
- Payment for the event must be received at least one business day prior to the start of the event. Failure to pay will result in the cancellation of the permit.

Fee Guidelines

The following categories indicate priority for building use and which organizations will be required to pay for building use.

Category I

All regular Pre-K through grade 12 school activities and extracurricular activities such as musical events, athletic events (that are listed in the Wrenshall/Carlton Raptors Cooperative Agreement or under MSHSL), sports practices, staff meetings, school activities, board meetings, parent advisory meetings, staff development, special hearings, administrative meetings, community education programs and PIE.

Category I is a non-fee based group and will not be charged a rental fee so long as they can handle the event without additional support (this includes locking, unlocking, setting up and cleaning up after the event).

Category II

Tax supported public agencies operating within District 100 that are non-fee based. This would include public hearings, candidate forums for the school board, police and fire departments and non-fee based recreational activities. Boy Scouts, Girl Scouts and Raptors Elementary Basketball are included in this category. Category II groups will be scheduled after Category I groups have been scheduled.

Category II is a non-fee based group and will not be charged a rental fee so long as they can handle the event without additional support (this includes locking, unlocking, setting up and cleaning up after the event).

Category III

Youth sports organizations not listed in Categories I and II which provide proof of insurance and sign an indemnification clause holding the district harmless for actions arising from the use of the facility. Category 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 groups are scheduled. The district is not obliged to meet all requests from this category.

Category III events will pay fees according to All category III events must have an event manager onsite that is paid for by the organization renting the space.

Category III will pay fees listed on the following pages.

Category IV

All other groups, businesses and private events. Requests for facility use will be considered after all Priority I, Priority II and Priority III groups are scheduled.

Category IV will pay fees listed on the following pages.

Facility Rental Fee Schedule

Categories I and II do not pay according to this schedule, but may be required to pay staff overtime, event manager fees or fees determined by the Community Education Coordinator at the time the Facility Use Contract is signed.

Wrenshall Facility Use Fees

Facility	Hourly Fee	Daily Fee (8 Hours)	Additional Requirements
Family and Consumer Science Room	\$30	\$120	
Library	\$50	\$200	The use of computers is not included in the rental.
Cafeteria	\$50	\$200	

Multi-Purpose Room	\$50	\$200	
Main Gym	\$70	\$280	The scoreboard and sound system may be used by the organization so long as it is used by someone trained in using the system. If the school must provide a person to run these systems, additional fees will be assessed.
Commons	\$50	\$200	
Kitchen	\$40	\$160	Must have a district kitchen staff member present. Paid for by the organization.
Football Field	\$40	\$280	

Event Manager

The district reserves the right to hire an event supervisor for any of the priority groups. The Event Manager will be paid for by the permit holder. The fees are as follows:

Up to Three Hours - \$75. \$18 per additional hour.

Security

The district reserves the right to hire event security for any of the categories. The security will be paid for by the permit holder. The fees are as follows:

Up to Three Hours - \$75. \$18 per additional hour.

Miscellaneous

- Setup and/or takedown fees will be charged if custodial or other staff is required to set up equipment within the facility for the permit holder. Setup services will be a minimum charge of \$25. Setup and/or takedown fees are in addition to custodial services.
- Event rates will be put on the facility use agreement and all additional charges (including, but not limited to, Event Manager, security and setup/teardown fees) will be listed on the contract prior to signing.
- Additional charges may be levied for any damage to the building or equipment after the event.
- Wrenshall does not rent or borrow its tables or chairs for events off school grounds.

Schedule Conflicts

- It is imperative that all coaches and advisors be aware of the importance of scheduling school facilities through the Community Education Coordinator. School personnel who reserve space should make every effort to use the facility as requested or notify the district that the event has been canceled. Failure to follow these guidelines may result in the 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 are in order of category groups: category I being scheduled first and category IV being scheduled last.
- In the event of a scheduling conflict, the Community Education Coordinator will resolve the conflict (using the priority list) with the intent of supporting all groups.

Concession Guidelines

- The concession stand will be run by the school district.
- The senior class is responsible for the operation and maintenance of the concession stand.
- The senior class has the right to sell concessions at all events taking place within the school facilities.
- If the senior class does not wish to operate the concession stand during a facility rental, the permit holder may request to sell concessions as a fundraiser. This must be approved by the principal at least one business day before the event.
- Permit holders approved to sell concessions may not use the concession stand. Instead, they may sell concessions on a tiled surface outside of the school's designated concession stand. No items may require cooking. The group is responsible for the cleanup of any mess created by their concessions, which includes the cleanup of popcorn on floors. Any exceptions to this rule must be approved in writing by the Community Education Coordinator in advance.
- School beverage machines will not be turned off during events and sales from the machines cannot be prohibited during events.