Hayfield Community Schools

9 Sixth Avenue SE, Hayfield, MN 55940
http://www.hayfield.k12.mn.us

Mission: *To provide a safe learning environment that prepares, challenges, and inspires students for life*

PROCEDURES FOR FACILITY USE

Hayfield Community Schools ISD #203 encourages the citizens of the district to use one of the community's greatest assets, the school building and facilities. The Hayfield Community School Board recognizes that the school facilities represent a highly valuable asset for the development and the enrichment of both school and civic life of the communities in the Hayfield School District. Cooperation is pledged by the school board in the promotion of activities, which appear to be in the best interest of the school district and community. It must be realized that there are costs involved in the use of facilities; and therefore, the following procedures are intended to deal with the use and expense in a fair and consistent manner.

Rules and Regulations

1. Regular school activities and organizations of the school have first priority in the use of the facility.
2. Furniture and equipment owned by the district must not be moved without prior approval.
3. A trained district employee must be on duty whenever the sound/lights are used. The services of sound and light personnel are not included in the rental agreement.
4. Outside groups wishing to use the kitchen facilities must have a food services employee on duty. The costs of this employee is in addition to the rental agreement.
5. The district does not rent out or supply equipment for use by the public (ie., sports equipment, electronics, furniture, etc.).
6. Outside doors will not be propped open or left unsecured.
7. Renters must clean up after themselves and return the room/facility to its original order.
8. Equipment brought into the building must have prior approval and must be removed immediately following the activity.
9. Users of the facility agree to assume all responsibility for damages and expenses.
   a. Users agree to indemnify and hold harmless the district for any and all damages by any person or persons attending the event and likewise the school district against any and all liability including legal fees, and any and all damages to any person or persons.
   b. Users agree to show evidence of insurance for activity.
10. State and local ordinances and laws pertaining to use of public buildings and facilities must be observed.
    a. Gambling (pull-tabs, e-gambling, etc.), smoking, and drinking/possession of intoxicants is prohibited in all school buildings and on all school grounds.
    b. Open flames (including candles), guns, knives, weapons and any other hazardous materials of any description are prohibited.
11. All facility requests must be submitted and approved at least one week in advance of the activity or event.
12. No rentals are accepted for longer than one year in advance for a single event or 4 months in advance for recurring events.
13. Renters with facility rental balances 30 days overdue will not be allowed to use or reserve additional facility space until the bill is paid in full.
14. ISD #203 reserve the right to deny access to any group based on prior actions of that group or pay history of which would not be in the best interests of the district.
15. The school district reserves the right to cancel or change dates in the event the facilities are needed for school and/or community education activities.
16. All activities will be cancelled if school is closed for weather and/or emergency reasons.

My signature indicates that I have read and I understand the Procedures for Facility Use.

_____	_____
Printed Name	Organization
_____	_____
Signature	Date

Belinda Selfors, Superintendent x225

Hayfield High School: 507-477-3235 Fax 477-3230
Hayfield Elementary: 507-477-3236 Fax 477-3204

John Howe, PreK-12 Principal x279
Grant Klennert, PreK-12 Administrative Intern x224

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Classification of Fees

1. Class I
   Free use for activities scheduled during regular Monday – Friday hours
   a. School organizations, co-curricular and extra-curricular events and tournaments for grades 7 through 12
   b. Community Education activities
   c. Summer Recreation programs and activities
   d. PIE groups
   e. District or school-recognized booster group activities
   f. Local, state, and national election polls and caucuses
   g. Board of Education activities
   h. Essential services (ie., law enforcement and/or public safety drills for the benefit of ISD #203)
   i. District or school affiliated organizations in which the school district is a member and dues are paid from district funds
   j. Athletic/Activity camps run by head coaches employed by the district
   k. In-season youth programs run by head coaches
   l. Academic clubs and/or Fine Arts activities sponsored by the ISD #203 and/or ZED

2. Class II
   a. Hayfield community-based youth groups or youth sports teams that are not affiliated with the district's membership in the Minnesota State High School League with 100% of the participants from the ISD #203 school district.
   b. Resident adult recreation and resident adult non-profit activities.
   c. Activities held outside of normal weekday custodial hours sponsored by PIE.
   d. Activities held outside of normal weekday custodial hours sponsored by district or school-recognized booster groups.

3. Class III
   a. Non-profit groups serving youth of ISD # 203
   b. City park and recreation programs that are not affiliated with the school district
   c. Residents of the district

3. Class IV
   a. Government agencies serving ISD # 203
   b. Citizen and civic groups (Lions, Legion, etc.)
   c. Religious and church organizations
   d. Charitable organizations

4. Class V
   a. Non-residents of the district
   b. Non-profit groups not located in ISD #203
   c. Civic organizations not located in ISD #203
   d. Athletic or student groups with less than 100% of ISD #203 students on the roster
   e. For-profit organizations and/or private groups which provide educational, civic, recreational, or charitable activities
   f. Any non-school related activity that is charging an admission fee and/or attempting to profit from the activity
   g. Individuals, private agencies, companies and vendors that use district facilities for commercial purposes of profit
   h. Programs or activities sponsored by a post-secondary technical college or university

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Fee Schedule

1. Class I
   No fees will be charged for any groups using the facility during normal weekday custodial hours.
   MSHSL and school-sanctioned extra-curricular activities are exempt from fees for all weekday and weekend events.

2. Class II
   Hayfield community-based youth groups or youth sports teams that are not affiliated with the district's membership in the Minnesota State High School League with 100% of the participants from the ISD #203 school district will have access to the facility during normal weekday custodial hours and on Sundays from October 1 through May 1 from 12:30 to 5:30 p.m.
   a. Fees for usage of the facilities for the duration of the dates and times listed above will be based on the number of participants in the group. A roster of participant names and home addresses must be provided to the district. The fee per participant will be $10.00 (one-time fee per sport).

   Students and community members who are participating in "Open Gym" activities on Sundays from October 1 through May 1, the one-time fee for usage will be $10.00.

   For resident adult recreation or resident adult non-profit activities, the group will have access to the facilities during normal weekday custodial hours. The fee for usage will be as follows.
   a. A roster of participant names and home addresses must be provided to the district. The fee per participant will be $10.00 (one-time fee per sport).

   For all groups in this classification, fees for using the facility outside of normal weekday custodial hours and/or outside of the specific purposes listed above are as follows.
   a. A rental fee of $5.00 per hour will be assessed for each facility used outside of normal weekday custodial hours and/or outside of the specific purposes listed above.
   b. Fees will be assessed for a site supervisor at a rate of $20.00 per hour.
   c. Facilities will be opened and accessible at 7:00 a.m. for weekend events.
   d. Fees for custodial services will be assessed separately.
   e. Fees for access to food service facilities and personnel will be assessed separately.
   f. Fees for light and sound technician will be assessed separately.

3. Class III
   A rental fee of $5.00 per hour will be assessed for each facility used during the week and for all weekend events (ie., gym and cafeteria are considered two facilities).
   Additional fees will be assessed as outlined below.
   a. Fees will be assessed for a site supervisor at a rate of $20,00 per hour.
   b. Facilities will be opened and accessible at 7:00 a.m. for weekend events.
   c. Fees for custodial services will be assessed separately.
   d. Fees for access to food service facilities and personnel will be assessed separately.
   e. Fees for light and sound technician will be assessed separately.

4. Class IV
   A rental fee of $10.00 per hour will be assessed for each facility used during the week and for all weekend events (ie., gym and cafeteria are considered two facilities).

   Additional fees will be assessed as outlined below.

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a. Fees will be assessed for a site supervisor at a rate of $20.00 per hour.
b. Facilities will be opened and accessible at 7:00 a.m. for weekend events.
c. Fees for custodial services will be assessed separately.
d. Fees for access to food service facilities and personnel will be assessed separately.
e. Fees for light and sound technician will be assessed separately.

5. Class V
A rental fee of $25.00 per hour will be assessed for each facility used during the week and for all weekend events (ie., gym and cafeteria are considered two facilities).
Additional fees will be assessed as outlined below.
   a. Fees will be assessed for a site supervisor at a rate of $20.00 per hour.
   b. Facilities will be opened and accessible at 7:00 a.m. for weekend events.
   c. Fees for custodial services will be assessed separately.
   d. Fees for access to food service facilities and personnel will be assessed separately.
   e. Fees for light and sound technician will be assessed separately.

Site Supervisors

1. The site supervisor will be paid a stipend of $20.00 per hour.
2. The site supervisor will remain on campus for the duration of the event.
3. The site supervisor will post their name and contact information at the main entrances of the building and on the door(s) of the event site(s).
4. The site supervisor will actively monitor and supervise the event, participants, and attendees throughout the duration of the event.
5. The site supervisor will ensure that entrances are opened and secured as needed. The site supervisor will ensure that doors are not propped open at any time during the event.
6. At the close of the event, the site supervisor will ensure that the building has been vacated and that all entrances are secured.

Revised and School Board Approved June 13, 2016

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FACILITIES USE REQUEST FORM

This form must be submitted a minimum of one week in advance of the event date.

Name _____ Date _____

Email _____ Cell phone _____ Home phone _____

Name and phone of event coordinator _____

Organization Name _____ Address _____

Facility requested _____ Room/Location Requested _____

Usage date(s) requested _____

Event start time _____ Event end time _____ Set-up time _____

Take down time _____ Time that school doors should be open _____

Number attending the event Adults _____ Youth _____

Describe the event and list the activities planned during the use of the facility.

_____

_____

_____

Answer YES or NO to the following questions as they pertain to the rental of Hayfield Community School District facilities.

Concessions	Yes	No
Selling/Serving Food	Yes	No
Kitchen and Personnel	Yes	No
(additional fees will be assessed)		
Light/Sound Technician	Yes	No
(additional fees will be assessed)		
Catered Event	Yes	No
Name of Caterer _____		

Tables and Chairs	Yes	No
# of Tables _____ # of Chairs _____		
Bleachers in Gym		
One Side _____ Two Sides _____		
Equipment Needed	Yes	No
Microphone	Yes	No
Podium	Yes	No
Insurance[1]	Yes	No

[1] Class II, III, IV and V must provide verification of insurance prior to approval of Facility Use agreement.

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For Office Use Only

Classification of Group or Individual requesting Facility Use

Class I _____ Class II _____ Class III _____ Class IV _____ Class V _____

Fees Assessed for Facility Use

Site Supervisor Fee: $20.00 per hour	_____
Hourly Facility Use Fee for Class II, III, IV, or V	
# of Hours _____ x Fee _____	_____
Custodial Service Fee	_____
Food Service Fee	_____
Light and Sound Technician Fee	_____
Total Fees for Facility Use	_____
Date Payment Received by the District	_____

Contract for Facility Use

This agreement for Facility Use is not in force until signed by the Lessee, accepted and signed by the district representative.

The amount designated as the Total Fees for Facility Use must be paid within 30 days of the start date of the event. The district reserves the right to establish any other arrangements for payment.

Hayfield Community Schools reserve the right to impose any additional rules and regulations, or set up special use arrangements, whether or not expressly provided herein, which may be necessary for the best interests of the school, and such regulations shall be binding upon the Lessee.

The Lessee agrees that at all times activities will be conducted with full regard to public safety, and will observe and abide by all applicable regulations.

The Lessee has read and agrees to abide by the rules and regulations for facility use at Hayfield Community Schools. The Lessee agrees to pay Hayfield Community Schools all fees and costs associated or incurred as a result of this rental OR failure to comply with the policies and rules set forth in the Procedures for Facility Use.

_____ _____
Signature of Lessee Date

_____ _____
Signature of District Representative Date

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