



# 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*

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## 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.

### 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 stage sound/lights are used. The services of stage sound/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



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## Classification of Fees

### Class I

Community Organizations: Including but not limited to, school organizations, extra-curricular activities, youth groups, civic organizations, religious organizations and non-profit organizations

### Class II

- 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 not affiliated ISD #203, under the discretion of the AD
- 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

## 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.

May be assigned by AD depending on function as determined by the AD

- a. Fees for custodial services.
- b. Fees for access to food service facilities and personnel.
- c. Fees for light and sound technician.
- d. Fees for a site supervisor at a rate of \$20.00 per hour.

### 2. Class II

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 as determined by the AD.
- b. Fees for custodial services will be assessed separately.
- c. Fees for access to food service facilities and personnel will be assessed separately.
- d. Fees for light and sound technician will be assessed separately.

## Site Supervisors

1. Will be paid a stipend of \$20.00 per hour, fee can be waived by the supervisor themselves if wanted.
2. Will remain on campus for the duration of the event.
3. Will actively monitor and supervise the event, participants, and attendees throughout the duration of the event.
4. 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.
5. Will ensure that the building has been vacated and that all entrances are secured upon leaving.



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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	Tables and Chairs	Yes	No
Selling/Serving Food	Yes	No	# of Tables _____	# of Chairs _____	
Kitchen and Personnel	Yes	No	Bleachers in Gym		
(additional fees will be assessed)			One Side _____	Two Sides _____	
Light/Sound Technician	Yes	No	Equipment Needed	Yes	No
(additional fees will be assessed)			Microphone	Yes	No
Catered Event	Yes	No	Podium	Yes	No
Name of Caterer _____			Insurance	Yes	No

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

**Gregg Slaathaug, Superintendent x225**  
Grant Klennert, K-12 Principal x224  
John Howe, Assistant Principal x279

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## For Office Use Only

### Classification of Group or Individual requesting Facility Use

Class I \_\_\_\_\_ Class II \_\_\_\_\_

### Fees Assessed for Facility Use

Site Supervisor Fee: \$20.00 per hour \_\_\_\_\_

Hourly Facility Use Fee for Class II \_\_\_\_\_

# of Hours \_\_\_\_\_ x \$25.00 fee \_\_\_\_\_

Custodial Service Fee \_\_\_\_\_

Food Service Fee \_\_\_\_\_

Light and Sound Technician Fee \_\_\_\_\_

**Total Fees for Facility Use** \_\_\_\_\_

**Date Payment Received by the District** \_\_\_\_\_

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## 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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