

Facility Use Deposit

Prior to using district facilities or grounds, individuals or organizations must pay a Facility Use Deposit. For 2011-12 this fee is 3% of the estimated total amount of the facility use charge. This deposit is non-refundable and will be applied to the total cost of the facility use. Payment made to Waseca Public Schools.

Insurance

Certificates of Insurance are required for most groups. Proof of current coverage in the amount of \$500,000 will be required prior to facility use. The applicant or organization assumes all responsibility for damage or liability of any kind. The applicant further agrees to hold ISD 829 harmless from any liability or expense in connection with the use of the school facility and grounds under agreement.

ISD 829 Policies

- All local/state ordinances and laws pertaining to the use of public buildings or grounds including parking restrictions must be observed.
- Gambling, tobacco, alcohol, mood altering chemicals or the possession of firearms are prohibited on school property.
- The use of facilities and grounds for dancing shall be limited to school sponsored activities approved by the Building Administrator.
- If the District believes special services are required, given the nature of the use, the cost for such services will be borne by the permit holder.

Concessions/Food

Concessions and/or refreshments must be identified at the time of permit request. Home prepared food or drink may not be served in compliance with MN Dept. of Health regulations. The user is responsible for obtaining all needed food service permits as required by Waseca County Public Health. 507-835-0685.

Supervision

All groups are required to provide adequate adult supervision. The adult supervisors are required to remain with the group at all times. They are responsible for the group's conduct and compliance with all rules. Continued supervision problems will result in the cancellation of user privileges.

Activity Endorsement

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

Public Interest

As outlined in ISD 829 Board Policy #902, the core use of District facilities and grounds is for the instructional and operational activities of ISD 829 programs, including Community Education and Recreation programming. In order to maximize the benefit of facilities to the public, ISD 829 School Board encourages the public use of school facilities and grounds. Conditions for use are believed to be fair and reasonable and shall be compensated to the General Fund. The ISD 829 Community Education Department will facilitate the public use of facilities. All use of ISD 829 facilities and grounds must be in the public interest. Activities with the potential to cause undue damage or wear will not be allowed.



Community Use of School Facilities

2011-2012

Waseca Public Schools
Community Education
Facility Services
501 East Elm Avenue
Waseca MN 56093

507-835-5626
ce.waseca.k12.mn.us
Approved: 10/22/92
Revised: 4/17/07
Revised: 4/15/10
Revised: 4/7/11

Facility Use Request E-Form

At least 2 weeks prior to using facilities or grounds, individuals or groups may submit a completed E-Form. This document is available at www.waseca.k12.mn.us, Community Education tab. The individual submitting the E-Form is responsible for all fees assessed. Any changes to a facility reservation must be made in writing to the Community Education Office.

Facility Permits/Contract

A Facility Use Permit will be sent to confirm each reservation. The use of facilities shall be restricted to the spaces, times, equipment and dates listed on the Facility Use Permit or Long-Term Contract. All requests must include enough time to allow for the set-up and clean-up of the event. A permit holder may not assign, transfer or sublet the permit. Personnel Fees are extra.

Equipment Use

Requests for use of District equipment must be made at the time the E-Form is submitted. All requests will be considered. The Equipment Public Use Form will be completed in consultation with Community Education Office Staff. The equipment will be used only for its intended purpose. Equipment may be loaned off site with written approval of the Building Administrator using the Equipment Public Use Form and a \$50.00 damage deposit.

Auditorium Use

In addition to the Facility Use Permit, a planning session with the Lead Auditorium Technician may be required. An ISD 829 Auditorium Technician is required for all auditorium use. Personnel Fees are extra.

Kitchen Use

Food service employees must be on duty whenever a district kitchen is scheduled. Please arrange all kitchen use through ISD 829 Food Service Manager at 507-835-3360.

Charges Per Day

District Space	I-A	I-B	II	III	IV
HS/JH Commons	No Fee	\$25	\$30	\$60	\$15
HS Little Theater	No Fee	\$25	\$30	\$60	\$15
HS/JH Gym	No Fee	\$30	\$45	\$90	\$23
CIS Large Gym	No Fee	\$25	\$30	\$60	\$15
CIS Small Gym	No Fee	\$12	\$16	\$32	\$8
CIS Lunchroom	No Fee	\$25	\$30	\$60	\$15
Hartley Gym	No Fee	\$12	\$16	\$32	\$8
Classroom	No Fee	\$12	\$16	\$32	\$8
Wrestling Room	No Fee	\$25	\$30	\$60	\$15
Grounds/Fields <i>Lighting \$20 p/hr</i>	No Fee	\$25	\$30	\$60	\$75 <i>season</i>
*Kitchen or Concessions	No Fee	\$40	\$60	\$120	\$30
*CIS Auditorium <i>*school district employee required with use</i>	No Fee	\$40	\$60	\$120	\$30

Facility Use Classifications

Category IA: ISD 829 organizations and groups

Category IB: Community groups which provide activities for community youth.

Category II: Community non-profit groups, municipal organizations composed primarily of ISD 829 residents. A roster of member addresses may be required.

Category III: Activities whose participants include more than 50% non-residents of ISD 829. For profit groups, businesses and organizations. Activities which are for self-gain.

Category IV: Long-term use by Category IB. Individual contracts based on predetermined formula for use of facilities on a consistent and season-long basis.

Additional Personnel Fees may be assessed for Categories IB,II,III and IV.

Charges Per Hour

District Space	I-A	I-B	II	III	IV
HS/JH Commons	No Fee	\$10	\$20	\$40	\$2
HS Little Theater	No Fee	\$10	\$20	\$40	\$2
HS/JH Gym	No Fee	\$15	\$30	\$60	\$3
CIS Large Gym	No Fee	\$10	\$20	\$40	\$3
CIS Small Gym	No Fee	\$5	\$10	\$20	\$1
CIS Lunchroom	No Fee	\$10	\$20	\$40	\$2
Hartley Gym	No Fee	\$5	\$10	\$20	\$1
Classroom	No Fee	\$5	\$10	\$20	\$1
Wrestling Room	No Fee	\$10	\$20	\$40	\$2
*Kitchen or Concessions	No Fee	\$20	\$40	\$80	\$4
*CIS Auditorium <i>district employee required with use</i>	No Fee	\$20	\$40	\$80	\$4

Personnel Fees (per hour additional charge)

Custodial Services: \$35

Event Supervisor: \$14

Auditorium Technician: \$17

Non-School Day Use and Fees

On weekends, holidays and school release days groups may be assigned an Event Supervisor or Custodial Service. Details of said services and associated fees will be outlined in the individual Facility Use Permit or Contract.

Tournament Use and Fees

Custodial Service will be required for the duration of time the public is in the building. An Event Supervisor will be scheduled to work with the group at time of entry and exit. Personnel Fees will be outlined in the Contract.