

The Forest Lake Area Schools encourages the use of school facilities by our school and community for a variety of purposes and for residents of all ages. It is the policy of the Forest Lake Area School District to permit the use of school facilities by residents of the school district. The policy also permits the use of school facilities by other individuals and organizations. However, the use of school facilities should not interfere with the various school programs. This policy will be administered by the Community Education Department and the Business Services Department with rental fees deposited in the General Fund.

Non-profit status shall mean that the group holds established non-profit status according to the U.S. Internal Revenue Code.

I. **RENTAL FEES**

A. **NO RENTAL FEE:**

1. Forest Lake Area School District sponsored events.
2. Community, Civic, Service, Non-Profit adult groups and Community Non-Profit Youth Groups in the Forest Lake Area School District who do not charge fees, accept donations or sell concessions associated with these events.
3. Community, Civic, Service, Non-Profit adult groups and Community non-profit youth groups in the Forest Lake Area School District who pay a Facilities Maintenance Fee. (Note the requirements for the Facilities Maintenance Fee – II S, page 4.)
4. Tax-supported public agencies operating within the Forest Lake Area School District boundaries. This includes City, Township, County public hearings, caucuses, elections, candidate forums, and other similar events. There cannot be any fees, donations or concessions associated with these events.

B. **RENTAL FEES** – the following groups will pay a rental fee:

1. Community, Civic, Service, Non-Profit adult groups and Community Non-Profit Youth Groups, which charge admission fees, accept donations or sell concessions at their event(s) and who do not pay a Maintenance Facilities Fee. (Note the requirements for the Facilities Maintenance Fee – II S, page 4.)
2. Local Business Groups.
3. Out-of-District organizations or groups.
4. Charter or Private Schools.
5. Educational Institutions.

**II RULES AND REGULATIONS**

- A. School groups and school organizations will have first priority for the use of the school facilities providing they reserve facilities at least four weeks in advance through the Community Education Office.
- B. Outside groups can make their application for use of facilities at the Community Education Office, in the Forest Lake Area School District Building at 6100 North 210th Street, Forest Lake.
- C. Use of a building will be permitted only when an authorized permit (green sheet) has been presented to the custodian of the building (by the Community Education Office in advance, or by the user at their event).
- D. All non-school users of school facilities shall complete and sign a Hold Harmless Agreement.
- E. The School District may also require liability insurance, as determined by the Director of Business Services, of up to \$1,000 property damage, \$100,000 per individual and \$300,000 per accident.
- F. In the case of large events the Director of Business Services may also require a supervisor to be on duty and the cost will be billed to the rental group.
- G. The applicant shall assume responsibility for damages to property that occur during use of the facility by their group or participants.
- H. All groups using school facilities shall reimburse the district for all extra labor or costs incurred by the district due to their use of facilities.
- I. Use of school facilities shall be denied to any groups which violate Policy 427 Tobacco-Free Environment or Policy 422 Employee Alcohol and Other Drug Use.
- J. Tobacco, alcohol, other controlled substances, and weapons are prohibited in all school buildings and on school grounds.
- K. A custodian is required to be on duty when a building is occupied.
- L. The custodian on regular duty shall not be required to provide direct supervision for any groups or activities during the custodian's normal forty hour week. There are no custodial charges for groups unless custodial services are required.
- M. When a custodian is on overtime duty for a rental group, the custodian is required to be present to provide custodial services and to assist the rental group.

- N. A Food Service Department employee is required to be on duty whenever kitchen equipment is used or when the kitchen is to be used as a food preparation area. This includes, but is not limited to, the high school dish room and high school cafeteria concession area. If the group requesting to use school facilities intends to serve food or beverages of any kind at their event, this information must be given to the facility use scheduler at the time the request for facility use is made in order to determine if there are additional custodial or food service needs or requirements as determined either by the School District or, if applicable, the Minnesota Department of Health.
- O. Audio-visual equipment may be used for a fee and when doing so a District A.V. Technician must be employed at the expense of the user.
- P. The Senior High School auditorium sound system and lighting equipment may be used for a fee and a District A.V. Technician must be employed at the expense of the user.
- Q. Buildings must be vacated by 10:00 p.m. unless special permission is obtained from the Director of Business Services.
- R. Any problems with Forest Lake Area Schools personnel must be reported to the Community Education Office on the next working day.
- S. The Facilities Maintenance Fee is designed for groups that use facilities extensively throughout the year or season and who may wish to include additional services that would be provided by the school district that go beyond simply renting the space. Sixty days prior to the start of the season/year, a representative from the organization shall contact the Business Services Department to set up an appointment to discuss their organization's needs and provide necessary information so a fee can be determined. The fee will be determined by the Director of Business Services. Once the fee is set, the Director of Business Services will determine the payment schedule for the upcoming season/year. If an agreement can not be reached on the Facilities Maintenance Fee, the superintendent will make the final decision.

III. SCHEDULE OF RENTAL FEES & OTHER CHARGES

Rental Fees (up to 6 hours use)

SENIOR HIGH SCHOOL

Auditorium	\$200.00
(with Stage Lighting and/or Sound System	\$450.00)
Gym	\$240.00
Cafeteria	\$160.00
Kitchen	\$100.00
Classroom	\$ 60.00
Media Center	\$150.00
Outdoor Stadium	\$100.00
Outdoor Field	\$100.00-
Schumacher Field	\$100.00

JUNIOR HIGH SCHOOL AND CENTRAL LEARNING CENTER

Gym	\$160.00
Cafeteria	\$120.00
Kitchen	\$ 80.00
Classroom	\$ 60.00
Media Center	\$120.00
Outdoor Field	\$ 50.00

ELEMENTARY SCHOOL

Gym	\$120.00
Cafeteria	\$100.00
Kitchen	\$ 60.00
Classroom	\$ 60.00
Media Center	\$ 90.00
Outdoor Field	\$ 30.00

NOTE: The Forest Lake Area Schools Swimming Pool, parking lots, other outdoor grounds and computer labs will have an hourly rental rate as determined by the Director of Business Services.

Equipment Rental Charges

VCR with monitor	\$25.00 per use
Overhead projector	\$25.00 per use
Cordless Microphone	\$25.00 (with stand \$35) per use
Spotlight	\$25.00 per use
LCD Projector	\$80.00 per use
Choir Microphone	\$15.00 per use
Portable Sound System	\$50.00 per use
Other Equipment	As determined by the Director of Business Services

Personnel Charges

These charges are in addition to the rental fees.

- Food Service  
Time and one-half (or double time on Sundays and holidays) of the Senior High School Cook Manager.
- Custodial  
Time and one-half (or double time on Sundays and holidays) of the Senior High School Head Custodian. If custodians are on their regularly scheduled duty, there are no charges unless additional services are required.
- Supervisory  
Designated rate of pay to be determined by the Director of Business Services.
- A.V. Tech  
Designated rate of pay to be determined by the Director of Business Services.

REVISED: 8/26/74  
12/05/77  
9/08/87  
2/5/90 (effective 3/01/90)  
5/16/95  
7/07/05  
3/03/11  
9/1/11