

USE OF SCHOOL FACILITIES REGULATIONS

The order of priority of use of school facilities in the District will be as follows:

1. School District
2. City Recreation
3. Other Educational Institutions
4. General Public Use

Requests for the use of school district facilities shall be made as follows:

1. All applications for use of school facilities shall be submitted using the online application form available from the Rice Lake Area School District website. The completed online application will be submitted to the secretary of the building being requested to acquire the principal's signature/approval verifying that the facility is available on the date and at the time requested.
2. An organization or group may request an exemption from the applicable rental fee. The online Fee Exemption Request Form is included within the online Facilities Request Form. The group's representative(s) is required to list the group's purposes or goals, types of service provided to the District or the community, what percentage of the group's members reside in the District, an explanation of why the Board of Education should grant a rental fee exemption and any other information that may be helpful. All rental fees are charged until an exemption is granted. Exemptions are granted only for good cause and are in effect for one calendar year.
3. If the requested facility is available, the building secretary will reserve the requested location on the current school facilities calendar system. If the event includes a charge to participants, the request shall receive the acceptance/rejection of the District Administrator.
4. Once the building request has been approved or denied by the building principal/District Administrator, the building secretary will communicate this with the individual member or official of such organization who will be in complete charge of such event.
5. All applications for the use of school facilities must comply with the legal requirements as prescribed by state statutes.
6. There shall be no smoking or use of other tobacco products including e-cigarettes on District premises. This shall include all buildings and outside grounds including athletic fields.
7. There shall be no alcoholic liquors or beverages brought to or consumed in the building or on the grounds.
8. There shall be no weapons brought on District premises.
9. Beverages served and/or sold must be purchased through the Rice Lake Area School District and their selected vendor.
10. Furniture or fixtures may be moved only if they are returned to their original position.
11. Outside organizations may not store property on school premises.
12. Any organization using any school facility shall be responsible for any damage or breakage to property resulting during the period of use by such organization.

13. The District Administrator or his/her designee has the authority to cancel any/all non-district activities scheduled in any district facilities.
14. The applicant is held responsible for the preservation of order. Each group shall discuss in detail all supervision that it plans to use. In the event that a question arises relative to either the quality or quantity of supervision, the school authorities will have the final say.
15. All electrical equipment and arrangements shall be in the charge and control of the Board of Education or its representatives.
16. The District or its representatives must have free access to all rooms at all times.
17. If charges are involved, it is expected that a check will be forwarded directly after receipt of the billing.
18. The Board of Education has liability insurance covering the Board of Education only. Representatives of the organization wishing to use school facilities may want to secure independent coverage. The District, at the discretion of the Board of Education/ administration, may require a Certificate of Insurance showing minimum liability coverage of \$1,000,000, naming the District as an additional insured regarding the event involved.
19. All auxiliary adult organizations directly associated with a school organization shall be granted use of facilities without charge. Other organizations asking for exemption of fees will need the District Administrator's approval.
20. The applicant agrees to indemnify, save and hold free and harmless, the Rice Lake Area School District and the City of Rice Lake, their officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District or the City, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the public school building as provided herein.
21. The District may require custodial or other employees to be present. If the District incurs additional costs for these services, the cost will be charged in addition to rental fees.

Any lessee that does not comply with the regulations shall be denied future use of district facilities.

The rental rates will apply to all profit organizations using the facilities. The non-profit rates will apply to profit groups using the facilities, but not charging admission with the facilities open to the public. The schedule of rental rates shall apply where admissions are charged or fund raising is involved.

Other organizations which have secured an approved application are subject to the following charges for the use of facilities. The business office shall be responsible for billing for usage.

FACILITY USE FEE SCHEDULE

PROFIT GROUPS

<u>High School</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>	<u>Rehearsal</u>
Auditorium *	250.00	200.00	150.00	50.00
Gymnasium-Ole Olsen	250.00	200.00	150.00	50.00

Gymnasium-New Gym	250.00	200.00	150.00	50.00
Cafeteria	150.00	100.00	75.00	25.00
Library/Band/Vocal	70.00	50.00	40.00	20.00
Classrooms	35.00	25.00	20.00	10.00
Friess Family Complex	See below			
<u>Middle School</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>	<u>Rehearsal</u>
Gymnasium	125.00	100.00	75.00	25.00
Cafeteria	150.00	100.00	75.00	25.00
Library/Band/Vocal	70.00	50.00	40.00	20.00
Classrooms	35.00	25.00	20.00	10.00
<u>Grade Schools</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>	<u>Rehearsal</u>
Gym-Tainter/Hilltop	125.00	100.00	75.00	25.00
Other Gyms	75.00	50.00	37.50	12.50
Classrooms	35.00	25.00	20.00	10.00
Library-Tainter/Haugen/Hilltop	70.00	50.00	37.50	12.50
<u>Admin Building</u>				
Conference Room	50.00	35.00	30.00	30.00

NOT-FOR-PROFIT GROUPS

<u>High School</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>	<u>Rehearsal</u>
Auditorium	60.00	40.00	40.00	10.00
Gymnasium-Ole Olsen	60.00	40.00	40.00	10.00
Gymnasium-New Gym	60.00	40.00	40.00	10.00
Cafeteria	37.50	25.00	25.00	8.00
Library/Band/Vocal	20.00	10.00	10.00	10.00
Classrooms	10.00	5.00	5.00	5.00
Friess Family Complex	See below			
<u>Middle School</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>	<u>Rehearsal</u>
Gymnasium	30.00	20.00	20.00	5.00
Cafeteria	37.50	25.00	25.00	8.00
Library/Band/Vocal	20.00	10.00	10.00	10.00
Classrooms	10.00	5.00	5.00	5.00
<u>Grade Schools</u>	<u>All Day</u>	<u>Evening</u>	<u>Afternoon</u>	<u>Rehearsal</u>
Gym-Tainter/Hilltop	30.00	20.00	20.00	5.00
Other Gyms	22.50	15.00	15.00	5.00
Classrooms	10.00	5.00	5.00	5.00
Library-Tainter/Haugen/Hilltop	20.00	10.00	10.00	10.00
<u>Admin Building</u>				
Conference Room	No charge for in-district not-for-profit-groups			

ADDITIONAL CHARGES

1. Additional setup or equipment requested “beyond the ordinary” setup or equipment available in the requested location may incur additional charges.
2. Any extra custodial service required is to be paid in addition to the above fees. The current cost of custodial service is \$35.00 per hour.
3. Use of the kitchen is allowed only with one of our cooks present, and paid in addition to the rental fee. The current cost of cook's service is \$35.00 per hour.
4. *Use of the High School auditorium sound system and/or stage lighting will require the services and support of additional district personnel. Additional charges will apply. The current cost of this service is \$50.00 per hour.
5. Any request to rent a facility by a profit group for two or more consecutive days within the same week will be assessed a daily fee that is 50% of the profit rate for each day beyond day one.
6. The District Administrator may adjust rental rates when fees or ticket prices exceed the normal and customary charges.

FRIESS FAMILY COMMUNITY COMPLEX:

- | | | |
|----|--|---------------|
| 1. | Base rental rate for up to six hours of use | \$1,000.00 |
| | • Includes use of field, bleachers, bathroom in concession building, PA, scoreboard, district supervision of field and facility use. | |
| 2. | Hourly rate in excess of six hours | \$125.00/hour |
| 3. | Additional services available: | |
| | a. Scoreboard operator | \$25.00/hour |
| | b. Concessions stand rental fee | \$250.00 |
| | c. Concession stand damage deposit | \$250.00 |
| | Custodian to open and secure building
(Current hourly rate: \$_____ x _____ hours) | |
| | d. Field lights | \$40.00/hour |

Adopted: 12/18/78
 Revised: 02/11/91
 11/27/95
 04/08/96
 02/14/05
 03/09/09
 11/10/09
 03/07/11
 01/26/15
 04/25/16
 04/23/18
 Reviewed: 11/23/15