

# ***Facility Use and Rental Information***

**Coordinated by Community Education**

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## **General Information**

The use of all facilities will be arranged through the Community Education Office located at Sauk Rapids-Rice Middle School - enter door 4 during school hours.

Office hours are 8am-4pm on school days. Call Judy at 258-1576, or email [judy.koepp@isd47.org](mailto:judy.koepp@isd47.org)

- **Cancellations of facility use must be made 48 hours in advance of the scheduled rental, or renter may be liable for rental fees.**
- **Contracts will be canceled when schools are closed due to emergencies or inclement weather. All activities will be canceled on emergency closing days with no additional charges assessed upon reschedule. Announcements will be made on area radio stations and efforts will be made to contact facility use and rental groups.**
- **Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from the Community Education Director.**
- **District #47 reserves the right to cancel reservations for just cause.**
- **District #47 is not responsible for mechanical or electrical failure.**

## **Classifications for Rental**

### **CLASS I: First Priority**

**(No rental charge. Personnel Charges and/or Scheduling Fees May Apply.)**

- District 47 and school supporting organizations have first priority
- local tax supported agencies serving District 47 residents
- local non-profit youth entities and youth groups located in District 47 and/or with at least half the participants being District 47 residents or students
- fund raising events for any of the above
- non-profit regulatory agencies

### **CLASS II: Second Priority**

- civic organizations
- non-profit community groups
- non-school sponsored youth tournaments and fund raisers
- non-school youth groups with less than half their participants District 47 residents or students

### **CLASS III: Third Priority**

- commercial and business organizations
- individuals

## **Facility Use/Rental Fees**

- A scheduling fee may be charged for all facility use except for District 47 and school supporting organizations.
- Fees for facilities not listed below shall be at the discretion of the Community Education Director.
- Renters may be required to provide a damage deposit and certificate of liability insurance.
- Facility use invoices are due upon receipt.
- Personnel charges may apply. See page 3.

## **Hourly Rental Rates**

### **SAUK RAPIDS-RICE HIGH SCHOOL**

	<b><u>CLASS II</u></b>	<b><u>CLASS III</u></b>
Performing Arts Center (PAC)	\$50	\$85
Performing Arts Center (rehearsal rate)	\$35	\$65
Commons - main area	\$25	\$45
Commons - north	\$15	\$20
Commons - main area and north	\$40	\$65
Community Room, specialized rooms, FACS music, resource area, conference, forum	\$15	\$20
Pool (lifeguard cost not included in fee)	\$40	\$65
Auxiliary Gymnasium I	\$15	\$20
Gymnasium II (court or with bleachers)	\$20	\$25
Gymnasium III	\$20	\$25
Gymnasium IV (court or with bleachers)	\$20	\$25
Fitness Center	\$40	\$65
Wrestling Room	\$20	\$40
Computer Lab	\$25	\$50

### **SAUK RAPIDS-RICE MIDDLE SCHOOL**

Community Room	\$20	\$25
Commons - west	\$25	\$45
Commons - east	\$10	\$15
Commons - west and east	\$35	\$60
West Gymnasium	\$15	\$20
East Gymnasium	\$15	\$20
Central Gymnasium/1 court	\$20	\$25
Central Gymnasium/All	\$30	\$40
Pool (lifeguard cost not included) - CLOSED 2008-09=	\$25	\$50
Community Arts Center	\$30	\$40
Community Arts Center - Rehearsal Rate	\$20	\$30
Atrium	\$10	\$20

**MISSISSIPPI HEIGHTS ELEMENTARY SCHOOL**

Gymnasium 500	\$15	\$20
Gymnasium 504	\$15	\$20
Gymnasium 502	\$15	\$20
Gymnasium All	\$45	\$60
Cafeteria	\$15	\$30
Courtyard	\$10	\$20

**PLEASANTVIEW/RICE SCHOOLS**

Gymnasium	\$15	\$30
Cafeteria	\$10	\$15

**HILLSIDE SCHOOL**

Gymnasium	\$10	\$20
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**DISTRICT-WIDE**

Specialized classroom	\$15	\$20
Classrooms	\$10	\$15
Computer Lab (elementary and middle schools)	\$20	\$40

**EQUIPMENT FEES** (Class I, II, III)

Charges may be assessed for use of special equipment (i.e. piano, theater lights, spotlight, microphones, LCD projectors, etc.)

**Physical Education and Sports Equipment** (Class I, II, III groups and tournaments)

Phy. Ed. equipment	\$2.50 per 1-2 hr. use
Volleyballs and nets	\$2.50 per 1-2 hr. use
Volleyball Tournaments	\$10 per net per day
Basketball Scoreclocks	\$25 per day

**Personnel Fee Scale**

When employee time is devoted to, or necessitated by the activity, the renter pays the personnel fees listed below. There is a minimum fee of two hours for personnel not already on duty. Hourly rates subject to change based on contract negotiations.

**2009-10**

A. CUSTODIANS:	Monday - Saturday	\$33.85/hr.
	Sundays - Holidays	\$44.85/hr.
B. COOKS:	Monday - Saturday	\$32.00/hr.
	Sundays - Holidays	\$42.50/hr.
C. PAC/CAC TECHNICIAN:		\$33.50/hr.
PAC/CAC TECHNICIAN ASSISTANT:		\$17.50/hr.
D. MEDIA TECHNICIAN		\$27.50/hr.
E. BUILDING ATTENDANT/SITE SUPERVISOR:		\$19.00/hr.
F. LIFEGUARD:		\$12.75/hr.

- If additional custodial time is needed for set-up, and/or clean-up, it will be at renter's expense.
- Additional personnel charges may apply for supervision of computer labs.
- Personnel fees for lifeguard(s) will be charged for any pool use.

## **Regulations**

### **1. PERSONNEL:**

- A District 47 employee must be on duty whenever building facilities are used.
- A cook must be on duty when the kitchen is opened and/or used.
- A media technician must be present when adjustments in the operation of the sound or lighting systems in the Arts Centers is required.
- Charges for a supervisor may apply to use of computer labs.
- If additional custodial time is needed for set-up, and/or clean-up, it will be at renter's expense.
- Additional personnel charges may apply for supervision of computer labs.
- Personnel fees for lifeguard(s) will be charged for any pool use.

**2. KITCHEN/POTLUCK:** The kitchen, including equipment and counters, cannot be used to refrigerate, prepare or serve food brought by individuals to the school.

**3. EQUIPMENT:** School equipment (i.e. recreation/athletic, musical, audio-visual) may be used or rented in school facilities if advance arrangements are made with Community Education.

- Any equipment or items brought into the building must be approved in advance by the Community Education Director and must be removed immediately following the activity.
- The cost of replacing/repairing damaged property or equipment shall be paid by the renter.
- LATEX products, including balloons and gloves, are not permitted in the building.

**4. SUPERVISION:** All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any outdoor supervision required.

**5. USE:** All use of facilities shall be consistent with intended use, and all food/refreshments are restricted to commons/cafeterias or outside buildings, unless approved in advance by the Community Education Director. District 47 has the right to limit the activities in an auditorium consistent with the equipment and design. Authorized District Employees shall have access to facilities at all times to verify appropriate use.

**6. LAWS:** All ordinances, laws and district policies pertaining to use of facilities must be observed. Gambling, use of tobacco products, use/possession of alcoholic beverages and/or illegal chemicals on school property is prohibited. State Fire Laws must be observed. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.

**7. LIABILITY:** Individuals or groups that use District facilities shall provide their own damage and liability insurance. ISD 47 will not be responsible for the negligence of others.