



Facility Use and Rental Information

Coordinated by Sauk Rapids-Rice Community Education

(320) 258-1576

www.isd47.org/ce/facilityuse

District 47 encourages use of its facilities by district residents.

The Community Education Office will arrange use of all facilities.

Office hours are 8am-4pm Mon-Friday during the school year and 9am-3pm Mon-Thurs in the summer.

Please contact Melanie Probasco at 258-1576 or email melanie.probasco@isd47.org

Office Location:

Sauk Rapids-Rice Middle School

901 First Street South, Sauk Rapids

Enter door 4 during school hours.

How to Request Use of District 47 Facilities

You may submit the Facility Use and Rental Request Form found at www.isd47.org/ce/facilityuse

- **electronically**, save as a pdf document and send via email to the Facility Coordinator melanie.probasco@isd47.org,
- **fax** to 320-258-1570, or
- **mail** to Melanie Probasco, Sauk Rapids-Rice Community Education, 901 1st Street South, Sauk Rapids, MN 56379.

Requests for facility use must be received no less than seven days prior to the event.

When the request is approved, the requester will receive a Facility Permit/Contract via email requiring a signature, which can be done electronically or with a PIN (Personal Identification #/Name).

Signing the contract confirms the arrangements, adherence to school district procedures, and agreement to pay the related fees.

The Facility Use Contract is not final until it is signed, and if required, a Certificate of Liability Insurance is received. Please do not advertise your event until you have received the Facility Contract via email.

It is the facility users responsibility to review the District's Facility Use and Rental Information.

Please note:

- **Cancellations of facility use** must be made 48 hours in advance of the scheduled rental, or renter may be liable for rental fees.
- **In case of school closings for emergencies** or inclement weather, Facility Use Permits are canceled. Announcements will be made on area radio stations, the district website (www.isd47.org), and efforts will be made to contact facility use and rental groups.
- **District 47** reserves the right to cancel facility reservations for just cause, and is not responsible for mechanical or electrical failure.

Classifications and Priorities for Use and Rental of Facilities

CLASS I: First Priority. No rental charge. Personnel costs and/or scheduling fees may apply.

- District 47 and school supporting organizations have first priority
- Local tax supported agencies serving District residents and non-profit regulatory agencies
- Local non-profit youth entities and youth groups located in District 47 with a majority of participants being district residents or students. Fund raising events for any of the above.

CLASS II: Second Priority

- Non-profit civic and community organizations
- Non-school youth groups with less than half their participants District 47 residents or students

CLASS III: Third Priority

- Business organizations and individuals

Facilities Available for Use

Three elementary schools, a middle school and high school are available for community use. In addition to classrooms and other spaces, our buildings feature the following spaces:

Sauk Rapids-Rice High School - 1835 Osauka Road NE, Sauk Rapids, MN 56379

- 3 gymnasiums in one space, 1 auxiliary gymnasium,
Performing Arts Center with auditorium style seating for 720 people.
Community Room and Commons Area

Sauk Rapids-Rice Middle School - 901 First Street S, Sauk Rapids, MN 56379

- 3 separate gymnasiums
Community Arts Center with auditorium style seating for 465 people.
Community Room and Commons Area

Mississippi Heights Elementary - 1003 South 4th Street, Sauk Rapids, MN 56379

- 3 gymnasiums in one space
Cafeteria and Media Center

Pleasantview Elementary - 1009 Sixth Avenue North, Sauk Rapids, MN 56379

- 1 gymnasium
Cafeteria and Media Center

Rice Elementary - 200 Third Avenue Northeast, Rice, MN 56376

- 1 gymnasium
Cafeteria and Media Center

Hillside School - 30 Fourth Avenue South, Sauk Rapids, MN 56379

(This building houses Early Childhood and Adult Basic Education.)

- 1 gymnasium

Facility Use/Rental Fees

- A scheduling fee may be charged for all facility use except for District and school supporting organizations.
- Personnel and equipment charges may apply.
- Facility users may be required to provide a damage deposit and/or partial payment of rental/use fees.
- Individuals or groups that use District facilities may be required provide a Certificate of Liability Insurance showing ISD 47 as a certificate holder and as additional insured.
- Facility use invoices are due upon receipt. Additional reservations may not be made until past invoices are paid.

Hourly Rental Rates

SAUK RAPIDS-RICE HIGH SCHOOL

CLASS	II	III
Performing Arts Center (PAC)	\$50	\$85
Performing Arts Center - rehearsal	\$35	\$65
Commons - main area	\$25	\$45
Commons - north	\$15	\$25
Commons - main area and north	\$40	\$65
Community Room, FACS, music, conference/specialized rooms resource area, forum	\$15	\$20
Pool (plus cost of lifeguard)	\$40	\$65
Auxiliary Gymnasium	\$15	\$20
Gymnasium I (court or with bleachers)	\$20	\$25
Gymnasium II (center)	\$20	\$25
Gymnasium III (court or with bleachers)	\$20	\$25
Fitness Center	\$40	\$65
Wrestling Room	\$20	\$40
Computer Lab	\$25	\$50

SAUK RAPIDS-RICE MIDDLE SCHOOL

CLASS	II	III
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
Community Arts Center (CAC)	\$30	\$40
Community Arts Center-Rehearsal	\$20	\$30
Atrium	\$10	\$20

MISSISSIPPI HEIGHTS ELEMENTARY

EQUIPMENT FEES (Class I, II, III – non school groups)

Charges may be assessed for other specialized equipment.

Sports and Physical Education Equipment

Volleyball Nets/Standards.....	\$20 per net per day
.....	\$5 for 1-2 hr. use
Basketball Score Clocks.....	\$25/day
Phy. Ed. equipment.....	\$5 per 1-2 hr. use

Technology

LCD projector/laptop.....	\$30/day
.....	\$4/hr. use
Three or more Microphones.....	\$8
Laptop Computer.....	\$8

CLASS	II	III
Gymnasium 500	\$15	\$20
Gymnasium 502 (center)	\$15	\$20
Gymnasium 504	\$15	\$20
Gymnasium All	\$45	\$60
Cafeteria	\$15	\$25
Courtyard	\$10	\$20

PLEASANTVIEW/RICE ELEMENTARY

CLASS	II	III
Gymnasium	\$20	\$30
Gymnasium (half)	\$10	\$15
Cafeteria	\$10	\$15

HILLSIDE SCHOOL

CLASS	II	III
Gymnasium	\$10	\$20

DISTRICT WIDE

	CLASS II	CLASS III
Specialized classroom	\$15	\$20
Classrooms	\$10	\$15
Computer Lab	\$20	\$40

Arts Centers

Theatre Lights.....	\$10/hr.
Grand Piano/SRRHS.....	\$50/use + tuning if renter requires
Grand Piano/SRRMS.....	\$25/use + tuning if renter requires
Practice/upright piano.....	\$10/use
Sound Shell.....	\$15
Risers/Platforms.....	\$15
Spotlights.....	\$25/day or \$10/hr.

Personnel

- A district employee must be on duty whenever facilities are used.
- Food Service staff must be on duty when the kitchen is opened and/or used.
- A media technician must be on duty when lighting and sound adjustments are required in the Art Centers.
- Lifeguard fees will be charged for any pool use.
- If additional custodial time is needed for set-up, and or clean up, it will be at the user/renters expense.

Personnel Fee Scale

When employee time is 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.***

<u>2014-15</u>		
A. Custodians	Monday - Saturday	\$33.85/hr.
	Sundays - Holidays	\$44.85/hr.
B. Food Service:	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/Computer Technician		\$28.50/hr.
E. Building Attendant/Site Supervisor:		\$20.00/hr.
F. Lifeguard:		\$12.75/hr.

Procedures and Guidelines for Facility Use

1. Use: All areas must be returned to their original condition. 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. District 47 has the right to limit the activities in an auditorium consistent with the equipment and design.

2. Supervision: All activities must have competent adult supervision. District employees shall supervise facility operation, not the user/renter or the activity. User/renter must also supply any outdoor supervision required.

3 Equipment: School equipment (i.e.athletic, musical, audio-visual) may be used or rented if arranged in advance.

- 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 user/renter.
- LATEX products, including balloons and gloves, are not permitted.

4. Kitchen/Potluck/Concessions: School kitchens, including equipment and counters, cannot be used to refrigerate, prepare or serve food brought by individuals to school facilities. If event includes sale of food to the public, Department of Health regulations apply. Contact Community Education for additional information regarding regulations.

5. Liability: Individuals or groups that use District facilities must provide a Certificate of Liability Insurance showing District 47 as a certificate holder and as additional insured.

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. Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from the Community Education Director.