

MORRIS AREA SCHOOLS ADMINISTRATIVE GUIDELINES

The use of all school district facilities will be arranged through the Community Education Office located in the Morris Area Elementary School, 151 S. Columbia Avenue, Morris, MN 56267. Rental contracts are available at the office or by calling 589-4394. Office hours are 8:00 AM – 4:30 PM Monday-Friday.

Rental contracts must be submitted **at least one week prior to date of use**, with priority given to the earliest request. In addition, first priority will be given to the District and its related organizations, second priority to Community Education.

- Cancellation of facility use must be made 24 hours in advance of the scheduled rental or renter may be liable for all rental fees.
- Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from the superintendent and/or School Board.
- The District reserves the right to cancel reservations for just cause.
- Rental contracts should be completed with precise dates and times as well as set up diagrams as needed

GENERAL REGULATIONS

1. **RENTAL AGREEMENT & FEES:** All groups requesting the use of District facilities must sign a rental agreement and pay a rental fee. The rental fee charged will vary depending on the nature of the sponsoring organization or group and the type of facility and equipment requested. The administration will decide rental arrangements and fees for any situation not described on the fee schedule. Rental and personnel charges may be waived for organizations when the activity is for the purpose of raising funds for Morris Area School District organizations.

DAMAGE DEPOSIT: A damage deposit may be required in the amount of \$50.00 for groups less than 50, \$100 for groups between 51-100 and \$500.00 for groups over 100.

You may not use rooms or facilities not asked for and authorized by this permit.

2. **PERSONNEL:** A custodian, or in certain circumstances a capable school district employee approved by the Community Education office, must be on duty whenever building facilities are in use.
 - A trained technician must be on duty when operation of the sound/lighting system are required. This person must be approved by the Community Education Director.
 - A computer technician may be required to be on duty whenever a computer lab is used.

3. **SUPERVISION:** All activities must have competent adult supervision. The supervisor must be in attendance at all times to accept

responsibility for the conduct of the group, the care of the facility, and the equipment. District employees shall supervise facility and equipment operation, but will not supervise the renters or their activity. The renter must supply any outside supervision or security deemed necessary or required. Groups must confine their activities to the space they have reserved.

4. EQUIPMENT: At an additional charge, school equipment may be used **only** if arrangements are made in advance with the Community Education Director. You will not have access to equipment that has not had prior approval. Equipment and furniture owned by the school district shall not be moved unless prior approval is received. Equipment and furniture cannot be removed from the school building. Destroyed or damaged equipment must be replaced or repaired by the renter and at the renter's cost. If equipment is damaged, please notify the Community Education office after your event is completed. A damage deposit will be required when using school equipment.

5. FOOD SERVICE FACILITIES: Food may be served in the Morris Area Schools under the following regulations:

1. Food and coffee must be served in approved locations within the school buildings.
2. Dinners and banquets may be catered by firms acceptable to the Food Service Supervisor.
3. Kitchen facilities shall not be used unless a food service employee is on duty.
4. A food service employee must be on duty whenever the kitchen is used. Groups will be billed for the hours the staff worked.
5. Any exceptions to the above rules must receive advance approval from the Food Service Supervisor and the Community Education Director.

6. GYMNASIUM RENTAL

- All athletic participants must wear athletic shoes with clean, non-marking soles.
- Only non-carbonated water allowed in gyms
- Renters using the gyms for large events may be charged an additional fee for putting down floor protector, and for electricity, and air conditioning use.

7. AUDITORIUM/CONCERT HALL RENTAL

- A light/sound technician must be on duty whenever the light and sound system is used unless special arrangements have been made and approved by the Theater or Music departments.
- Food and beverages other than water are not allowed in the theater or concert hall.
- All groups using the Auditorium or Concert Hall must remove all materials, refuse, and any items brought into the facility immediately following the completion of the event unless prior approval has otherwise been given. If items are not removed there will be a \$25 a day charge.

8. CLEAN-UP: All groups may be assessed custodial costs for cleaning the area after the facility use. All groups using school facilities are asked to clean up after themselves and return the room/facility to its original order to help minimize custodial clean-up cost. The renter should dispose of all refuse and debris properly in designated receptacles.

- 9. PUBLICITY:** When an organization is granted use of a school facility, that organization shall, at all times, fully identify itself as the sponsoring organization and accurately represent the content/activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is **not** sponsored by the school district. The applicant also agrees not to advertise the event until final approval is given by the school district. District 769, by permitting Groups II-V the use and rental of its facilities and equipment, does not become a promoter, endorser, or sponsor of the meeting or event.
- 10. LAWS:** All ordinances, laws, and district policies pertaining to the use of school facilities must be observed. Gambling, use of tobacco products, use, or possession of alcoholic beverages or illegal chemicals, and use of firearms on school property is prohibited. State Fire Laws must be observed at all times. If the fire alarm sounds, you are to evacuate the building immediately. Do not re-enter until you are given the all clear by a custodian and/or the fire department. The numbers occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times. Contact the Community Education office for a complete list of laws, procedures, and policies that need to be observed.
- 11. LIABILITY:** Individuals or groups that use District facilities may be required to provide a certificate of insurance. The minimum amounts will be \$50,000 in property insurance and \$1,000,000 in liability insurance. Morris Area Schools must be listed as additional insured. The applicant must exercise the utmost care in the use of school premises and equipment and agrees to protect, indemnify, and save harmless the Morris Area District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. In the event of damage to school property applicant shall accept the responsibility for same and shall pay all appropriate repair costs.
- 12. CONCESSION STAND USE:** The district holds the right to sell concessions at any activity or event being held on district property. The District can relinquish these rights to outside groups if request has been made in advance and approval given by the Community Education Director.
- 13. OUTSIDE AREAS:** The use of outside areas (football, softball, baseball, track, parking lots, tennis courts, etc) will require the regular Facility Request Form to be completed.
- 14. CLOSURE:** The School District reserves the right to cancel or postpone a reservation due to an emergency condition. Some examples include: closure of the school by the School Board or inclement weather.
- 15. CONSIDERATION OF USE:** Morris Area Community Education reserves the right to refuse the use of the school facilities when it has been determined that such use is not in the best interest of the Morris Area School District, does not fit with school programs or the group requesting use of the facilities has demonstrated a history of misusing school facilities.
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PERMIT FEE: All reservations require a \$10 non-refundable scheduling fee.

RENTAL FEES

Organizations desiring building/facility use are classified into five categories as listed below. Rental fees are determined by group classification. See the Rental Fee Schedule.

All events and activities must have approved and trained supervision. Staff and/or custodial or cook charges may be incurred at the prevailing rate for each hour of work during non-scheduled working hours. Minimum fee of two hours will be assessed.

GROUP I – School District related groups

Group I shall be permitted the use of facilities at no charge during regular custodial hours. When custodial, food service personnel, or a supervisor is required; groups will be billed at the current rate for the required personnel.

- a. District 769 Groups (school clubs, community education, teacher and/or parent groups for the purpose of conducting school district business, school district employee unions, school productions or school sponsored athletic events.)
- b. District 769 sponsored fundraisers.

GROUP II- Any youth groups or youth athletic associations within the School District where there is no participation fee or admission for the event and 90% of the participants are from within the School District.

If no participation fee or admission is charged for the event, Group II will be charged a minimal charge for the use of the facility. If additional technical or custodial time is needed, Group II will be billed at the current rate.

- a. School-related booster club organizations.
- b. Organized local, non-profit youth groups (church youth groups, Girl Scouts, Boy Scouts, 4-H clubs, etc.) for small meetings (30 or less)
- c. Youth sports teams and associations (athletic feeder programs, etc.)

GROUP III- Non-profits within the School District

- a. All organizations with 501-C not-for-profit status.
- b. Organized community service, citizen, and civic groups (Lions, Jaycees, Kiwanis, Legion, VFW, etc.)

- c. Any non-school sponsored youth organization or sport league activities where a participation fee or admission fee is charged (traveling teams, weekend tournaments, camps, etc.)
- d. Adult sports teams and associations
- e. Special interest groups (church groups, family and class reunions, funerals, weddings, showers, etc.)
- f. Political caucuses and political candidates for the purpose of a meeting.
- g. Religious organizations for worship or instruction/meeting purposes.
- h. Locally sponsored fund raiser by any non-profit groups that primarily support the local group.

GROUP IV – For-profit School District groups/ Non-profit non-district groups

- a. Local businesses or special interest groups for the purpose of conducting meetings or activities of a business or commercial profit-making nature.
- b. Any District group, conducting fund-raising activities that primarily support non-community organizations or interests.
- c. Political fundraisers.
- d. Classes or workshops conducted by colleges and technical universities.

GROUP V- For profit Out-of-District groups and individuals

- a. Any non-district groups or individuals who want to use the school facility.

Rental charges shall be made in accordance with the rental schedule. Community benefit events shall be considered non-profit. Legal designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Community Education Director indicating proceeds of activity will be used for charitable purposes, locally.