

# Roseau Public School

## Facility Use Form

509 3rd St NE  
Roseau, MN 56751  
Telephone (218)463-2770 Fax (218)463-3658

Organization: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Agent: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_  AM  PM

Address: \_\_\_\_\_

To: \_\_\_\_\_  AM  PM

Phone: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

### Please complete the following:

- Will this activity be open to the general public or only your group  
 Group  Public
- Number of people expected to attend \_\_\_\_\_
- Will the participants or attendance be:  
 Adults  Adults/Students  Students only
- Will a participation fee be required:  yes  no
- Will admission be charged:  yes  no  
Adults \$\_\_\_\_\_ Students \$\_\_\_\_\_ Children \$\_\_\_\_\_
- Do you have a Tax Exempt Number:  yes  no  
Tax Exempt Number \_\_\_\_\_
- Can you provide liability insurance:  yes  no
- Identify the type of supervision your group will provide: \_\_\_\_\_

### Facility Requested:

- Commons ..... \$100/day
- Kitchen ..... Required hiring of 1 staff
- Library Conference Room ..... \$25/day
- Classroom(s)  
Qty \_\_\_\_\_ regular ..... \$25/day  
Qty \_\_\_\_\_ w/special equipment .... \$35/day
- Theater/Stage ..... \$150/day  
Includes technician and one rehearsal day
- Gymnasium High School (Large) ..... \$25/day
- Gymnasium High School (Small) ..... \$25/day
- Gymnasium Elementary (Half) ..... \$25/day
- Gymnasium Elementary (Full) ..... \$25/day
- Locker Room ..... \$20/day
- Pool ..... \$100/day  
plus hourly wage of lifeguards
- Other (specify) \_\_\_\_\_

Custodial fees may apply and will be charged in addition to above fees.

I certify that I have received, read, and understand the Roseau Public School's policy of the use of school facilities. If permission is granted for the use of facilities, our organization will abide by the rules and regulations as stated in the policy.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

For Office Use: Do Not Write in Area Below

It is agreed that the party or organization listed above shall have the use of the school facilities/equipment listed above for the purpose mentioned on the dates and at the time specified in this request for the following costs:

Rental Fee \$ \_\_\_\_\_ Custodial Fee: \$ \_\_\_\_\_

\_\_\_\_\_  
Community Education Director

\_\_\_\_\_  
Date

\_\_\_ Business Office  
\_\_\_ Supv. of Bldg & Grounds

\_\_\_ Community Ed Office  
\_\_\_ Pool Supervisor

\_\_\_ Library/Media Center  
\_\_\_ Other

\_\_\_ Food Service

For Office Use Only  
Room # Assigned:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Roseau Public School District

## Bylaws & Policies

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### **Board Policy KG - USE OF SCHOOL FACILITIES**

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the school.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the Community Education Director. District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to Roseau Public School and the operations of the school
- B. use by any school group, club, team, or organization including the Roseau PTO
- C. use for a Community Education program or activity
- D. use by any other community group, preference to not-for-profit groups

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

The Community Education Director shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

# Roseau Public School District

## Administrative Guidelines

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### Board Policy KG - USE OF DISTRICT FACILITIES

#### Applications

Any organization or individual desiring to use District facilities shall complete an application (available on district website) and submit it to the Community Ed Director for approval.

- A. The Community Ed Director shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The Community Ed Director will approve all requests and send a copy of the request to the appropriate supervisor of the areas to be used and to the applicant. If the application is not approved, it will be returned to the applicant.
- C. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Community Ed Director in consultation with the Building Administration **with or without due notice**. All approvals are to be granted with this understanding.
- D. If the application is approved, applicants will need to submit a facility work order (available in building offices) that describes the set-up procedures and room arrangements for the activity.

#### General Procedures

- A. A Community group, community agency, or private business must obtain a permit for the use of a school facility from the Community Education Office.
- B. A Community group, community agency, or private business requesting the use of a school facility shall provide sufficient adult supervision as required by the Director or pay for supervision by school employee.
- C. All applicants for the use of school facilities shall hold ISD 682 free and without harm, from any loss, damage, or expense that arise during the use of the school facility. The Director may bill the applicant using the school facility for loss or damage that was sustained by the school district. The Director has full discretion to require a cash bond, in any amount deemed appropriate, to cover any loss or damage that might be sustained by the District. The Director may require applicants to provide proof of insurance that insures the District against loss and transfers risk from the District to the applicant in the form of a Hold Harmless Agreement.
- D. Any use of a school facility shall be free from controversial purposes and disruptive nature. Should an objection be lodged in writing by a group or individual against a specific use of a school facility by any applicant, the Director and Board Chairperson shall, as soon as reasonably possible, rule on the validity of the objection. The complainant may appeal the ruling to the Board of Education. The ruling of the Board shall be final.

- E. The district's kitchen facilities cannot be used by any group unless arrangements are made to have present one of the regular kitchen employees or an individual approved by the Director of Food Services.
- F. If there is an emergency school closing, all activities in any school building shall be cancelled and/or postponed. The District reserves the right to request payment of estimated fees in advance.
- G. Unless there is a past practice, all permits for the use of a school facility by a private business must receive the approval of the Board of Education.
- H. No school facilities will be used for any money-raising activity by a community group, community agency, or private business unless the specific group, agency, or business has obtained prior authorization from the Board of Education. Money-raising activities prohibited include admission charges, rental charges, and free-will donations.
- I. Once authorized, a community group, community agency, or private business need not request Board approval for another money-raising event if the sponsored event is similar to the original request.
- J. No building will be used to generate revenue for a private individual or a private corporation.