

Big Lake Community Education Services

Phone: 763.262.2523

Big Lake School District #727

Regulations for Use of District Facilities, Grounds, and Equipment

General Information:

Rental of Facilities: Parties interested in using district facilities, grounds, or equipment are required to obtain prior approval through Big Lake Community Education Services. Electronic requester application and facility requestor login are available online at www.biglakeschools.org (please click on Community Education and then Facilities). Rental requests for non-school activities must be submitted and approved at least seven business days prior to the requested date of use. A non-refundable permit fee of \$15 must accompany all facility permits. A deposit or partial payment may be required prior to the use of district facilities.

Solicitation: Solicitation of materials or membership recruitment by an organization or individual on school grounds is prohibited, unless prior approval has been received from the Director of Community Education Services.

Right of Cancellation: The school district reserves the right to cancel any reservations should district needs arise. Regular school activities and organizations of the school district shall have first priority in the use of any facility. The district facilities management team shall reserve the right to cancel all field use due to poor site conditions.

Payment: Payment for use of facilities, equipment, service and supplies, and district personnel fees is due within one month of invoice date. Permit holders with an unpaid invoice after one month of invoice date will be charged a \$10 per month late fee and will not be allowed to use Big Lake School District 727 facilities until payment has been received.

Cancellations: Permit cancellations must be made at least 48 hours in advance for weekday use of school facilities and one week in advance for weekend use of facilities or renter will be liable for all rental fees.

School closings: When school or evening activities are cancelled due to inclement weather or physical problems, all scheduled rentals and activities will also be cancelled. The Director of Community Education Services may determine exceptions to this procedure. Local media stations and the district website will carry announcements of school closings and, when possible, Community Education will notify facility users. In the event of snow, plowing is not guaranteed, as the district's snow removal contract is for the benefit of the school week. If extra plowing is requested the cost will be paid by the permit holder.

Rental/Reservations Classifications:

Group I, First Priority – No Rental Fees (possible personnel charges):

- Recognized school organizations and school functions/events.
- Local tax supported agencies serving Big Lake School District 727.
- Political caucuses.

Groups II, III, IV (In-District):

Group II

- Local non-profit youth agencies and civic organizations within Big Lake School District 727 boundaries if composed of 75% of district residents. *
- Local non-profit community groups holding a youth activity. *

Group III

- Non-profit community groups located in Big Lake School District 727 and/or serving a majority of Big Lake School District 727 residents. *

Group IV

- Commercial, business or private organizations located in Big Lake School District 727.
- Individual community members residing in Big Lake School District 727.
- Non-profit youth agencies and civic organizations with less than 75% of participants as district residents.*

Group V (Out-of-District):

- All groups, businesses, organizations, and individuals not located in Big Lake School District 727.

*All facility rental charges are at the discretion of the Community Education Services Director, per participant fees or other agreements may be arranged with local non-profit groups in lieu of renting facilities for practices/games per the Facility Fee Schedule.

Facility Fee Schedule

Fees for facilities not listed below shall be at the discretion
of the Director of Community Education Services

Facility	Group II	Group III	Group IV	Group V
Gym Court	\$20/ct/hr	\$30/ct/hr	\$40/ct/hr	\$50/ct/hr
Cafeteria	\$30/hr	\$45/hr	\$60/hr	\$75 /hr
Auditorium	\$40/hr	\$60/hr	\$80/hr	\$100/hr
Kitchen	\$25/hr	\$40/hr	\$50/hr	\$65/hr
Classroom	\$7/hr	\$10/hr	\$14/hr	\$18/hr
Special Rooms*	\$20/hr	\$30/hr	\$40/hr	\$50 /hr
Wrestling Room	\$20/hr	\$30/hr	\$40/hr	\$50/hr
Gymnastics Gym	\$50/hr	\$75/hr	\$100/hr	\$125/hr
Pool	\$45/hr	\$65/hr	\$90/hr	\$110 /hr
Athletic Field	\$12/field/hr	\$18/field/hr	\$24/field/hr	\$30/field/hr
Tennis Court	\$7/ct/hr	\$10/ct/hr	\$14/ct/hr	\$18/ct/hr
Football Stadium includes press box (lights, concessions, & bathrooms extra)	\$75/hr	\$115/hr	\$150/hr	\$190/hr
Concession Stand**	\$10/hr	\$15/hr	\$20/hr	\$30/hr
Varsity Football Concession Stand	\$15/hr	\$25/hr	\$30/hr	\$40/hr
Outdoor Restrooms***	\$15/hr	\$25/hr	\$30/hr	\$40/hr

*Special rooms include music rooms, media centers, life skills rooms, art rooms, lecture rooms, and the community room.

** HS, MS, 4-plex, varsity baseball and trailer.

***Custodial fees will be charged for cleaning.

Big Lake School District 727 Personnel

A Big Lake School District 727 employee **must** be present whenever school building facilities are in use. A cook must be on duty whenever the kitchen and/or kitchen equipment is used. A Red Cross Certified Lifeguard must be on duty whenever the pool is in use. A custodian shall be on duty when necessary. The Director of Community Education Services in cooperation with administration, custodians, cooks and other staff shall determine the need for personnel.

When District employee time is devoted to or necessitated by an activity, the renter shall pay the personnel fees listed below. There is a minimum fee of two hours for all personnel not already on duty. Hourly wages are subject to change.

A. Custodians	\$40/hour	F. Lifeguards	\$18/hour
B. Cooks	\$40-\$70/hour	G. Field Maintenance	\$21/hour
C. Media Technician	\$30/hour	H. Other Personnel	as determined by the Director of Community Education Services
D. Building Attendant	\$19/hour		
E. Full Field Prep	\$30/field (Association only)		

Miscellaneous fees:

A. Garbage/Dumpster	actual cost
B. Snow Removal	actual cost
C. Portable Restrooms/Sinks	actual cost
D. Late Payment Fee (accounts over 30 days)	\$10/month
E. Stadium Light Fee	\$15/hour
F. Four-Plex Light Fee	\$15/field/hour
G. Baseball Light Fee	\$20/hour
H. LCD Projector	\$20
I. Microphone	\$10
J. Piano	\$25
K. Risers	\$10/section
L. Other Equipment	as determined by the Director of Community Education Services

Rules & Regulations

Equipment: At an additional charge, rental groups may use school equipment if arrangements are made in advance through the Community Education Services office. Any equipment brought into Big Lake School District 727 facilities must be approved in advance by the Director of Community Education Services. Equipment will be removed immediately following the activity. District 727 is not liable for damage or loss to any personal property of the renter or their participants.

Supervision: Permit holders are responsible for on-site, continuous, adult supervision of their activity. Adult supervisors are responsible for the group's conduct and compliance with all rules, in addition to ensuring that the group remains in the area authorized in the permit. The permit holder is responsible for personal injury and property damage. Groups must furnish their own first aid kits. Big Lake School District employees will supervise facility operation.

Use of Facilities: All facilities shall be used consistent with their design, unless the Director of Community Education Services has granted prior approval. All food and refreshments are restricted to cafeterias or outside, unless approved in advance. Authorized Big Lake School District employees shall have access to facilities at all times to verify appropriate use. Renters shall assist with clean up and all areas must be returned to their original order. Renters shall immediately report any damage to the facility to the Director of Community Education.

Laws/Policies: Big Lake School District 727 policies (available online at www.biglakeschools.org), local and state ordinances and laws, and fire codes pertaining to the use of public facilities must be observed. Policies include, but are not limited to the following:

- Firearms and weapons of any kind are prohibited.
- Gambling, the use or possession of alcoholic beverages, illegal chemicals and tobacco products on school property is prohibited.
- State Fire Laws must be observed at all times. If a fire alarm sounds in any area of a building, the entire building must be evacuated. The number occupying an area shall not exceed designated capacity.
- Emergency exits shall remain visible and accessible at all times.
- No parking in fire lanes. Access for emergency vehicles must be maintained at all times. Violators may be tagged and/or towed.

Concessions: Individuals or groups selling concessions must comply with the MN Dept. of Health license secured by Chartwells for Big Lake School District 727. A detailed list of eligible food items covered by this license is available in the Community Education Services office. If you or your group choose to offer more food choices than are eligible under Chartwells/Big Lake School District 727's license, you or your group must obtain your own concession license through the MN Dept. of Health and a copy of said license must be on file in the Big Lake Community Education Services office prior to the first date of your event.

Hold Harmless Agreement: Individuals or groups using District 727 facilities shall agree to hold harmless District 727 and its officers, agents, and employees, and shall agree to indemnify District 727 for any and all damages, costs, and expenses, including attorney's fees incurred, suffered, or claimed by any person arising out of the individual or organization's negligence or use of the premises and/or the parking facilities on or adjacent thereto.

Liability: Individuals or groups using Big Lake School District 727 facilities must provide their own damage and liability insurance, naming **Big Lake School District 727, 501 Minnesota Avenue, Big Lake, MN 55309** as an **additional insured** in an amount not less than \$1,500,000 for any number of claims arising out of a single event, and 3,000,000 aggregate. The certificate of insurance **must** be on file in the Big Lake Community Education Services' office prior to using Big Lake School District 727 facilities. The renter assumes full responsibility for injury or death of activity participants and/or attendees and any damages to property that may occur in the facility they are using.

Expectations:

- No driving on greenway lanes between four-plex ballfields. If you need to bring product to the concession stand, walk it in, use a golf cart, a four-wheeler with turf tires or arrange help in advance with the Head of Grounds. Exceptions need prior approval by Head of Grounds.
- No trailers may be parked on greenway lanes between four-plex ballfields. Exceptions need approval in advance by Building and Grounds Manager. RV/camping trailers can park along the bus land or the parking lot along County Road 43.
- No driving of motorized vehicles on school grounds by anyone under 16. The driver needs proper driver's license and certification.
- Pick up any trash left behind including inside the dug-outs.
- Once your season/event is done, concession stand(s) must be emptied of all product and all appliances unplugged.
- Before another organizations takes over using the concession stand, empty all your product from the concession stand(s)

Storage: Strategically placed storage areas exist on school grounds for community storage. These areas will have rakes, etc. for keeping grounds in the best shape as possible. At the four-plex is a wooden storage unit located on the north end

and Field 6 storage room is in the 3rd base dugout. We have keyed both of these areas with the same key. Keys are available in the Community Education Office.

