

# I.S.D. #111

## Watertown-Mayer Public School District



# FACILITY USE POLICY AND PROCEDURES

Adopted 2002  
Revised: August 2008

### **District #111 Facility Use Policy - #902**

#### **For information, contact:**

District #111 Community Education  
W-M Primary School  
313 Angel Avenue NW  
Watertown, Minnesota 55388  
Phone: 952-955-0280  
Fax: 952-955-0201  
Email: [wmcommunityed@wm.k12.mn.us](mailto:wmcommunityed@wm.k12.mn.us)

District #111 is Tobacco and Alcohol Free. Smoking and the use of tobacco, alcohol and controlled substances are prohibited on all School District property. Use or the possessions of weapons is strictly prohibited. This includes all school buildings, grounds, and in all school district vehicles.

# District 111 Facility Use Procedures

## I. Purpose

The purpose of this policy is to recognize that all school district facilities, both indoor and outdoor, belong to school district residents and to further encourage the responsible use of school district facilities by individuals or groups.

## II. Application Process / Fees:

All use of District facilities before and after the normal school day, weekends, vacations and holidays is scheduled through the District 111 Community Education Office. To apply:

1. Obtain a Facility Use Application by calling Community Education at 952-955-0280, or stop by the office at the W-M Primary School, 313 Angel Avenue NW, Watertown, MN 55388.
2. Community Education must receive the completed Facility Use Application at least ten (10) business days before requested date of use.
3. Total payment of facility use fees is due immediately and must be received with the Certificate of Liability Insurance (if required) and signed rental agreement. The current facility use fee schedule can be obtained from the Community Education office.
4. District equipment (i.e. audiovisual, sound, tables and chairs etc.), as well as setup times and needs must be requested on the application.
5. Upon receipt of the signed Facility Use Application, Community Education will verify space availability.
6. Community Education will determine and arrange for staffing as required. Staffing costs are the responsibility of the user and are due prior to the event. All district employees must be paid through the district payroll process.
7. All fees must be paid before the event. User groups will be billed for any additional District 111 staff time etc., if necessary, after the event. After 30 days, any unpaid fees will incur a \$25 per month late fee.
8. Groups who have an outstanding bill will not be allowed to make another reservation until all past due fees are paid in full.

## III. Insurance and Liability

The Certificate of Liability Insurance must be on file in the Community Education Office prior to the event. Mail certificates to: W-M Community Education, 313 Angel Avenue NW, Watertown, MN 55388 or fax to 952-955-0201 / Attention: Facilities Coordinator.

1. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless School District 111 from any liability and/or expense occurring as a result of the use of the school facilities. **The Board of Education requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of \$1,000,000/occurrence and \$3,000,000/aggregate which names District 111 as an additional insured.**
2. Certificates of Liability Insurance are required for large groups, groups serving food, athletic events not sponsored by District 111 and any other event for which the district or its agent deem it necessary.
3. The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators.

## IV. General Statement of Policy

1. All District 111 policies, local and state ordinances, laws and fire codes pertaining to the use of public buildings and facilities must be observed by all individuals/organizations using district facilities.
2. The Watertown-Mayer Community Education Department has been designated by the Superintendent and School Board to manage the use of school facilities. Consideration for use of facilities is provided equally to all. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, age, disability or status with regard to public assistance.
3. The use of school district facilities must be in the public interest. The School Board reserves the final right to deny the use of district facilities for just cause or when activities are deemed contrary to the purpose of school district policies or public good.
4. Community use of facilities under this policy does not imply school district sponsorship or endorsement of the activity, groups or organizations, nor the purposes they may represent.
5. Long-term leases of school district facilities and certain on-going facility uses that occur on a regular basis may be assessed alternative fees as deemed appropriate by school district personnel.
6. District 111 buildings are available for general public usage from the hours of 6:30 a.m. to 10:30 p.m. Sunday – Thursdays and from 6:30 a.m. to midnight Fridays and Saturdays during the school year, except on holidays. Facility use during the summer is by special arrangement only.

## V. Rules and Guidelines for Use

These rules and regulations exist to protect the public's investment in District 111 facilities. All groups using the buildings/grounds must observe the following rules. The Facility Use Application must be signed by an adult (age 21 or older) who is responsible for the organization. By signing the rental agreement the user group agrees to abide by all of the rules and guidelines listed in this document.

### General Permit Holder Responsibilities:

1. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited.
2. Organizations that use the facilities on an on-going basis will designate one contact person and one alternate contact for the Community Education office. These two contact people will be the only people allowed to schedule facilities on behalf of the organization.
3. Facility Use Permits are not transferable.
4. Printed promotional materials and media announcements for non-school sponsored activities/events must include the following disclaimer: "This activity/event is **NOT** sponsored by District 111" and must clearly identify the name and contact information of the sponsoring group.

5. When inclement weather or physical problems require school closings, the buildings will be closed for community use during the day, after school or in the evening as well. Refer to WCCO radio (AM 830) school closing announcements or call the Community Education Office at 952-955-0280. If school is not closed or released early for inclement weather, the Community Education Director or designee may cancel after school or evening, weekend, or non-school day community use of facilities as necessary.

#### Space Related Responsibilities:

1. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.
2. If food and/or drink are to be served, this must be indicated on the Facility Use Application and will be permitted only in designated areas.
3. Equipment brought in and its manner of use is subject to approval by school district personnel and must be approved prior to your event. School equipment may be used if advance arrangements have been made with the Facility Scheduler. Charges for staff time and/or equipment use may be assessed, depending on the type of equipment and the extent of set-up and/or take-down needed.
4. All users must return the areas used to their original order/condition. Additional custodial costs for special set-ups or necessary clean up to prepare the facility for the regular school program will be assessed.
5. Classroom materials and information on bulletin boards, white or blackboards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks will not be disturbed.

#### Supervision Responsibilities:

1. Competent adult supervision (21 years or older) must be provided by the group during the entire use. The group supervisor(s) will be held responsible for compliance of rules, general behavior and safety of group members.
2. Any children or siblings of program participants must be under direct supervision of a parent or guardian at all times.

#### Risk Management:

1. The applicant is liable for personal injury and any property damage done to district facilities or property and will be assessed replacement or repair fees. A deposit fee may be required at time of rental.
2. Groups must furnish their own first aid kit. See page 4 of this policy for location of Automated External Defibrillators (AED) in each building.
3. The school district is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
4. No latex balloons or other latex products are permitted.
5. Tanks of compressed gases can only be in a building if properly secured and used for curriculum purposes.

## **VI. Scheduling Priorities and Categories**

Applications for the use of facilities will be processed and scheduled in the following order:

### CATEGORY 1:

- School District 111 sponsored activities: Refers to all K-12 programs, co-curricular activities and Community Education programs. School sponsored groups will not be assessed rental fees but may be billed for staffing and additional operating expenses after an event.
- District 111 volunteer organizations that exist solely for financial support of District 111 programs will be able to use district facilities under Category 1 but will be billed for staffing and additional operating expenses. High risk activities may require a Certificate of Liability Insurance.

### CATEGORY 2:

- Non-profit community groups that qualify for 501 (c) (3) or 501 (c) (4) status or organizations based within the school district and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. governmental functions, youth athletic associations, scouts and faith-based organizations for educational or recreational use).
- Category 2 residency requirements will be considered fulfilled in sport associations that have cooperative agreements between Watertown-Mayer and another district.
- Category 2 groups will qualify for a \$500 user fee cap each fiscal year if they donate \$1000 - \$2499 or a \$250 cap for \$2500 or more donation to District 111 during that fiscal year.
- Youth athletic associations, if fundraising under Category 3, will be charged per gymnasium (not per court).

### CATEGORY 3:

- Non-profit groups or organizations with less than 75% of the participants from District 111.
- Non-profit groups or organizations not headquartered in District 111.
- Colleges and universities and non-profit educational organizations.
- Non-profit organizations and faith-based organizations based in District 111 that use the facilities for fundraising activities, collecting offerings, or charging an admission / entry fee.

### CATEGORY 4:

- Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purposes or personal profit.

## **VII. Scheduling Timeline for Facility Reservations**

1. May 1<sup>st</sup> – Category 1 may begin scheduling for the next school year.
2. July 1<sup>st</sup> – Category 2 may begin scheduling for the next school year.
3. August 1<sup>st</sup> – Categories 3 and 4 may begin scheduling for the next school year; taken on a first-come, first-served basis.

**District 111 programs have priority for facility use at all times.** Occasionally, non-school scheduled activities may conflict with events planned by a district program. If a conflict occurs, every effort will be made to find an alternate facility for the non-district group.

**Cancellations (excluding the Performing Arts Center):**

The facility scheduler must be **notified in writing** of the group's intent to cancel at least five (5) business days prior to the scheduled use date. *In the event of a cancellation, the total amount paid, LESS a cancellation fee of 20%, will be refunded. If less than five (5) business days notice is given of cancellation, facility rental fees and/or staff fees may not be refunded.*

**Legal References:** Minn. Stat. § 123.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)  
MSBA/MASA Model Policy 901 (Community Education)

**LOCATION OF BUILDING  
AUTOMATED EXTERNAL DEFIBRILLATORS**

**High School:** 1. Entrance # 6 hallway  
2. Entrance # 8 hallway

**Middle school:** By Middle School gym concession stand

**Elementary:** Across from front office

**Primary school:** Entrance # 8 hallway

**Policy 902**  
**Watertown-Mayer Performing Arts Center (PAC)**

In addition to procedures that apply to use of all District #111 facilities, the following apply to the use of the Watertown-Mayer Performing Arts Center.

**I. Scheduling**

Community Education is responsible for scheduling the W-M Performing Arts Center during the school day and after regular school hours. Permits will be issued to the community for no more than four (4) consecutive months at a time. Exceptions will require a special lease agreement.

**II. Fees**

1. The Application Process outlined in Policy 902 must be followed for PAC usage.
2. Fees in effect on the date of the event will apply (i.e., fee increases may occur if the fee schedule is adjusted between the date the reservation is made and the actual use occurs. Groups will be notified of this potential.)
3. No facilities will be “held” without payment of fees and receipt of Certificate of Liability.
4. A damage deposit of \$200 will be required of Category 2, 3, and 4 groups using the PAC. An additional \$200 deposit *may* be required if technical equipment or musical instruments are used. A separate check should be submitted for the deposit(s). The deposit check will be held until after the final performance. If damage to the facility, equipment, or instruments exceeds the deposit, the user group will be billed for the balance of the cost.

**Cancellations of Performing Arts Center Usage:**

The facility scheduler must be **notified in writing** of the group’s intent to cancel at least thirty (30) business days prior to the scheduled use date. In the event of a cancellation, the total amount paid, LESS a cancellation fee of 50%, will be refunded. If less than thirty (30) business days notice is given of cancellation, facility rental fees and / or staff fees may not be refunded.

**III. Staff required for use of PAC**

1. A custodian and / or approved building supervisor must be available in the building whenever the PAC is used.
2. Whenever technical light, sound, or fly systems are to be used, the systems will be operated only by technicians hired and trained by District 111. User groups will be billed by Community Education for technician time on an hourly basis.

**IV. Event Management**

Event management includes but is not limited to: event supervision, parking, ticket sellers and takers, ushers, some set-up arrangements, general clean up (post event), etc. In general, event management will be the responsibility of the user group. In some instances, the district may elect to provide event management and appropriate fees will be assessed.

## **V. General Permit Holder Responsibilities**

1. The permit holder is solely responsible for arranging for and paying for all performance rights, licensing fees, and other applicable fees associated with their production.
2. The permit holder must enforce any restrictions on recording, broadcasting, televising, or photographing their production as outlined in relevant contractual agreements. The permit holder must inform the audience and the school district of such restrictions.

## **VI. PAC Backstage Facilities and Equipment / Instrument Use**

1. Male and female dressing rooms and the make-up room are available for use by performers. The props / costumes and scene storage rooms are available for W-M district use only.
2. Groups preparing for a play or musical performance may leave sets, props and costumes overnight for a period of up to three weeks prior to the scheduled performance or as determined by the facility use coordinator. The District does not provide permanent storage to user groups. At the end of each rehearsal, all items left behind must be put into a designated area, as there may be other users in between scheduled rehearsals and performances. The stage must be struck within one day after the final performance. Anything left behind will be disposed of by the District at the user group's expense. The District is not responsible for theft or damage to items left in the facility.
3. User groups will be responsible for properly disposing of unused paint and other substances or disposal cost will be deducted from the damage deposit. Only non-toxic materials may be used.
4. The District regularly tunes the piano in the PAC. There may be an extra charge to the group if an additional tuning is requested.
5. The band room is available for use if needed to accommodate performers for an event. Standard usage of the band room includes the chairs and the music stands only. The band room must be put back exactly as it is found.
6. The music commons area and the practice rooms are *not* available for use.
7. District owned instruments (percussion, etc.) are available only by special arrangement and a fee will be assessed for their usage.

## **VII. Rules:**

1. No food or beverages are allowed in the PAC or sound / lighting areas. Plain, non-carbonated water is allowed on stage and back stage only.
2. No candy or gum is allowed anywhere in the Performing Arts Center.
3. No adhesive tape may be placed on the carpet, walls, or curtains in the PAC.
4. Posters and other signage for events in the PAC may be hung only in designated areas after obtaining approval from the district.