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CANNON FALLS SCHOOLS ISD#252
COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Area Schools Comparisons

I. Philosophy

The Cannon Falls School Board recognizes that school facilities/property represent a highly valuable asset for the development and enrichment of both school and civic life of the Cannon Falls community. Cooperation is pledged by the School Board in the promotion of activities, which appear to be in the best interest of the School District and community. It must be realized that there are costs involved in the use of facilities; and therefore, the following procedure is intended to deal with the use of expenses in a fair and consistent manner.

II. Rules and Regulations

1. Regular school activities and school organizations shall have first priority in the use of any school facility. In the event that a school function or a Community Education class or activity requires space previously committed to a user at a specific date and time, the Community Education Director is authorized to modify or cancel the user's permit.

2. The user agrees to assume all responsibility for damage and/or expenses in connection with the use of school facilities under this agreement. Users of the school facilities shall agree to indemnify and hold harmless the District for any and all damage by anyone attending the event, and likewise the School District against any and all liability including legal fees, and any and all damages to any anyone. Class II and III users utilizing the facilities must provide a Certificate of Liability Insurance listing the District as an additional insured, in the amount of $1,000,000 per occurrence and $1,000,000 aggregate prior to use. Any exemption to this rule will be recommended by the Community Education Director to the Superintendent of Schools.

3. The user representative designated on the permit will be responsible for supervision of all participants and spectators.
   a) All activities must have competent adult supervision
   b) Custodians shall supervise the facility, but not the rental group or its activities
   c) Facility users must arrange and pay for any special supervision required (i.e. police protection, parking supervision, etc.)
   d) Children in attendance as spectators at events are to be properly supervised by adult members of the user group.

4. The user is expected to leave the facility at the ending time scheduled on their permit. If additional site supervision is required due to the user's late departure, the school district reserves the right to charge an additional fee.

5. The users are expected to return the area(s) being used to the condition in which it was found. If additional time is needed to clean up after scheduled use, the school district reserves the right to charge for these services.

6. School equipment may only be used on School District property and must be pre-approved at the time of application. Any additional fee may be charged for the use of the equipment, time required for setup and transfer of equipment between buildings.

7. The use of fireworks and pyrotechnic special effects is governed by Uniform Fire Code Article 78 and applies to all school district buildings and properties.

8. Decorations must be fireproof. Putting materials on any kind of floors, walls, or parts of the building requires permission.

9. Abuse of school facilities, failure to abide by the scheduled time, failure to pay billed fees within 30 days, or lack of courtesy to school personnel may be cause for denial or cancellation of future facility requests. Destroyed property or equipment must be replaced or repaired by the facility user.

10. Local/State ordinances and laws pertaining to the use of public buildings must be observed. School District buildings and grounds are smoke/tobacco free. Smoking and use of tobacco products is prohibited. Possession of intoxicants or drugs on school property, as well as gambling, is prohibited.

11. School District facilities are not available to groups for wedding receptions, private dances, etc.

12. Whenever a school kitchen is used, a food service employee must be present and paid by the user, according to the existing schedule.

13. Whenever a facility is used, and a custodian is not on regular duty, one shall be employed and be paid at user's expense, according to the existing schedule.

14. Complaints about a user will be reported to the Community Education Department, which will investigate and follow up as necessary. Violations of law will be reported to the proper authorities.

15. School District 252 is not responsible for loss of or damage to personal items.

16. In the event that one or more users are in a facility at the same time, each user will be responsible for the fees specified on their individual permits.

17. Unless otherwise arranged, scheduled use of school facilities is automatically canceled when schools are closed for severe weather and on school holidays. Other particular situations may warrant school closings. If in doubt, the user should call the Community Education office, 507-263-6800 ext. 9.

18. Groups using District facilities must be in compliance with the Americans with Disabilities Act.

19. No users will be allowed to drive on any district fields without prior written permission from the Superintendent. Vehicles are confined to streets and parking areas.

III. Rental Classifications

Class I (Top priority)
School related organizations (i.e., athletics, student activities), Community Education, open meetings of tax supported agencies (i.e. meetings relating to the government, ISD #252, political caucus nights–defined by State statutes, public hearings, elections)

Class II A: (Second priority - non-profit groups) (Affiliated groups with Cannon Falls)
Outside organizations affiliated with Cannon Falls students and Cannon Falls programs (i.e., CFYA, CFJO Volleyball, Mat-Rats, Cannon Falls School of Dance, and Cannon Falls Just for Kix)
*Maintenance/Custodial Fees and Staff on site will be greatly reduced to ease those charges for Cannon Falls groups. This will be discussed in the pre-event meeting.

Class II B: (Third priority – non-profit groups) (Not Affiliated with Cannon Falls)
Charitable group meetings, organized community services, citizen and civic groups (i.e., Jaycees, Rotary, Lions, VFW, American Legion, Kiwanis, Chamber of Commerce), Political party meetings and conventions (i.e., Republicans, Democrats, Independents), special interest groups, religious/church organizations, including church youth, extension classes from colleges, adult athletic/activity associations/organizations, Brownie and Scout Troops, 4-H clubs.
*Fee determined by schedule with Maintenance/Custodian fees for the entire rental.

Class III (Fourth priority – profit)
Commercial and business organizations. Fee determined by schedule with Maintenance/Custodian fees for the entire rental.

Class IV (Long Term Contract)
Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Community Education Director. Rate will be set by the School Board.

Any potential renters or users not fitting any of the above classification shall be given a rate determined by the Coordinator - Director of Community Education.

IV. Rental Procedures
1. Requests must be made in writing to the Community Education Office, 820 East Minnesota Street, Cannon Falls, MN 55009. Telephone: (507) 263-6800 ext. 9 Class II A groups affiliated with Cannon Falls must have their requests made online using our rSchool Today Facilities Scheduler program.

2. Requests should be made no later than 10 days prior to the date requested for use.

3. Requests shall include necessary information about the user, the proposed activity and the user representative. These details shall include doors, equipment, and/or the need for Tech support in the Auditorium.

4. Requests may be denied by the Community Education Director for the following reasons:
   a) User has previously violated the terms and conditions of the permit.
   b) User has outstanding fees or charges
   c) User has requested a date, time or equipment that is not available
   d) User has previously failed to notify the Community Education department when a request or permit is canceled or changed.

5. Requests or permits for single use events must be canceled or changed no less than 48 hours before the scheduled time of use for fees to be adjusted accordingly and without penalty. Requests or permits for multi-use permits must be canceled or changed at least 5 working days before the scheduled time of use for fees to be adjusted accordingly and without penalty. All changes or cancellations must be reported to Community Education.

6. A Facility Use Permit will be issued identifying estimated charges, facilities scheduled and other pertinent information. User is to sign one copy (email reply) and return to the Community Education office no later than 48 hours before the time scheduled for use.

7. User must have on file:
   a) A Signed "Facility Use Permit."
   b) Proof of liability insurance as outlined in the policy.
   c) Damage deposit if required

8. Users shall provide Community Education with a count of participants and all necessary information relative to the activity.

9. The School District reserves the right to require partial or full payment at the time the contract is signed.

10. A $500 refundable damage deposit may be required~~,~~ payable at the time of reservation.

V. Rental Fees

Fees are based on a **per hour rate** except where noted. Necessary custodial, kitchen and technology help is not included in these fees.

A. Indoor Facilities

Location	**Classification**				
	I	**II A:**	**II B:**	**III**	**IV**
Gymnasiums	**Rates are per hour:**				
High School Gym	$0	$25	$25	$50	Call for pricing
Fieldhouse Courts (Each)	$0	$12	$25	$50	507-263-6800
Elementary School Gym	$0	$12	$25	$50	Ext: 9
Community Center Gym	$0	$12	$25	$50	
Media Centers (Rates per hour)					
	$0	$8	$25	$50	
Meeting Spaces (Rates per hour)					
Cafeteria (No Kitchen)	$0	$5	$25	$50	
Commons/Atrium	$0	$5	$25	$50	
Classrooms	$0	$5	$25	$50	
Performing Arts Centers (Rates per hour)					
High School Auditorium	$0	$25	$50	$100	
Elementary School Stage	$0	$10	$25	$50	
Wrestling Room (Rates per hour)					
	$0	$10	$25	$50	
Concessions (Flat Rate per day plus)					
High School	$0	$50	$100	$100	
Weeknight Maintenance/Custodial Rate		$25	$25		

*VB net set up charge (if staff is available) = 30 minutes total - 15 minutes set up and 15 minutes tear down

Weekend Maintenance/Custodial Rate $38 $38

*Rental fee for Cannon Falls Brownie, Scout Troops, and 4-H *weekly* meetings will be waived.

B. **Outdoor Facilities**

***** Fees do not include shower facilities or locker rooms and does not include the rental fees for any additional equipment or preparation of field

Location (Rates per hour)	**Classification**				
	I	**II A:**	**II B:**	**III**	**IV**
All fields including: Football, Soccer, Baseball, Softball, Basketball, Tennis, Track	$0	$12	$25	$50/Hr	

C. Equipment Fees

School equipment (i.e., audio-visual, etc.) may only be used on school district property. Special arrangements must be made to have trained personnel in charge. Equipment must be applied for at the same time the building use application is placed. Fees are billed at 100% for all users. All technology fees are set at $38/hour to cover the cost of the Auditorium Manager who operates the sound and lighting equipment.and an additional $38/hour rate for the Tech Director for set up of technology requests.

	Cost/Event
Amplifier/PA and one Microphone	$10 $50
Overhead Projector	$10 $50
Piano	$10/day plus cost of tuning $50
Risers (per section)	$5 $25
Spotlights (free standing)	$25 $50
Lighting/Sound System	$25 $50
Food Service Equipment (Roasters, etc)	$50

D. Vendor Fees

Fees are charged to the permit holder and are per vendor, per day. Exceptions to this fee may be determined by the Community Education Director or Superintendent.

	Cost/Event/Day
Cannon Falls Vendor Fee	$100
Non Cannon Falls Vendor Fee	$200