



PERHAM
HIGH SCHOOL



PERHAM AREA
LEARNING CENTER



PRAIRIE WIND
MIDDLE SCHOOL



HEART OF THE LAKES
ELEMENTARY SCHOOL



KIDS ADVENTURE
PRESCHOOL



PERHAM-DENT
PUBLIC SCHOOL DISTRICT

Facilities Use Handbook
2021-2022

Community Use of School Facilities Procedure Statement

The Board of Education of Perham Dent Public Schools recognizes the desirability of having the District's school facilities used as much as possible by community groups to promote educational, recreational, cultural and civic activities of the community.

Public school facilities exist primarily for the purpose of serving the educational needs of the youth in the community. No group or organization will be scheduled if requested use interferes with Perham Public School programs or sponsored activities. Perham Public Schools will determine the most appropriate and available use of the district's facility space.

REGULATIONS

1. Facility Use Requests - Requests for facility use must be submitted online by all groups to the Facilities Coordinator at least fourteen days prior to the intended date. An approval or denial will be emailed back to the requester prior to holding the event.
2. Scheduling - The Facilities Coordinator maintains a complete schedule for use of the district's facilities. Occasionally it is necessary to cancel permits as a result of unforeseen circumstances. If a conflict occurs, every effort will be made to find an alternate facility for the non-District group. Priority will be given Perham Public School events.
3. Rental Agreement and Fees - All groups requesting the use of school facilities must sign a digital rental agreement prior to event. The rental fee charged will vary depending on the nature of the event and the type of facility requested. Quotes for fees are approximate, not all charges can be anticipated. The total charges will be calculated and invoiced at the conclusion of the event and sent to the requestor either by email or via US Postal Service. All invoicing will be processed through Perham Public Schools. Fees are due within 30 days of billing. Future requests will not be approved until payment is made on prior usage.

The group or organization may cancel the agreement without penalty provided notice is given at least five working days prior to the scheduled rental. Rental agreements are non-transferable. There will be a 2 hour custodial fee charge if no notice is given and full rental agreement will be charged.

4. General Conditions for Rentals

- a. The sponsoring leader of the group or organization using facilities must be present to supervise.
- b. All facilities must be returned in their original condition. This includes moving chairs, tables, AV equipment, etc.
- c. Organizations must provide their own equipment. (Basketballs, volleyballs, etc.)
- d. A certificate of liability insurance will be required from applicants who use school facilities.
- e. The school district's facilities will be made available to school affiliated organizations or groups from 3:30pm to 9:00pm Monday - Friday without a custodial fee. Facilities are also available on the

weekends, but would include the fee of \$30.00 per hour for a custodian to be on duty or have to clean the facility following the event to make the area “school” ready.

f. All Perham-Dent Public School buildings and grounds are tobacco and chemical free. State Fire laws must be observed at all times. Emergency exits shall remain visible and accessible at all times. All illegal activities are prohibited.

g. Children must be supervised at all times (including the halls and restrooms)

h. No food or drink in ANY carpeted area (except water)

i. Unloading of any large equipment must happen at the loading dock and be pre-arranged with the Facilities Manager.

j. Every group, organization, agency and individual using school facilities or equipment shall be responsible for any personal injuries, any damage to facility or equipment that may take place while they are scheduled in a facility. They are also responsible for providing adequate supervision for the specific activity.

RULES FOR PERHAM-DENT SCHOOL FACILITIES USAGE

The following rules must be observed in the use of the Perham-Dent School facilities, and the groups/organizations and individuals will be held responsible for compliance.

- The use of Perham Public Schools owned equipment for private purposes either on or off school property is prohibited. No exceptions are to be made except by express approval granted by the Superintendent.
- The group/organization or individual agrees to abide by the Nondiscrimination and the Sexual Harassment and Sexual Violence Policies of Perham Public Schools. A copy of this policy is available upon request.
- Perham Public Schools is not responsible for lost or stolen items.
- Use of tobacco or tobacco paraphernalia is prohibited on all Perham Public School property. Alcoholic beverages or liquor will not be permitted on Perham School property at any time.
- No firearms or pyrotechnics shall be brought onto Perham Public Schools property for any reason other than an authorized firearms safety program.
- Fire and safety regulations of Perham Public Schools, local municipalities, and the State of Minnesota must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
- Perham Public Schools buildings must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- Special permission must be obtained for moving furniture, decorating, installing scenery, etc. This must be stated on the facility agreement. All props, decorations, etc. must be removed from school property. The expense for removal is the responsibility of the facility agreement holder.
- The building administrator or designee is authorized to act in any case that is not covered by the rules and regulations, they are also authorized to make exceptions to the rules and regulations as deemed necessary.
- Groups/organizations and individuals having special needs, such as extra-electrical, generators, dry-ice, or reconfiguration of standard Perham Public Schools equipment and facilities, may be required to seek prior plan approval from: Local Fire Inspector, Building Inspector, Health

Inspector, etc. Any and all expenses incurred through these approvals and licenses are all to be paid by the group, organization or individual.

PERMIT HOLDERS' RESPONSIBILITY

An online request for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities as prescribed by the district.

The permit holder agrees to protect, indemnify and hold harmless the district and its 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.

The permit holder will indemnify the district for all damage to its facilities or equipment occurred during the scheduled activity by persons participating or in attendance.

All organizations and individuals using school district facilities shall have a copy of the approved permit on site. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds, Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the school district representation.

Responsible adults, over the age 21, must supervise for the entire duration of usage time and until all participants have vacated the premises.

The District shall assume no liability or responsibility for an equipment owned or leased by a permit holder, which is used or stored on District property. All organizations using school facilities shall be responsible for any and all vandalism and shall be required to reimburse the district the full value of any damage or theft of the property. Any school equipment that is damaged or lost will be repaired or replaced by the school district and billed to the permit holder.

STAFFING

Groups/individuals using District 549 facilities are responsible for staff charges resulting from their use.

A. Custodial – This could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed. Custodial time is charged at a rate of \$30.00 per hour. Holiday custodial fee is determined by the contract.

- No additional charge for custodial if between 7am -9pm Monday-Friday (school days only)
- Outside of these hours- \$30/hour minimum of 2 hours

B. Food Service – A food service employee must be present when use of kitchen is requested. There is an additional charge of \$30.00 per hour for this service.

C. Building Supervisor – A building supervisor may be placed by the district to protect and oversee the facility. There is an additional charge of \$40.00 per hour for this service.

D. Lighting/Sound Technician – Use of the High School, Auditorium and Studio lights and sound require a technician. The fee is \$35.00 per hour for this service.

- *No additional charge for technology is training and set up can be done between 8-3:30 Monday-Friday (school days only)
- --Outside of these hours \$35/hour minimum of 2 hours.
- Additional fee will be assessed if a Spot light or Sound person will be required to stay for an event.

E. Should snow removal, or other companies need to be called in for your event; the facility agreement holder is responsible for that expense.

WEEKEND AND HOLIDAY USE (days District employees not scheduled to be at ISD549 Facilities)

There is limited use of district facilities on weekends & holidays. Use of facilities during these times will result in any group being assessed additional fees depending on the type of staff needed. Refer to the ‘Staffing’ section for specific charges.

Saturday or “days of no District employees present” Fee= Fee + (20% of Fee)

Sunday/Holiday Fee = Fee will be doubled

INCLEMENT WEATHER

If school buildings are closed due to inclement weather, all evening activities are canceled. Please listen to Lakes 99.5 Radio for closing information or watch local news for closing.

CLASSES or CRITERIA:

- **Perham School Activities or Activities involving Perham students only will take priority over outside groups**

No Charge: MSHSL Events, Curricular, Co-Curricular, Extra-Curricular, and Community Education Activities.

Seasonal Rate: Off Season sports/activities and Elementary programs. A flat rate will be determined based on the number of practices, length of season, etc and will be billed annually.

Category #1: Non-Profit Community Events, Fundraisers, Youth Program Tournaments and Scrimmages, and any event that charges an admission fee.

Category #2: For Profit Event and/or Non-School District Related Event

PHS	#1 (50%)	#2 (100%)
<i>Entire Building</i>	Max of \$300/day	Max of \$600/day
<i>Gym</i>	\$20/ hour or \$150/day	\$40/ hour or \$300/day
<i>Studio</i>	\$15/hour or \$100/day	\$30/hour or \$200/day
<i>Great Hall With Food *</i>	\$20/hour or \$150/day	\$40/hour or \$300/day
<i>Great Hall</i>	\$10/hour or \$75/day	\$20/hour or \$150/day

<i>Without Food</i>		
<i>Classrooms</i>	\$5/hour or \$35/day	\$10/hour or \$75/day
<i>Breakout (1st Floor)</i>	\$5/Hour or \$35/day	\$10/hour or \$75/day
<i>Breakout (2nd Floor)</i>	\$5/Hour or \$35/day	\$10/hour or \$75/day
<i>ALC</i>	\$10/Hour or \$75/day	\$20/hour or \$150/day
<i>Media Center</i>	\$10/hour or \$75/day	\$20/hour or \$150/day
<i>Concessions **</i>	\$20/hour or \$150/day	\$40/hour or \$300/day
<i>FACS</i>	\$10/hour or \$75/day	\$20/hour or \$150/day
<i>Wrestling Room</i>	\$20/ hour or \$150/day	\$40/ hour or \$300/day

*Additional fee if kitchen staff is required

**See additional information in regards to renting our concessions

PWMS	#1	#2
<i>Entire Building</i>	Max of \$250/day	Max of \$500/day
<i>Gym</i>	\$15/ hour or \$100/day	\$30/hour or \$200/day
<i>Commons With Food *</i>	\$20/ hour or \$150/day	\$40/hour or \$300/day
<i>Commons Without Food</i>	\$10/hour or \$75/day	\$20/hour or \$150/day
<i>Classroom</i>	\$5/Hour or \$35/day	\$10/hour or \$75/day
<i>Concessions **</i>	\$15/ hour or \$100/day	\$30/hour or \$200/day
<i>Media Center</i>	\$5/Hour or \$35/day	\$10/hour or \$75/day
<i>House</i>	\$5/Hour or \$35/day	\$10/hour or \$75/day

*Additional fee if kitchen staff is required

**See additional information in regards to renting our concessions

HOTL	#1	#2
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Entire Building	Max of \$150/day	Max of \$300/day
Main Gym	\$10/hour or \$75/day	\$20/hour or \$150/day
Auxiliary Gym/ cafeteria With food *	\$10/hour or \$75/day	\$20/hour or \$150/day
Auxiliary Gym/ cafeteria Without food	\$5/Hour or \$35/day	\$10/hour or \$75/day
Classrooms	\$5/Hour or \$35/day	\$10/hour or \$75/day
4th Grade Breakout	\$5/Hour or \$35/day	\$10/hour or \$75/day
Kid's Adventure	\$5/Hour or \$35/day	\$10/hour or \$75/day
Media Center	\$5/Hour or \$35/day	\$10/hour or \$75/day
Music Room	\$5/Hour or \$35/day	\$10/hour or \$75/day

*Additional fee if kitchen staff is required

Old PHS	#1	#2
Auditorium		
With Spotlight person	Additional \$15/hr	Additional \$25/hr
With Sound person	Additional \$15/hr	Additional \$25/hr

PROHIBITED ACTIVITIES AT FACILITIES

- Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating government change by violence.
- An activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds and equipment.
- Any purpose in conflict with school activities.
- Fundraising campaigns, except as already permitted by school board policy.
- Activities violating school district policies.
- During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit making purposes, except those specifically related to the school in which they are displayed unless prior authorization by the Superintendent.

CONCESSIONS:

- See Concessions Policy for more information regarding renting or use of concessions area. This may be obtained from the Concessions Manager.

Questions regarding gym use may be directed to Missy at mlindquist@perhamschools.org or by calling 218-346-1615. For any other spaces in the district, Tanya will be your contact at tbeachy@perhamschools.org or 218-298-4909.