Use Of
School Facilities
Outside of the School day

Independent School District No. 94
Community Education & Recreation Department
218-879-1261
www.CloquetCommunityEd.com

Revised 2018
**Cloquet ISD #94 Facility Use Policy**

The purpose of the facility use policy is to provide guidelines for use of school facilities and equipment when school is not in session. Cloquet Community Education manages the use of facilities and requests can be made online at [www.CloquetCommunityEd.com](http://www.CloquetCommunityEd.com) or at the office located at 2001 Washington Ave. Cloquet, MN 55720.

**General Information**

It is the policy of the Cloquet School District No. 94 to make available the use of school facilities to citizens of all ages in our school district. The implementation of this policy requires individual, community and school cooperation. School facility rules and regulations under this policy shall apply to all property owned and managed by the school district and shall be in effect at all times when the school property is not being used by regular pre-kindergarten through grade 12 programs.

**Application procedures**

1. Facilities are often available during the “after school hours” when custodial staff are working. To request use of a facility, go to CloquetCommunityEd.com; then Facilities Request Page and follow the process and links to viewing the calendar and submitting the online request form. This is the same process school staff use and it is the quickest entry into the system. If you do not have internet access, paper forms are available. Facility request for times when custodians are not scheduled incur additional fees and may not be able to be granted.

2. Once you have completed the Facility request form every reasonable effort will be made to accommodate the request received within ten working days in advance of the proposed date(s) of use.

3. The request form will be reviewed and the facility use charges will be established according to the Facility Use Policy.

4. The applicant will be notified after approval is competed. Invoices will be prepared for charges pursuant to this policy.

5. If the request is denied, the applicant will be notified and told why the facility is not available.

6. Requests for use of the school’s equipment and personnel at the event must be included on the facility use form.

7. Renters are required to sign a renter’s list of responsibilities, (contract) which incorporates a hold harmless agreement. The renter’s list of responsibilities must be signed by the renter prior to the event.
## Facilities Usage Fees
### Addendum 1A

<table>
<thead>
<tr>
<th>Facility</th>
<th>Non-Profit Rates/Hour</th>
<th>For Profit or Out-of-District Rates/Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classrooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>$7.50</td>
<td>$15</td>
</tr>
<tr>
<td><em>Special Use Classroom</em></td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td><strong>Gymnasium Rentals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School Gym</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>Elem. Gyms</td>
<td>$20</td>
<td>$40</td>
</tr>
<tr>
<td>CHS Apparatus Gym/ Large Gym</td>
<td>$20</td>
<td>$40</td>
</tr>
<tr>
<td>CHS New Gym</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Garfield Gym</td>
<td>$20</td>
<td>$40</td>
</tr>
<tr>
<td>Pool</td>
<td>$40 + Guard</td>
<td>$80 + Guard</td>
</tr>
<tr>
<td><strong>Kitchen Rentals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Cafeterias—No Kitchen</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>All Cafeterias + Kitchen</td>
<td>$35 + Required dietary staff</td>
<td>$60 + Required dietary staff</td>
</tr>
<tr>
<td><strong>Auditoriums</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHS Auditorium</strong></td>
<td>$50 + Required Technical Staff</td>
<td>$100 + Required Technical Staff</td>
</tr>
</tbody>
</table>

### Other Facilities
Rates determined by Superintendent or Community Ed Director to include Rental, Overhead, and Required Personnel

### Additional Costs
Set-up/take-down time beyond use of facility
If additional school personnel are required, fees charged to cover costs.

*Special use classrooms include the following: Industrial Tech (shops), Consumer Family Life Science (Home Ec.), Business classrooms, Computer and Science labs, Media Centers (Libraries).

**See auditorium use policy for further information.**
**User Group Classification:**
To make maximum use of school facilities with a minimum of conflicts, it is necessary to arrange groups on a priority basis. Groups using the facilities will be prioritized accordingly. Priority also will be on a first-come, first-serve basis in each classification. The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, will be followed for the use of all facilities.

<table>
<thead>
<tr>
<th>Priority I</th>
<th>SCHOOL DISTRICT NO. 94 SCHOOL SPONSORED ACTIVITIES—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All regular Pre-K through grade 12 school activities and extra-curricular activities such as musical events, athletic events, school activities, staff meetings, and community education programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority II</th>
<th>Cloquet Youth Sports Associations—</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Youth sports association which provide proof of insurance and sign an indemnification clause holding the district harmless for actions arising from the use of the facility.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Priority III</th>
<th>All other requests—</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Note: Boy/Girls Scouts, 4H, and tax supported agencies will receive free use as long as no fees are charged.</td>
</tr>
</tbody>
</table>

No Priority group will get free use of the pool.

The School Board or school administration reserves the right to refuse or approve the use of certain school facilities when it is determined that the decision would be in the best interest of the School District and the community.
1. The building and properties of the school district shall be available for community use under the condition prescribed or permitted by law and in accordance with adopted policies of the School Board of I.S.D. No. 94.

2. All requests to use school district facilities and equipment (after 3:30 p.m.) on weekdays during the school year, on weekends, and during the summer months shall be coordinated by the Community Education Office. All requests to use district kitchens after 1:00 p.m. on school days must be coordinated by the Community Education Office. Student initiated requests, which are made in accordance with the limited open forum policy shall be routed to the Community Education office by the building principal.

3. School buildings shall be available for community use based on the attached fee schedule (Addendum 1A).

Tax supported agencies shall have free use of classrooms and cafeterias (excluding kitchens) throughout the district provided that the use is for the regular conduct of agency business and that no fees are charged.

4. For profit rates shall be charged on all rentals where admission is charged and/or items are sold, unless 100% of the funds generated are used for community-wide public service projects. Interpretation of the fee schedule shall be the responsibility of the Community Education Director. No groups shall receive free use of the Herb Drew pool.

5. Whenever the school buildings are closed and/or a custodian is not on duty, a custodian shall be employed at the renter’s expense to supervise the building. In lieu of a custodian, buildings may be supervised by the superintendent or other school administrators.

6. If a custodian is working at a group’s expense, he/she is responsible for meeting the group leader at the beginning of the event, checking to see what assistance is needed and informing them of his/her whereabouts in the building for the duration of the event. The custodian is also expected to work with the group following the event on required cleaning in order to reduce the cost of overtime assessed to the group.

7. Free custodial service shall be provided during regular working hours provided the amount of time required is less than one-half hour. Custodial time beyond one-half hour will be billed as stated below. The custodian on duty must do whatever work is required to ensure the building is in good order and ready to use the next day. The custodian must check the building thoroughly, lock all doors, and be the last one to leave. All groups using the building, including student groups, must pay for custodial help after regular working hours including time spent for cleaning the area used. The rate of pay charged will be time and one-half beyond their regular working hours and Saturdays. The Sunday and holiday rate of pay is double time. The rate charged is the actual rate of the person employed to supervise the building for the particular event.

8. Exceptions to this rule can only be made by the Community Education Director. Custodial charges will be billed after the rental when the final cost is determined.

9. Renters are required to sign a renter’s list of responsibilities, which incorporates a hold harmless agreement. The renter’s list of responsibilities must be signed by the renter prior to the event.

10. Seven days lead time is required for confirmed rentals. Requests not made within seven days of the date of the event will be considered but will not be granted if adequate time to process the rental is unavailable.

11. Liability coverage for the use of the facilities may be required at the discretion of the superintendent or the superintendent’s designee.

12. The use of gymnasiums for dancing shall be limited to school sponsored activities.

13. No school facilities may be used for gambling or games of chance. Smoking is not permitted in school buildings or on school grounds.

I.S.D. No. 94, Cloquet, MN, Revised 2-3-98/2-2-01/6-23-03
RENTERS LIST OF RESPONSIBILITIES
(Addendum 7)

1. An activity leader must be present from the time the group enters the facility until the time they leave. This person should identify themselves to the building supervisor or custodian and must be the individual who signs this agreement.

2. The custodian on duty is responsible for care of school property and the operation of the physical plant. Custodians are not required to supervise groups and activities.

3. Groups that involve children of school age or younger require adult supervisors. The number of supervisors is to be determined on the 1:30 ratio. If more than one room is rented, there must be a minimum of one supervisor in each room for the entire time that the facility is occupied by children.

4. All groups must clean up after use. Facilities must be returned to the order and arrangement that they were in prior to use. If custodial services are necessary, charges will be assessed to the renter.

   **Expected cleaning includes:** Tables and chairs back in original locations, all garbage in garbage cans, any materials removed that were brought in by the renter, dishes done and tables wiped off if kitchens are used.

5. Use of school district equipment is not permitted unless it is detailed on the building request and approved by the superintendent or his/her designee. The renter must agree to restore any damaged or lost items to original condition. Purchases or repairs will be arranged by school district staff and renters will be billed.

6. Specific rules for use of gymnasiums, pool, kitchen and auditorium facilities must be adhered to. Copies of the rules will be furnished to the renter upon request for use of facilities.

7. Permit holders must contact the Community Education office if termination of the agreement is required. Groups will be charged if Community Education is not notified prior to the scheduled time of the event.

8. School district activities take priority over community use; therefore, it may be necessary to cancel this permit. A seven (7) day notice will be given to the renter if cancellation is required.

9. Smoking is not permitted in school facilities or on school grounds.
GYM USE GUIDELINES

1. All renters must be sure that participants have appropriate footwear (tennis shoes with no black soles). Gym shoes should be brought to the facility and not worn in from the street in order to protect the floor.

2. Gym equipment (basketballs, volleyball nets, volleyballs, etc.) may be used without an additional charge but must be requested at the time of the rental. Equipment set up is the responsibility of the renter. Requests to use other school equipment will be considered on a case-by-case basis if the request is made at the time the rental is arranged.

3. Brooms will be provided by custodial staff if the group desires to sweep the gym floor prior to the rental.

4. Locker room facilities may be used at the Cloquet Senior High and Middle School provided that the group includes locker room time and is prepared to pay for additional cleaning time regardless of group status.

USE OF KITCHEN FACILITIES

Policy for using any kitchen facilities in Independent School District No. 94 is as follows:

A. Outside Organizations

Kitchens will be available to qualified organizations upon request to the Community Education Office. Community Education will notify the Food Service Director. The Food Service Director will make arrangements for appropriate dietary personnel to be present while the kitchen facilities are being used.

Kitchen facility rental fees shall be assessed according to existing school district policy.

When food service personnel are employed, the Food Service Director shall determine the number of personnel, the hours to be worked and the wage rate. This provision is also applicable to custodial personnel whose services are required while kitchen facilities are being used. The organization using the kitchen facilities shall be assessed 100% of the cost of these wages.

B. Use of Kitchen Facilities by Independent School District No. 94 Personnel and/or Organizations

Kitchens will be available for use by school district personnel and/or organizations upon request to the building principal. It shall be left to the discretion of the Food Service Director to determine whether or not food service personnel must be present when the facilities are used. The Food Service Director should communicate these decisions to the building principal and the building principal shall coordinate the requested use of kitchen facilities.

Rental fees will not be charged when kitchen facilities are used for legitimate school district purposes; however, the responsible school district organizations will be billed for the wages of any essential dietary or custodial personnel. School groups using outside caterers for fundraising purposes shall be billed the Profit Group rate.

C. General Rules Applicable to the Use of Kitchen Facilities by Anyone

1. No food items which are the property of Independent School District No. 94 shall be used and/or consumed while using kitchen facilities.

2. Under no circumstances will staff or others using kitchen facilities take kitchen equipment such as knives, bowls, etc., from the kitchen without the consent of the Director of Food Service.

3. All requests to use kitchen facilities after regular school hours or on days when school is not in session shall be coordinated through the Community Education calendar.

4. It is expected that the kitchen facilities will be left in a clean and sanitary condition.

5. State law requires that no home prepared food may be brought into the kitchen without the supervision of a dietary person or the approval of the Director of Food Service.
POOL USE POLICY

1. The pool locker room will be open at the beginning of the hour of the rental (for a 6:00 p.m. rental the locker room will be open at 6:00 p.m.). A five-minute safety break will be included on the half hour and lifeguards will whistle out of the pool by ten minutes to the hour.

2. Maximum bather load is 80. Lifeguards will be hired on a 1:30 ratio with the renter responsible for paying for the number of guards needed. A group may provide their own lifeguard, provided that a current copy of the person’s lifeguarding certificate is on file at the Community Education Office prior to the rental. If more than one guard is needed, at least one must be hired by Community Education.

3. All pool users are expected to take a thorough shower prior to entering the pool. People with open sores are not allowed in the pool. No bandages or gum are allowed outside the gallery and no food or drink is allowed anywhere in the pool area.

4. No flotation devices are allowed other than water wings and they may only be used under the supervision of an adult who is physically in the water with the children.

5. Kickboards, balls, hoops, and pool toys may be used depending on the size of the group. Prior permission should be obtained from Community Education and will be so noted on the renter’s copy of the building request.

6. Participants are expected to obey all pool rules as detailed on the signs on the west walls of the Herb Drew Pool.

Phone: 218-879-1261
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