



**ALEXANDRIA**  
Public Schools

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*Rich tradition. Bright future.*

Alexandria Public Schools  
Facilities Rental Handbook & Procedures  
2018-19 rev 7/18

**ALEXANDRIA PUBLIC SCHOOLS**  
**Independent School District 206, serving the communities of:**  
**Alexandria, Carlos, Forada, Garfield, Miltona, Nelson, Belle River, Holmes City, Hudson, Ida, LaGrand,**  
**Lake Mary, Leaf Valley, Moe, Reno and Spruce Hill**

**Community Use of School Facilities Procedure Statement**

The Board of Education of Alexandria Public Schools recognizes the desirability of having the District's school facilities and community centers 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 Alexandria Public School programs or sponsored activities. Alexandria Public Schools will determine the most appropriate and available use of the district's facility space.

**FACILITY USE OPERATIONS**

**Alexandria Public Schools invites the community to use district facilities. Our facilities are open for community use by citizens of all ages.**

**Facilities Available**

Most Alexandria Public Schools facilities are available for a variety of activities, as guided by Board of Education policies. Both indoor and outdoor facilities are available including:

- Gymnasiums
- Athletic Fields/Stadiums
- Auditoriums/PAC
- Cafeterias
- Classrooms
- Pool

Facilities are available during non-school hours. General hours of operation during the school year are Monday-Friday 6-10 p.m. and Saturday 7:00 a.m. – 3:00 p.m. Additional days and times may be available upon request and are dependent on staffing availability.

A swimming pool is located at Discovery Middle School. Discovery Middle School has an auditorium (299 seats) and the Alexandria Area High School Performing Arts Center (1,013 seats).

**Scheduling School District Facilities**

All applications for facilities should be requested online at [www.alexandria.k12.mn.us](http://www.alexandria.k12.mn.us)>Community Education>Facilities or by calling the facilities secretary at (320)762-3310, ext. 4279.

**Usage/Permit Procedure**

Prior to using Alexandria Public Schools facilities, the group, organization or individual must complete an online request. The individual making the request is responsible for all fees assessed for the event. For rentals that exceed \$1,000 in charges, a 50% deposit is required at the time of booking, along with a signed copy of the agreement. Balance of rental charges will be invoiced after the event. Facilities/equipment usage should be scheduled at least 10 days prior to the activity, but not to exceed one calendar year in advance. The superintendent or designee may alter the scheduling timeframe.

### **Classification of Organizations Using School Facilities**

Organizations using school facilities are grouped into one of five classes. A rental fee schedule has been established for facility usage based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Classes, in priority order are as follows:

Alexandria Public Schools PreK-12, Extracurricular and Community Education  
Lakes Area Recreation  
Alexandria Public Schools supported organizations (Student Activity Accts, PTO, Booster Clubs, Site Councils), Government Entities (Custodial fees may apply)

- Class A:** Alexandria based non-profit organizations devoted to child or community welfare, which do not charge fees and non-fundraising purposes.
- Class B:** Athletic associations under the umbrella/contracted with LAR.  
Alexandria based non-profit organizations that are devoted to child or community welfare that do charge fees and/or fundraising purposes.
- Class C:** Non-Alexandria based non-profit organizations that are devoted to child or community welfare groups.  
Alexandria based commercial or for-profit organizations.
- Class D:** Non-Alexandria based commercial or for-profit organizations.

### **Priorities for Use of Facilities**

- FIRST PRIORITY:** Alexandria Public Schools sponsored activities.
- SECOND PRIORITY:** Lakes Area Recreation sponsored activities.
- THIRD PRIORITY:** Alexandria based service organizations, charitable and not for profit organizations, non-school youth organizations
- FOURTH PRIORITY:** Alexandria based individuals, companies and vendors.
- FIFTH PRIORITY:** Non-Alexandria based youth, civic, service, political, charitable and educational organizations

\*On occasion, non-school scheduled activities may conflict with a planned or rescheduled Alexandria Public Schools program. If a conflict occurs, Alexandria Public Schools will have priority. Efforts will be made to find an alternative facility for the non-school group/organization or individual.

### **Facility Rate Schedule – See Appendix A**

The Facility Rental Schedule will be reviewed and set by the Alexandria Public Schools Board of Education every year.

### **Equipment & Personnel Usage Fees – See Appendix B**

### **Performing Arts Center Guidelines-See Appendix C**

### **Turf & Tack Guidelines-See Appendix D**

### **Inclement Weather**

On days when school is closed due to weather conditions or school building site limitations (i.e. water, heat, electrical), the decision on cancellation or postponement of co-curricular events and all other facility reservations scheduled in Alexandria Public Schools facilities, will be made by the Superintendent and Administration.

### **Accidents/First Aid Kits**

All accidents occurring while using Alexandria Public Schools facilities must be reported to the building supervisor or custodian on duty. Renters are required to provide first aid kits. The district does not provide first aid supplies.

### **Proof of Insurance & Liability**

Any group, organization or individual which is not considered part of Alexandria Public Schools **must** provide a \$500,000-\$1,000,000 proof of liability insurance prior to the use of Alexandria Public Schools facilities to protect participants and spectators involved in the activity.

The applicant agrees to protect, indemnify and hold harmless Alexandria Public Schools and 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 Alexandria Public Schools for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

### **Cancellations**

The permit holder shall notify the facilities secretary of any cancellation of previously scheduled facilities at least 48 hours prior to the scheduled use. In case of failure to do so, the facilities secretary may charge for expenses incurred in preparation for use of the facility requested.

### **Concessions**

All concessions, food items and/or refreshments brought into/onto Alexandria Public Schools facilities or grounds require a food permit issued by Horizon Public Health. Approval must be granted by Alexandria Public Schools Food and Nutrition Services. A copy of the permit must be given to facilities secretary two weeks prior to the event. Permits can be obtained online at <http://www.horizonph.org>

### **Snow Removal**

If custodians are not on duty and there is one inch or more of snow that needs to be removed for an event to be held, the cost will be assessed to the user at the custodial rate/per hour/per custodian.

### **Billing**

The total charges will be calculated and invoiced to the renter at the conclusion of the event, and be sent to requestor via email. All invoicing will be processed exclusively through Alexandria Public Schools. **Fees are due within 30 days of billing.** A late charge of \$25.00 each month will be assessed for delinquent payments. Late and delinquent payments could result in revocation of future facility usage.

### **Prohibited Activities at Facilities**

The following types of activities are prohibited by permit holders:

- Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or 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 profitmaking purposes, except those specifically related to the school in which they are displayed unless prior authorization by the Superintendent.

### **Personnel Fees**

A fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties. Any facility user may be assessed a custodial service fee if their use of a facility requires significant set up, clean up, or snow removal. Groups/organizations and individuals are expected to return the facility to its original state before leaving. Direct payment by the user to an employee for services is prohibited.

The Superintendent or his/her designee has the authority to alter the fees for Alexandria Public Schools facilities. However, in no instance will Alexandria Public Schools incur additional expenses to accommodate a request for facilities use.

### **Supervision**

All groups/organizations and individuals using Alexandria Public Schools facilities must have authorized supervisory personnel on duty, approved by the facilities secretary. Responsible adults must supervise for the entire duration until all participants have vacated the premises.

Custodians, cooks, auditorium technicians, and computer/ITV technicians will supervise the facility, but not the facility users or its activities.

Specific events (tournaments and/or performances) may require an Alexandria Public Schools administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.

### **Rules for Alexandria Public Schools Facilities Usage**

The following rules must be observed in the use of Alexandria Public Schools facilities, and the groups/organizations and individuals will be held responsible for compliance.

- The use of Alexandria 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 Alexandria Public Schools. A copy of this policy is available upon request.
- Alexandria Public Schools is not responsible for lost or stolen items.
- Use of tobacco paraphernalia is prohibited on all Alexandria Public Schools property. Alcoholic beverages or liquor will not be permitted on Alexandria Public Schools property at any time.
- No firearms or pyrotechnics shall be brought onto Alexandria Public Schools property for any reason other than an authorized firearms safety program.
- Fire and safety regulations of Alexandria 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.
- Alexandria Public Schools buildings must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
- Groups/organizations and individuals having special needs, such as extra-electrical, generators, dry-ice, or re-configuration of standard Alexandria 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 expense incurred through these approvals and licenses are all to be paid by the group/organization or individual.
- The District shall assume no liability or responsibility for any equipment owned or leased by a permit holder, which is used or stored on District property.

**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 facility 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 representative.

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

In the event of damage to District property, the applicant shall pay all appropriate repair costs as determined by the District. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. If damage is not reported, it could result in revocation of future facility usage.

## Appendix A

## Hourly Facility Rental Rate Schedule

### Alexandria High School

	Class A	Class B	Class C	Class D
Classroom	No charge	\$ 10.00	\$ 25.00	\$ 30.00
Commons	No charge	\$ 25.00	\$ 50.00	\$ 60.00
Performing Arts Center (PAC) (1,013 seats)	\$ 50.00 no spectators \$ 75.00 spectators	\$ 75.00 no spectators \$125.00 spectators	\$125.00 no spectators \$150.00 spectators	\$175.00 no spectators \$200.00 spectators
Stadium	No charge	\$100.00	\$200.00	\$300.00
Field/day	No charge	\$8.00 up to 5 hrs \$15.00 5 + hrs	\$10.00 up to 5 hrs \$17.00 5 + hrs	\$15.00 up to 5 hrs, \$22.00 5 + hrs
Gym (per court)	No charge	1-3 \$ 33.00* 4-5 \$ 27.00*	\$ 20.00	\$ 25.00
Wresting Room	No charge	\$ 17.00*	\$ 25.00	\$ 30.00
A la carte Room	No charge	\$ 25.00	\$ 50.00	\$ 75.00
Tennis Court/day	No charge	\$ 8.00	\$ 10.00	\$ 15.00

### Discovery Middle School

	Class A	Class B	Class C	Class D
Classroom	No charge	\$ 10.00	\$ 25.00	\$ 30.00
Cafeteria	No charge	\$ 25.00	\$ 40.00	\$ 50.00
Auditorium (300 seats)	No charge	\$ 25.00	\$ 55.00	\$ 75.00
Pool	\$ 22.00	\$ 22.00	\$ 55.00	\$ 55.00
Field/day	No charge	\$8.00 up to 5 hrs \$15.00 5 + hrs	\$10.00 up to 5 hrs \$17.00 5 + hrs	\$15.00 up to 5 hrs, \$22.00 5 + hrs
Gym (per court)	No charge	1-3 \$ 27.00 1-2 \$ 22.00 Each \$ 17.00	\$ 20.00	\$ 25.00
Tennis Court/day	No charge	\$ 8.00	\$ 10.00	\$ 15.00

### Early Education Center & Elementary Schools

	Class A	Class B	Class C	Class D
Classroom	No charge	\$ 10.00	\$ 25.00	\$ 30.00
Cafeteria	No charge	\$ 10.00	\$ 25.00	\$ 35.00
Field/day	No charge	\$8.00 up to 5 hrs \$15.00 5 + hrs	\$10.00 up to 5 hrs \$17.00 5 + hrs	\$15.00 up to 5 hrs, \$22.00 5 + hrs
Gym	No charge	\$ 17.00	\$ 20.00	\$ 25.00

\*DMS/AAHS Gym Tournament Max for Class B - \$400.00

## Appendix B

### Equipment Usage Fees

TV/LCD Projector .....	\$10.00/Each
Sound Shells and Risers .....	\$150.00 Brown/ \$50.00 White
Grand Piano .....	\$50.00
Orchestra Pit Stage Floor Removal.....	\$50 flat fee
Box Office Services.....	\$75 set up fee + 10%/ticket

- The use of Alexandria Public Schools equipment for private purposes, on or off school property, is prohibited.
- For liability purposes, Alexandria Public Schools equipment may **not** be taken off of school property

### Personnel Fees

Custodian.....	\$31.00/hr.
Snow Removal (2 inch+).....	\$35.00/hr.
Field Drag (1 hour minimum).....	\$35.00/hr
Food & Nutrition Staff .....	\$25.00/hr
DMS Auditorium Technician.....	\$35.00/hr
PAC Technician (Includes sound & lights).....	\$75.00/hr
Event Manager .....	\$35.00/hr.
Computer Technician.....	\$35.00/hr
Lifeguard .....	\$15.00/hr

### Damages

AAHS Stadium/Track Debris (Sunflower seeds, Gatorade)	\$500.00
Violating Contract	\$500.00
Other Damages	per incident basis

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



## **Appendix C**

### **Performing Arts Center Guidelines/Rules**

**Supervision**– All groups must have a designated supervisor, aged 21 or over, in the AAHS PAC at all times. Groups will not be admitted in the facility without the supervisor or prior to the agreed access time. Groups are expected to provide adequate supervision. There will be no unsupervised children or students in the AAHS PAC. Disorderly conduct of any kind may result in the immediate cancellation of the Rental Agreement. Groups are financially responsible for any damage to the facility or equipment.

**Access** – Groups may only use rooms or areas designated in the original agreement. The lighting/sound booth, catwalks, and fly rail are strictly off limits to all but authorized individuals. No animals of any kind are to be allowed on the premises with the exception of guide or assistance animals.

**Food and Beverages** – May only be consumed in designated areas. No food or drink are allowed in the house.

**Controlled Substances** – No alcoholic beverages, tobacco, illegal drugs, or firearms are allowed in the facility or on the grounds.

**Classroom Materials** – No classroom materials, supplies or equipment shall be used or borrowed unless designated in agreement. This includes, but is not confined to: paper and other office supplies, musical instruments and stands, costumes, makeup and tools.

**Liability**- Groups are financially responsible for any damage to the facility or equipment. Proof of insurance, liability equal to \$1,000,000 per occurrence, shall be required as a condition of use. No liability of any kind or nature shall be borne by the Alexandria Public Schools, any of its employees, officers, agents or board members individually or collectively, as a consequence of permitting access to this facility.

**Equipment**- All electrical and mechanical equipment shall be operated only by Alexandria Public School personnel or those individuals designated by the Performing Arts Manager.

**Seating** - Under no circumstances shall the number of individuals in the house exceed the number of seats (1,013). No one shall sit or stand in the aisles, obstruct exits or otherwise violate state and/or local fire codes.

**Advertising** - No announcement, advertisement or public notification shall be made about any planned event to be held in the AAHS PAC until a completed and signed agreement is filed with the Performing Arts Manager.

**Copyright**- Licensee is solely responsible for liability in relation to copyright license for videos, music, theatrical performances, etc., which include royalty fees or other arrangements with the copyright holder.

**Stage**– The stage may not be painted. No screws, nails, stage screws, staples, etc., are permitted unless permission is granted by authorized district staff. Nothing is to be attached to the floors, curtains or walls of the stage or house. All scenic devices must have approved casters, skids or gliders. All deck level cabling must be secured with cable protectors. Only gaffer's tape (spiking tape) may be used and must be fully removed during strike.

## **Appendix D**

### **Turf & Track Guidelines/Rules (does not apply to bleacher area)**

To preserve the quality of the turf and provide a clean and healthy environment, the following are not allowed on the synthetic turf fields. Please use the protective mats to cross the track and stay off the track with cleats whenever possible.

Sunflower seeds and chewing gum are prohibited on the track and turf.

No pets of any kind

No food or beverages including gum, seeds, nuts and sports drinks. Plain water is allowed.

All food and beverages are to remain in the plaza area only.

No glass bottles or glass containers of any kind.

No folding chairs or any other type of outdoor furniture.

No canopy or tents.

No staking of any materials.

No metal spikes or cleats

Do not drag coolers across turf or track.

No blocking sleds are allowed on the turf.

Any violations of the rules stated above may result in a \$500 fine and loss of all rights to use the facility.