

## **Braham Area Public Schools**

### **Ind. School District #314**

**Braham, MN 55006**

Adopted: June 16, 1997

Revised: 07-19-99, 12-15-03, 01-24-05, 01-27-14, 03-21-16, 04-18-16, 11-21-16, 04-24-17, 2-25-19

Reviewed: August 21, 2017, August 20, 2018, August 19, 2019, August 16, 2021, September 20, 2021  
August 15, 2022, **November 20, 2023**

## **#902 - COMMUNITY USE OF SCHOOL FACILITIES/BUILDINGS**

### **Facility Use Request**

- Requests for all 5-12 building usage or PreK-4 building usage after school hours/summer are to be submitted to the district office.
- Requests for Pre K-4 building usage DURING SCHOOL HOURS (regular school year) are to be submitted to the elementary principal secretary.
- Requests for usage are due a minimum of five (5) business days in advance.

Organizations and governmental units within District 314 may be permitted use of the school buildings in accordance with the following provisions:

1. Eleven-thirty p.m. is the cut-off time for the active portion of any activity.
2. The use of the school buildings for playing games of chance shall be governed by appropriate ordinances and statutes.
3. No alcoholic beverages or tobacco will be permitted in school buildings or on school grounds.
4. If any activity or meeting uses a custodial worker or any other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules. This will include any additional clean up time.
5. Any and all uses of the kitchen requires a certified employee be in attendance with all expenses charged to the group (class A, B & C).
6. Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for items such as: electricity, heat, excessive garbage removal, snow removal, results of vandalism, and field upkeep.
7. Groups using the facility must acknowledge that liability insurance is provided through their organization.

## **BUILDING/FACILITIES USE & RENTAL FEES**

Class A - No facility charge, other fees may apply.

>All school activities, school related organizations and Community Education/Services programs, and community sponsored pre scheduled board approved groups\*.

Class B - Class B Schedule.

>Community based groups using facilities for income producing events (tournaments, fundraisers).

>Groups will be charged a per hour fee for use as per Class B Schedule and other applicable fees.

Class C - Class C Schedule.

>Any/all groups not on board approved list, all other groups/individuals, commercial and business organizations will be charged as per Class C Schedule and other applicable fees.

## **EQUIPMENT**

1. Nonprofit public community organizations and governmental units may arrange to use school equipment at times it is not being used by the school by making such request with the Facilities Use Application. Any use of the district's technology or audio-visual equipment or data line must be authorized by the Technology Coordinator and any costs will be passed on to the user.
2. Rented equipment must be returned to the district within 24 hours of the last date used.  
A \$100 damage deposit check will be required at the time the items are picked up. The check will be returned to the renter if there is no damage to the items. All damage will be charged at replacement cost.
3. Current Rates
  - Trash barrels - \$1.00 per day
  - Walk-In cooler / freezer - \$25.00 per day each.
  - Tables - \$3 per day
  - Chairs - \$.50 per day / per chair
  - Electricity - no charge
    - Elementary or HS gyms
    - Multi-purpose gym / Media Center / Commons
    - Classrooms / baseball shed
    - Outdoor stadium
  - Snow removal
    - \$60 per hour
  - Vandalism / excessive garbage / heat / field upkeep
    - Case by case basis

## **CLASS B SCHEDULE**

### **Building/Facilities Use Rental Fees**

Elementary or High School Classroom	\$6/hour of use	
Elementary School Cafeteria	\$10/hour of use	\$100/day cap
Elementary Kitchen	\$35/hour of use	
Elementary School Gymnasium	\$10/hour of use	\$100/day cap
High School Commons	\$10/hour of use	\$100/day cap
High School Kitchen	\$35/hour of use	
High School FACS Rm - D110	\$10/hour of use; plus \$50 fee	\$100/day cap
High School Gymnasium - East	\$10/hour of use	\$100/day cap
High School Gymnasium - West	\$10/hour of use	\$100/day cap

High School - C100	\$10/hour of use	\$100/day cap
High School Community Room - B100	\$10/hour of use	\$100/day cap
Multi-purpose Rm - D112	\$10/hour of use	\$100/day cap
Varsity or JV Baseball/Softball Fields	\$10/hour of use	\$100/day cap
Football/Track Complex	\$10/hour of use	\$100/day cap

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

Additional expenses incurred by the district as a result of any community use of school facilities shall be borne by the user; e.g.: electricity, heat, excessive garbage removal, results of vandalism, snow removal, field upkeep.

## CLASS C SCHEDULE

### **Building Facilities Use Rental Fees**

Elementary or High School Classroom	\$100
Elementary School Cafeteria	\$160
Elementary School Gymnasium	\$160
Elementary Kitchen *	\$160
High School Gymnasium - East	\$160
High School Gymnasium - West	\$160
High School Multi-purpose Room - D112	\$160
High School Commons	\$160
High School Kitchen *	\$160
High School FACS - D110 **	\$160
High School C100	\$160
High School Community Room - B100	\$160
Varsity or JV Baseball/Softball Fields	\$160
Football/Track Complex	\$160

These are daily rental fees based on 8 hours, which are to be prorated, with a 2 hour minimum.

\* Plus \$25/hour certified employee fee

\*\* Plus \$50 fee

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for items such as: electricity, heat, excessive garbage removal, snow removal, results of vandalism, and field upkeep.

#### SCHOOL BOARD APPROVED NOT-FOR-PROFIT GROUPS

Boy Scouts

Braham Area Committee for Kids (BACK)

Braham Area Education Foundation (BAEF)

Braham Area Volleyball Association (BAVA)

Braham Chamber of Commerce

Braham Covenant Church

Braham Football Organization (formed 2009)

Braham Pie Day Committee

Braham Snappers

Braham Sportsmen Club

Braham VFW Post #1731 and Ladies Auxiliary

Cambridge Christian School

Catholic Church- Softball

East Central Energy

Fellowship of Christian Athletes

Friendship Assembly of God Church

Girl Scouts

Isanti County Historical Society

Knights of Columbus

Lakes & Pines - Head Start

Local 284- Regional meetings

Major Political Party Caucuses

Pine City Blue Star Moms

Red Cross

Ski High Riders Club

Traveling Boys & Girls Basketball

Youth Baseball and Softball

Warriors Wrestling

4-H

All of the listed groups are approved as not-for-profit groups for school use.

Any groups not on this list must be approved in advance by the school board.

***Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 901 (Community Education)