



**Barnesville Public School**  
Independent School District #146

Barnesville Public School is one of the community's greatest assets. Allowing groups/organizations to utilize the district's facilities is an important part of fully using our community's resources. School facilities are available to community groups and organizations when regular PreK-12 and Community Education programs are not scheduled and when such activities will not conflict with these school programs or activities.

School administrators shall approve scheduling and use of all district facilities. The Community Education office shall be responsible for scheduling the use of recreational facilities by non-school recreational groups/organizations and individuals on school days, after regular school days, and on non-school days. These facilities include but not limited to the cafeterias, commons, theater, gymnasiums, indoor walking track, wrestling room, and outdoor facilities.

## **Facility Use Procedures**

The following rules must be observed in the use of school facilities:

1. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
2. Room materials placed on walls, bulletin boards or whiteboards should not be disturbed.
3. No food or beverages are allowed in the Performing Arts Center (PAC), computer labs or other specified areas.
4. Concessions and/or refreshments may not be set up on Barnesville Public School property without the permission of the building administrator or designee
5. Persons attending meetings must confine themselves to the rooms and corridors assigned to their use.
6. The use of school facilities is granted for legitimate purposes only and the community group shall assume full responsibility for any unlawful act committed in the exercise their contract.
7. School activities shall have preference over community groups in the scheduling of school facilities
8. Barnesville Public School is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited. School District policies 417, 418, and 419.
9. Disorderly conduct of any kind is prohibited and may be punishable by ejection from the school facilities. Law enforcement may be called.



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### **Usage/Permit Procedure**

Prior to using Barnesville Public School facilities, every non-school group/organization must complete a request form. The form is available in the District Office. The person signing the form is responsible for all fees assessed for 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.

### **Cancellations**

The permit holder shall notify the building administrator or designee of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. The building administrator or designee may charge for expenses incurred in preparation for use of the facility requested.

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

All accidents and personal injuries must immediately be reported to the on duty building supervisor or custodian. All gymnasium users are required to always have a first aid kit on site. Barnesville Public School does not provide first aid supplies.

### **Liability**

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

### **Insurance**

Any group/organization which is not considered part of Barnesville Public School that anticipates using school facilities may have to provide necessary liability insurance to protect participants and spectators involved in the activity. Upon request the users shall provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate.

### **Supervision**

All groups/organizations using Barnesville Public School facilities must have authorized supervisory personnel on duty, approved by the building administrator or designee. Responsible adults must supervise for the entire duration of their usage time and/or until all participants have vacated the premises.

### **Staffing**

A Barnesville Public School employee must be on duty whenever building facilities are in use. Additional personnel are required in the following areas:

- Kitchen - A licensed school cook must be on duty whenever kitchen facilities are used.
- Performing Arts Center (PAC) - A trained school employee must be on duty when the operation of sound or lighting systems is required.

### **Equipment**

School equipment and supplies are available to groups only through previous arrangement with the Community Education office. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment. Any equipment brought into the building by the user must be approved by the Community Education office. Equipment must be removed directly following the activity.

### **Incident Weather**

Barnesville Public School reserves the right to cancel or postpone a reservation due to an emergency condition. 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 Barnesville Public School co-curricular events and all other events scheduled in Barnesville Public School facilities, will be made by the superintendent or his/her designees.

## **APPLICATION PROCEDURES**

1. All renters must complete a request form either online or through the Community Education office. Barnesville Community Education office is located at Barnesville Public School, 310 5<sup>th</sup> Street SE, Barnesville, MN 56514  
Phone number is 218-354-2638
2. School equipment must be requested when the request form is completed.
3. All fees must be paid at time of request. Cancellations must be 24 hours in advance for a refund to be given.
4. Administration and the School Board reserve all rights to amend this facility use policy.

### **Billing**

A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of billing. A late charge of \$15 will be assessed if a bill is overdue.



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## Facility Use Fee Information

### Facility Rental Fees

Category I – No fees will be assessed. Additional fees may be assessed if the district has additional staffing, refuse, or facility use expenses.

Category II – Nonprofit groups serving youth of ISD 146 (e.g., travel teams) will be charged an annual fee of \$100. It must be paid each fiscal year (June 30 to July 1). Certain circumstances may require fees, including but not limited to the following circumstances.

- Staffing Fees: When activity is held outside regularly scheduled hours.
- Facility Rental Fees: When admission is charged for an event. Fees will be charged at a Class III rate.

Category III, IV, V Fees – Hourly Rates

Space	Class III	Class IV	Class V
High School Gym (Full)	\$20	\$30	\$40
High School Gym (One Court)	\$10	\$15	\$20
High School Wrestling	\$10	\$15	\$20
High School Commons	\$20	\$30	\$40
High School Kitchen*	\$20	\$30	\$40
Elementary Gym	\$10	\$15	\$20
Elementary Kitchen*	\$20	\$30	\$40
Performing Arts Center (PAC)	\$20	\$30	\$40
Media Center	\$10	\$15	\$20
Classroom	\$10	\$15	\$20

\* Required additional ISD 146 staff

**Barnesville Public School has the right to waive or assess fees as deemed necessary.**



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**Staffing Fees**

Groups/individuals using Barnesville Public School facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

<b><i>Custodial</i></b>	Could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed.	\$35 per hour
<b><i>Food Service</i></b>	Required to be present whenever a school kitchen is used.	\$35 per hour
<b><i>Building Supervisor</i></b>	Placed by the District during times when the building is not otherwise staffed to protect and oversee the facility and represent the school district.	\$35 per hour
<b><i>Auditorium Technician</i></b>	Required when use of light and/or sound is requested.	\$35 per hour

Note: Additional fees may be incurred depending on the type of use as well as group needs.

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## **Facility Use Classification**

### **Category I:**

- a. School sponsored events and activities
- b. Community Education classes
- c. PTO and Post Prom

### **Category II:**

- a. Nonprofit groups serving youth of ISD 146

### **Category III:**

- a. Organized nonprofit community service group serving ISD 146
- b. Civic organizations located in or serving ISD 146
- c. Government agencies serving ISD 146
- d. Political caucuses/meetings
- e. Commercial, business, or private organizations located in ISD 146
- f. Individuals residing in ISD 146

### **Category IV:**

- a. Nonprofit groups not located in ISD 146
- b. Civic organizations not located in ISD 146
- c. Higher education organizations

### **Category V:**

- a. Commercial, business, or private organizations not located in ISD 146
- b. Individuals not residing in ISD 146



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## **Walking Track Rules and Etiquette**

- Open to approved visitors from 5:00 a.m. until 7:30 a.m. and 6:00 p.m. until 9:00 p.m. on weekdays and 8:00 a.m. until 6:00 p.m. on weekends. Closed on major holidays and “no school” days.
- Participants must come inside Door 3 at the High School
- Available to Barnesville Public School residents, property owners and open-enrolled families.
- Must be 18 years of age and older to use the walking track.
- Participants are required to complete an online application
- Every participant must have their own fob
- The annual cost from July 1 through June 30 is \$55 (no proration) and is non-refundable
- Please carry in your shoes. Street shoes are not allowed on the walking track.
- Cubbies are provided for belongings.
- Water and sports drinks must be consumed from containers with a lid. No glass containers are allowed.
- Participants are required to discard trash and take all personal items with them when they leave.
- Baby carriages and strollers are not allowed on the walking track.
- School appropriate attire is required. Shirts must always be worn.
- Parking is permitted on the south side of the Auditorium.
- Restroom facilities are available on 1<sup>st</sup> floor
- Access to other parts of the building is prohibited
- Walkers are advised surveillance cameras are in operation on the premises.
- Any school related activities have priority with respect to the use of the walking track
- Use of the walking track is at your own risk.
- Participants agree to accept all guidelines stated above and those subject to change, as necessary.
- Access may be revoked if guidelines are not adhered to