

**Long Prairie-Grey Eagle Public Schools
Independent School District #2753**

**FACILITY USE
AND
RENTAL POLICY
INFORMATION**

GENERAL INFORMATION

The use of all facilities will be arranged through the Community Education Office located at the Long Prairie-Grey Eagle Elementary School. Use or rental agreements are available online at www.lpge.org under Community Education or the Elementary office or by calling 320-732-4615. Use or rental agreements must be submitted at least three weeks prior to the event (this does not guarantee the reservation).

*Cancellations of facility use must be made at least two business days in advance of the scheduled rental or renter will be liable for all rental fees.

*District #2753 reserves the right to cancel reservations for just cause.

* All reservation approvals are at the discretion of the school superintendent.

Facility use and Rental Coordinated by
Community Education
Jennifer Strom, Community Education Director
Mary Holman, Community Education Secretary
205 South Second Street
Long Prairie, MN 56347
(320) 732-4615
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CLASSIFICATIONS FOR FACILITY USE AND RENTAL

Class I (First priority, No RENTAL charge, however, personnel charges may apply)

- Recognized LPGE school organizations and LPGE school related functions
- Local tax supported agencies serving District #2753 residents
- Local non-profit youth agencies serving District #2753 that do not charge fees and non-fundraising purposes.

Class II

- Local non-profit organizations serving District #2753 that charge fees/and or fundraising purposes
- Any civic organizations

Class III

- Non-local non-profit organizations

Class IV

- Non-local based commercial or for-profit organizations

Priorities for Facility Use

First Priority: ISD #2753 sponsored Activities

Second Priority: LPGE Community Education Sponsored Events

Third Priority: LPGE non-profit service agencies, charitable and not for profit organizations, non-school youth organizations

Fourth Priority: LPGE based individuals, companies, and vendors

Fifth Priority: Non-LPGE based individuals, companies, and vendors.

FACILITY USE AND RENTAL FEE SCALE (Hourly unless otherwise listed)

Fees for facilities not listed below shall be at the discretion of the Superintendent and/or Community Education Director.

Reservations required three weeks in advance.

LPGE Secondary	Class I	Class II	Class III	Class IV
Main Gym	No Charge	Personnel Costs	\$20/hr (\$140 max/day)	\$30/hr (\$210 max/day)
3 rd Station Gym	No Charge	Personnel Costs	\$10/hr (\$70 max/day)	\$15/hr (\$105max/day)
Auditorium	No Charge	Personnel Costs	\$75 + \$20/hr Light/Sound	\$100 + \$30/hr Light/Sound
Commons	No Charge	Personnel Costs	\$50	\$80
Classroom	No Charge	Personnel Costs	\$25	\$30
Special Classroom*	No Charge	Personnel Costs	\$35	\$40
Grand Piano	No Charge	\$50	\$60	\$70

*Computer Lab and others by request only

LPGE Elementary	Class I	Class II	Class III	Class IV
Main Gym	No Charge	Personnel Costs	\$20/hr (\$140 max/day)	\$30/hr (\$210 max/day)
Blue Gym	No Charge	Personnel Costs	\$10/hr (\$70 max/day)	\$15/hr (\$105max/day)
Multipurpose Gym	No Charge	Personnel Costs	\$10/hr (\$70 max/day)	\$15/hr (\$105max/day)
Commons	No Charge	Personnel Costs	\$40	\$70
Classroom	No Charge	Personnel Costs	\$25	\$30
Special Classroom*	No Charge	Personnel Costs	\$35	\$40

* FACS room, Computer Lab

Personnel Fee Scale

When employee time is devoted to, or necessitated by the activity, the renter must pay the personnel fees listed below. There is a minimum fee of three hours for all personnel not already on duty.

A. **Personnel Costs:** Per hour as per employee master agreement.

Regulations

1. The school district is renting space and is not responsible for the content of the activity and the act of providing rental space should not be construed to be an endorsement of the activity.
 - a. The school reserves the right to reject or cancel any reservation that isn't in the public interest.
2. Regular school activities and organizations of the school shall have first priority in the use of any school facility. Requests to use the facilities that coincide with school activities must be approved by the superintendent or his/her designee.
3. A District #2753 custodial employee must be on duty whenever building facilities are in use.
4. All activities must have competent adult supervision at all times.
 - a. Renters are responsible for supervision of the entire area rented, including hallways, restrooms, locker rooms, etc.
5. Any equipment brought into the building must have prior approval and be removed promptly following the activity.
6. No homemade food/drinks may be brought into the school for resale. No food or drink is allowed in the carpeted areas.
7. Furniture or equipment owned by the school district shall not be moved without prior approval.
 - a. Any broken or damaged property must be reported to the school immediately. Repair or replacement costs will be assessed and assigned by the district.
8. Clean up is the responsibility of the renter and the rented area needs to be but back to it's original order.
9. All local/state ordinances/laws pertaining to the use of public buildings and facilities must be observed.
 - a. Gambling, smoking, and drinking/possession of intoxicants is prohibited in all school buildings and all school property.
 - b. Open flames, guns, knives, weapons and any other hazardous materials of any description is prohibited in all school buildings and all school property.
 - c. All local and state ordinances/laws of the police and fire departments must be observed.
10. A district employee must be present during the use of the sound and light equipment in the Secondary Auditorium. Sound and Light use is not part of the rental agreement and is an additional fee.
11. Individuals or groups that use District facilities shall provide their own damage and liability insurance. A Certificate of Coverage will be required for District files with at least \$300,000 single limit coverage. District #2753 will not be responsible for the negligence of others.

