

PROCEDURES FOR FACILITY USE

Zumbro Education District #6012 encourages the citizens of its member districts to use one of their greatest assets, the school building and facilities. ZED recognizes that the school facilities represent a highly valuable asset for the development and the enrichment of both school and civic life of the member district communities. Cooperation is pledged by the school board in the promotion of activities, which appear to be in the best interest of the school district and community.

Rules and Regulations

1. Regular school activities and organizations of the school have first priority in the use of the facility.
2. Furniture and equipment owned by the district must not be moved without prior approval.
3. The district does not rent out or supply equipment for use by the public (ie., sports equipment, electronics, furniture, etc.).
4. Outside doors will not be propped open or left unsecured.
5. Renters must clean up after themselves and return the room/facility to its original order.
6. Equipment brought into the building must have prior approval and must be removed immediately following the activity.
7. All district policies, state and local ordinances, laws, and fire and safety codes pertaining to use of public buildings and facilities must be observed.
 - a. Gambling (pull-tabs, e-gambling, etc.), smoking, and drinking/possession of intoxicants is prohibited in all school buildings and on all school grounds.
 - b. Open flames (including candles), guns, knives, weapons and any other hazardous materials of any description are prohibited.
8. All facility requests must be submitted and approved at least one week in advance of the activity or event.
9. No rentals are accepted for longer than one year in advance for a single event or 4 months in advance for recurring events.
10. Renters with facility rental balances 30 days overdue will not be allowed to use or reserve additional facility space until the bill is paid in full.
11. ZED #6012 reserves the right to deny the use of district facilities to any group based on prior actions of that group or pay history indicating the group's use of ZED facilities would not be in the best interests of the district.
12. Community use of facilities under these procedures does not imply school district sponsorship or endorsement of the activity, groups, or organizations, nor the purpose they may represent. Promotional materials and media announcements for non-school sponsored activities or events must include the following disclaimer: This activity/event is NOT sponsored by Zumbro Education District #6012.
13. The education district reserves the right to cancel or change dates in the event the facilities are needed for school and/or community education activities.
14. All activities will be canceled if school is closed for weather and/or emergency reasons.
15. Site Supervisors are required for any live events where audience members from the public will be attending to watch (ie games, graduations, tournaments). Site Supervisors are provided by ZED at a rate of \$25/hr paid by the lessee.

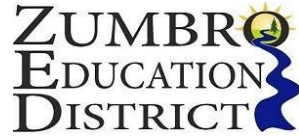
My signature indicates that I understand and agree to abide by the Procedures for Facility Use.

Printed Name

Organization

Signature

Date



Fee Schedule

Gym	\$40/hr
Conference Room #201	\$25/hr

Site Supervisors Required For Any Live Events

1. Will be paid a stipend of \$25.00 per hour by renter and provided by ZED.
2. Will remain on campus for the duration of the event.
3. Will actively monitor and supervise the event, participants, and attendees throughout the duration of the event.
4. Will ensure that entrances are opened and secured as needed. The site supervisor will ensure that doors are not propped open at any time during the event.
5. Will ensure that the building has been vacated and that all entrances are secured upon leaving.