

## Reservation Priorities

### Class 1

- School Functions/Events, i.e., varsity sports, fine arts
- School Organizations, i.e., National Honor Society, FFA
- Community Education sponsored activities
- Local, state and national caucuses and elections
- School Booster Clubs & PTA (Will become Class 3 if fundraiser and/or large event)

### Class 2

- Non-profit groups located in District 466 and serving a majority of its residents
- Civic organizations located in District 466 and serving a majority of District 466 residents
- Individuals residing in District 466 and school personnel conducting non-profit activities

### Class 3

- Commercial, business or private organizations located in District 466 conducting activities for profit
- Individuals residing in District 466 and school personnel conducting activities for profit

### Class 4

- Non-profit community groups located outside of District 466
- Civic organizations located outside of District 466

### Class 5

- Commercial, business or private organizations located outside of District 466
- Individuals residing outside of District 466

## Additional Fees

Permit Change Fee	\$2/change
Rush Permit Fee	\$20
No-show Fee	\$10
Non-Permitted Use Fee	\$30
Late Payment Fee	\$5/month late
Risers	\$20
Spotlight	\$5/light
VCR/TV/DVD	\$5
Overhead	\$5
Piano	\$20
Grand Piano	\$25
Digital Piano	\$25
Piano Tuning	\$85
Podium	\$5
PA System with 1 Microphone	\$20
Additional Microphones	\$3/wireless; \$2/corded
Music Stands	\$10
Pit Cover Removal or Replacement	\$600
Choral Shell	\$100
Video/Projection Screen	\$15
Chairs or Tables	\$20
Monitors	\$3/each
Video Cassette Tapes	\$3/each

## Fees

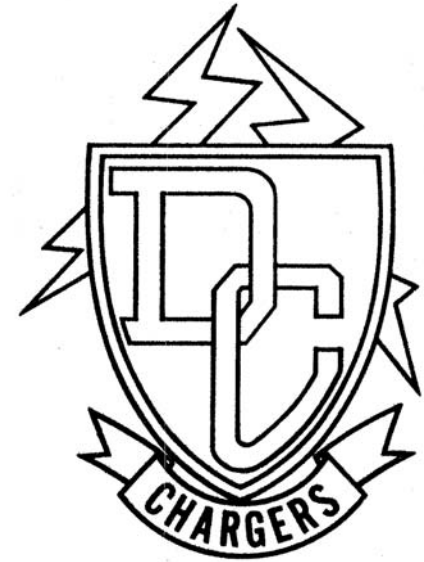
**Permit Fee:** All reservations require a \$10 permit fee. Any event cancelled without a 72-hour notice or no shows will be charged a \$10 per day per building fee plus any additional staffing charges.

**Facility Fees:** All fees listed below are daily rate fees unless otherwise noted. Under Class 2, if the space is used on a reoccurring basis, the fee is the multi-user fee due each trimester the space is used. Fees below do not include possible personnel charges.

Facility	Class 2	Class 3	Class 4	Class 5
Auditorium	\$25 one time use \$50 multi-user	\$100 or \$30/hr	\$60/hr	\$80/hr
HS East Gym	\$15 one time use \$25 multi-user	\$62.50 or \$22/hr	\$45/hr	\$65/hr
HS or MS Commons	\$10 one time use \$20 multi-user	\$37.50 or \$18/hr	\$35/hr	\$55/hr
HS West or MS Gyms	\$10 one time use \$20 multi-user	\$50 or \$20/hr	\$40/hr	\$60/hr
Elementary Large Gym	\$10 one time use \$20 multi-user	\$35 or \$18/hr	\$35/hr	\$55/hr
Elementary Small Gym	\$6 one time use \$12 multi-user	\$20 or \$15/hr	\$30/hr	\$50/hr
Kitchen	\$12	\$30 or \$22/hr	\$45/hr	\$65/hr
Choir or Music Room	\$12 one time use \$24 multi-user	\$30 or \$18/hr	\$35/hr	\$55/hr
Media Center	\$12 one time use \$24 multi-user	\$30 or \$25/hr	\$50/hr	\$70/hr
Classroom	\$6 one time use \$12 multi-user	\$15 or \$13/hr	\$25/hr	\$45/hr
Lobby	\$10	\$25 or \$13/hr	\$25/hr	\$45/hr
Community Room	\$10 one time use \$20 multi-user	\$25 or \$20/hr	\$40/hr	\$60/hr
Pool	\$10/hr	\$15/hr	\$30/hr	\$50/hr
Outdoor Field	\$10 one time use \$20 multi-user	\$25 or \$22/hr	\$45/hr	\$65/hr

All fees are subject to change.  
The Activities & Community Ed. Director, at his or her discretion may negotiate a rate for unique events when conditions necessitate an adjustment.

## Independent School District 466 Dassel-Cokato Public Schools Facility Use Procedures and Policies



Dassel-Cokato High School  
Activities Office  
4852 Reardon Ave SW  
Suite 1600  
Cokato, MN 55321

Phone: 320-286-4100 x1813  
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Patti Kampa, Facilities Coordinator  
Perry Thinesen, Activities & Community Ed. Director

## Welcome

Welcome to the Dassel-Cokato Public Schools. School District facilities are available for use by community members. Please review all the rules and policies carefully.

Effective 5/7/07  
Revised 6/25/10

## Philosophy

The School Board of District 466 recognizes that its buildings and grounds are important community resources that play a vital role in the life of the district residents and organizations. Accordingly, the School Board encourages and welcomes responsible community organizations, associations and individuals to use district facilities for appropriate civic, cultural, welfare or recreational activities that do not interfere with or hinder the operations and interests of the school district.

## Regulations

1. Facility Use Requests- Requests for facility use must be submitted by all groups to the Facilities Coordinator at least **ten working days prior** to the intended date. Pool use requests must be submitted **fifteen working days prior** to the event. Less than 10 days will not be guaranteed, and could incur a rush fee.

2. Scheduling- The Facilities Coordinator maintains a complete schedule for use of the district's facilities. Priority for use of facilities is based on the following, provided the facility is available.

- a. School Events
- b. Community Education
- c. Community Related, Residents, Non-Resident, Non-Profit, Political and Commercial

Occasionally it is necessary to cancel permits as a result of unforeseen circumstances.

3. Rental Agreement and Fees- All non-school groups requesting the use of school facilities must sign a rental agreement, and pay the **non-refundable permit fee** at time of request. Rental fees charged will vary depending on the nature of the sponsoring organization or group, and type of facility requested. Quotes for fees are approximate, not all charges can be anticipated.

The group or organization may cancel the agreement provided notice is given at least **seventy-two hours prior** to the scheduled rental. Rental agreements are non-transferable.

### 4. General Conditions for Rentals:

a. The sponsoring leader of the group or organization using facilities must be present to supervise. If the expected participation is over 20, a school authorized supervisor may be required.

b. Participants are only allowed in areas as designated on their Facility Use Permit.

c. All facilities must be returned to their original condition. This includes moving chairs, tables, AV equipment, etc.

d. All facilities shall be used for their designed purpose. All food and refreshments are restricted to cafeterias, community rooms or outdoors, unless approved in advance.

e. Organizations must provide their own equipment. (basketballs, volleyballs, coffee makers, etc.)

f. A certificate of liability insurance will be required from applicants who will use school facilities.

g. The school district's facilities will be made available to non-school affiliated organizations or groups from 3:45 to 10:00 pm Monday through Friday, with the exception of the Community Room. Schedules vary on weekends and non-school days.

h. The use or possession of alcoholic beverages, illegal chemicals and/or tobacco products in district facilities and/or on district grounds is prohibited. State Fire Laws must be observed at all times. Emergency exits shall remain visible and accessible at all times. All illegal activities are prohibited.

## Staffing

Groups/Individuals using District 466 facilities are responsible for the following staff charges resulting from their use. All fees are subject to change.

a. Custodian-This could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed. Custodial time is charged at a rate of \$31/hour per custodian.

b. Food Service- A food service employee must be present when use of kitchen is requested. Their role is primarily to supervise use of the kitchen facility. Any additional work required by food service staff will be discussed and negotiated at the time of application. The fee for a kitchen supervisor is \$26/hour per supervisor. Holiday pay/Sundays \$28/hour per supervisor.

c. Building Supervisor- A building supervisor may be placed by the district to protect and oversee the facility. There is an additional charge of \$23/hour for this service per supervisor.

d. Technician- Use of the auditorium (lights and sound) requires that a technician(s) be present. There is an additional charge of \$17/hour for this service per technician.

e. Lifeguard- Lifeguards are required when using the High School swimming pool. The fee for guards are \$40/hour for the first hour, \$25/hour for each additional hour. Fees include two lifeguards. Groups over 50 require an additional guard per 25 people for \$15/hour.

## Weekend and Summer Use

There is limited use of district facilities on weekends, holidays, and any school release days, including summer break. Use of facilities during these times may result in any group being assessed staffing fees.

## Inclement Weather

If school buildings are closed due to inclement weather, all activities are canceled. Please listen to WCCO Radio for closing information or call the Activities Office at 320-286-4100 x1813.