

**WILLOW RIVER AREA SCHOOLS
8142 PINE STREET
WILLOW RIVER, MN 55795
AGREEMENT FOR COMMUNITY USE OF SCHOOL FACILITIES**

This Agreement is between the Willow River Area School District, wherein referred to as "the District", and _____, herein referred to as "Sponsor". The attached application shall be used in identifying the date(s), time(s) anticipated attendance and function of the requested activity. Upon approval of the **Application for Community Use of School Facilities**, this Agreement must be completed, signed and turned into the DISTRICT Office with any fees charged paid at this time. Checks must be made out to the Willow River Area School District.

TERMS AND CONDITION OF AGREEMENT

1. School activities shall receive first consideration for scheduling of facility usage.
2. The final authority concerning the scheduling of the school facilities usage shall be the Principal or the designated representative.
3. In accordance with the Districts' policy creating a tobacco free environment, tobacco use is not allowed in any part of the building or campus. See policy # 419.
4. All usage of school buildings and grounds shall be predicated upon strict adherence to the non-consumption of alcohol or use of illegal drugs on the premises.
5. No parking will be allowed except in designated areas.
6. The building temperature, specifically on weekends, will not be altered to accommodate sponsors.
7. Unless it is a school sponsored or Community Education activity, liability insurance is required for all for profit events. The District required level of insurability limits is \$1,000,000 combined single limit. All policies should name the District as "additional insured" and shall hold the District blameless for any injuries, alleged injuries, or death arising in or from the use of school facilities or equipment. Attach a copy of your liability insurance with this Agreement
8. Events shall be limited to the facilities specified on the Application For Community Use Of School Facilities and the sponsor shall be responsible for keeping the group in these locations only.
9. Damage to the building/grounds or equipment beyond normal "wear" requiring repair shall be the financial responsibility of the sponsor.
10. The following types of activities are NOT permitted:
 - A. Activities proclaiming any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.
 - B. Any activity that tends to violate good manners, morals, or taste.
 - C. Activities that would tend to be injurious to the facilities/grounds and equipment.
 - D. Activities that are discriminatory in nature.
11. It is required that appropriate sponsor representation/supervision be present at all times when building/grounds or portions of buildings are used by non-school personnel. Therefore the sponsor shall provide contact information of a responsible person, in charge, who will be attending the event and becomes the primary contact for the DISTRICT.

Note: Providing One is MANDATORY – Two is preferred

Contact Person's Name: _____ Contact Person's Name: _____
Telephone Number #: _____ Telephone Number #: _____

13. For Profit Requirement: Private or commercial groups desiring to use the building or grounds for a profit making endeavor must present their request to the Willow River School Board. The intent is to encourage maximum use of the building and

each use of the building granted will be granted upon consideration of:

- A. Convenience to the district
- B. Preservation of the facility
- C. Intended use
- D. Ability to the sponsor to assure proper supervision of the facility
- E. Responsibility of the district to assume responsibility of furnishing space

14. It is the policy (#902) of the WRASD that items such as computers, the school's network, or other technology equipment will not be rented to any person or used by non-school personnel for any reason.

15. Fee Schedule:

Fees shall be charged based on a sponsor's status. For purposes of defining fees, the District shall define sponsors status as: (Note: Final determination of a sponsor's status is that of the District.)

- 1. Non-profit sponsors: an organization/group which exists for educational or charitable reasons, and from which its members do not benefit financially; and
- 2. For-profit sponsors: an organization/group which exists for the purpose initiated or operated for the purpose of making a profit. Activities that may fall into this category are:
 - A. Banquets
 - B. Performances
 - C. Promotions
 - D. Recitals (admission charge)
 - E. Sports Camps brought to the school.

Non-profit sponsors shall not be charged for facility space, grounds or equipment whereas for - profit sponsors shall be charged for facility space, grounds and equipment per the fee schedule listed below.

3. Personnel:

- A. Custodial Service: When buildings or portion of the buildings are used by for – profit sponsored activities an hourly rate charge will be made. The charge will be based upon 1.5 times the hourly rate of the compensation for the custodian. Minimum charge is two (2) hours of service.

The time to be charged shall be the sum of the following:

- 1. Hours of activity
- 2. Required pre and post activity time required for preparation and cleanup.

- B. Food Service: For-profit sponsors desiring to use the kitchen facilities which require the usage of kitchen equipment such as ovens, dishwasher, etc. shall have school kitchen personnel on duty and be charged, an hourly charge for required personnel for supervision of the kitchen. Compensation shall be computed by multiplying the regular hourly compensation for the lunch employee time times 1.5. Minimum charge is two (2) hours of service.

The time to be charged shall be the sum of the following:

- 1. Hours of activity
- 2. Required pre and post activity time required for preparation and cleanup.

3. Additional Information

- A. Building or portions of buildings may not be used without continual presence of appropriate school custodial personnel or other authorized individual(s) regardless of sponsorship status.
- B. In the event that buildings or portions of buildings are used at such times, as appropriate personnel are present charges are based upon hourly compensation shall be assessed for any pre or post activity services, which are required.
- C. Sponsors desiring to use the kitchen facilities only for serving coffee/beverages preparation will not require the presence of kitchen personnel.

4. **Space Needs Fee:**

Sponsors	Cafeteria Kitchen	Gym(s)	Class Room	Band Room	Computer Lab	Wood/Auto Shop	Home Ec Room
Non-Profit	NC	NC	NC	NC	NC	NC	NC
For-Profit	\$50	\$100	\$10	\$25	\$25	\$25	\$25

5. **Grounds:**

Sponsors	Softball	Play	Football	Basketball	Parking Lots
	Fields	Ground	Field	Courts	Gen Outdoors
Non-Profit	NC	NC	NC	NC	NC
For-Profit	\$25	\$25	\$25	\$25	\$25
Note: Fee includes lighting					

6. **Equipment:**

All for-profit sponsors using school equipment for their activity will be subject to a rental fee. Personnel using equipment should be properly trained on the use of the equipment.

Equipment Description	Fee
Tables/Chairs	\$5/Event
Popcorn Machine	\$25/event
Coffee Maker	\$10/event
PE/Athletic Equipment	\$25/Event
Any Other Equipment	\$25/Event

Note: Fees listed above, for both building & grounds, are for twelve-hour usage periods unless otherwise noted. Functions lasting longer than one-time period will be required to pay space fees for each additional time period in use. Special provisions may be requested but must receive prior approval.

Note: The fee schedule is subject to revision without prior notice at the discretion of the Willow River Area School Board.

Upon signing this Agreement, I (we) hereby agree to all the terms and conditions contained herein.

(signature sponsor)

(date)

(organizational position)

Return completed form to Bobbi Dresel: bdresel@willowriver.k12.mn.us

**WILLOW RIVER AREA SCHOOLS
8142 PINE STREET
WILLOW RIVER, MN 55795
APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES**

Date _____

Name of Organization/Group: _____

Address of Organization/Group: _____

Organization/Group Status: _____ Non-Profit _____ For-Profit

Contact Person: _____ Telephone #: _____ Email Address: _____

Anticipated Attendance: _____ Date(s) of Activity: _____

Begin/End Time of Activity: _____

Time Needed Prior to Scheduled Activity and After Activity: _____

Purpose for Use of School Facilities/Grounds: _____

Facilities/Grounds Needed: _____

Equipment Needed: _____

Person Making Request: _____ Date: _____
(signature)

Note: If the application is approved, the **Agreement for Community Use of School Facilities** must be signed and if fees are charged, the fees must be paid upon submitting the Agreement.

For School Use ONLY

Sponsor Status: _____ Non-Profit _____ For-Profit

Fees Imposed:

Space Needs	\$ _____
Equipment	\$ _____
Personnel for Custodian	\$ _____
Personnel for Food Service	\$ _____
Extra Charge	\$ _____
Total Charges	\$ _____

Application Status: _____ Approved _____ Not Approved _____ Approved with Conditions (Specify)

Reviewed: Date: _____ By: _____

NOTE: Approval is based on the terms of the attached agreement being met. Return completed form to Bobbi Dresel: bdresel@willowriver.k12.mn.us