

**Policy 902 – APPENDIX****BRAINERD PUBLIC SCHOOLS BOARD OF EDUCATION  
USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT****I. PURPOSE**

The purpose of Policy 902 Appendix A is to describe the procedures for the processing, review and approval of requests for use of Brainerd Public Schools facilities and equipment as defined in Policy 902 Section III.

**II. PROCEDURE**

A. **RENTAL REQUEST.** All requests for use of Brainerd Public Schools facilities and equipment are reviewed and processed by the Community Education department. Requests are prioritized in the manner described in Section III below. Facilities and equipment may be available on weekends, during the summer or for extended hours with a completed Facility Request Form/Facility Use Agreement and after receipt of an Estimate of Fees, which address all rental, personnel and equipment fees that a rental request is expected to incur. Only requests made on a current Facility Request Form/Facility Use Agreement, online or paper, and submitted to the Community Education department prior to the event or activity date will be reviewed for approval. The issuance of an Estimate of Fees from the Community Education department will constitute approval of a rental request.

In most cases, school facilities and equipment are available year-round Monday through Sunday, 6:30 am through 10:00 pm. (see limitations in Policy 902 Section VI.) Requests for use of school facilities and equipment will not be permitted on district-recognized holidays.

B. **CERTIFICATE OF INSURANCE.** All requests for use of Brainerd Public Schools facilities and equipment must be accompanied by a Certificate of Insurance demonstrating proof of liability insurance coverage with a minimum amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and naming Brainerd Public Schools, its board, employees and volunteers as additionally insured. The request procedure is not complete until proof of insurance has been received and an Estimate of Fees has been issued by the Community Education department.

C. **CONCESSIONS.** A Concessions Request Form must accompany the Facility Request Form/Facility Use Agreement from a user intending to sell concessions or provide food for a free will donation. Any concessions being sold during an event in or on Brainerd Public Schools facilities must be commercially prepared.

A Brainerd Public Schools staff will be responsible for developing procedures regarding what food users can sell or serve under applicable rules, regulations and laws and the manner in which such food may be sold or served.

- D. ESTIMATE OF FEES. Upon receipt of a completed Facility Request Form/Facility Use Agreement and Certificate of Insurance, the Community Education department may provide the user with an Estimate of Fees for rental. This estimate will include any rental and personnel fees the event or activity is expected to incur. Additional fees for use of additional space or personnel may be incurred by the user if the event or activity deviates from the terms stated on the Facility Request Form/Facility Use Agreement.
- E. INVOICE FOR FEES. After the last date listed on the Facility Request Form/Facility Use Agreement, the Community Education department will compile the rental and personnel fees incurred (and any additional fees for use of additional space or personnel incurred if the event or activity deviates from the terms stated on the Facility Request Form/Facility Use Agreement and the Estimate of Fees; any fees for damage to school facilities and equipment, including any custodial or staff member fees incurred; and any additional set-up and clean-up fees, including those for trash pick-up) and invoice the user. Payment of this invoice is required within 45 days of receipt unless alternate arrangements were made prior to the issuance of the Estimate of Fees. Failure to remit payment for invoices may result in the revocation or denial of approval for future events and activities.
- F. CANCELLATION. The user may cancel an event or activity without penalty provided notice is given to the Community Education department at least one business day before the state date of the scheduled event or activity. Failure to timely notify the Community Education department of a cancellation may result in an invoice for fees listed on the Estimate of Fees.

The district reserves the right to revoke approval for events and activities issued more than one calendar year in advance if the event or activity will conflict with school activities. The Community Education department will make reasonable attempts to offer an appropriate alternative location or schedule, if possible and appropriate under the circumstances. In most cases, school activities will not be allowed to nullify approval for events and activities with less than one calendar year's notice.

When a snow day, other weather-related emergency or an event beyond reasonable district control closes part of or the entire district, all school facilities and equipment use will be cancelled for the duration of the closure or until the

Superintendent or designee authorizes commencement of such use in the sole discretion of the school district. The Community Education department will make reasonable attempts to reschedule once school reopens, if possible and appropriate under the circumstances.

### III. PRIORITIZATION

Brainerd Public Schools facilities and equipment will be scheduled in the following order of priority:

- A. TIER 1. Events and activities of Brainerd Public Schools, Minnesota State High School League events and activities, Community Education events and activities and government activities and elections.
- B. TIER 2. Events and activities for local tax-exempt organizations within the boundaries of Brainerd Public Schools serving youth.
- C. TIER 3. Events and activities for local tax-exempt organizations within the boundaries of Brainerd Public Schools serving adults.
- D. TIER 4. Events and activities for commercial businesses inside and outside the boundaries of Brainerd Public Schools, tax-exempt organizations outside the boundaries of Brainerd Public Schools serving youth and adults and any other appropriate use of school facilities and equipment.

### IV. FEE SCHEDULE

- A. The following facility rental fees apply to the event or activity as well as any setup and teardown time taking place in fiscal year 2020-21. An estimate of rental fees will be provided to the user prior to the first event date.

Space	Time	Tier 1 District-Sponsored	Tier 2 Tax-Exempt Youth	Tier 3 Tax-Exempt Adult	Tier 4 Commercial or out of town
Classroom, Commons, Conference Room, Green Room, Locker Rooms	Less than 4 hours	\$0.00	\$10	\$20	\$40
	4-8 Hours	\$0.00	\$20	\$40	\$80
	More than 8 Hours	\$0.00	\$30	\$60	\$120
Elementary and Franklin Cafeteria, Library	Less than 4 hours	\$0.00	\$15	\$25	\$50
	4-8 Hours	\$0.00	\$30	\$50	\$100
	More than 8 Hours	\$0.00	\$45	\$75	\$150

Space	Time	Tier 1 District-Sponsored	Tier 2 Tax-Exempt Youth	Tier 3 Tax-Exempt Adult	Tier 4 Commercial or out of town
Forestview Cafetorium, BHS Cafeteria and Library	Less than 4 hours	\$0.00	\$20	\$30	\$60
	4-8 Hours	\$0.00	\$40	\$60	\$120
	More than 8 Hours	\$0.00	\$60	\$90	\$180
Gym per court	Less than 4 hours	\$0.00	\$10	\$20	\$40
	4-8 Hours	\$0.00	\$20	\$40	\$80
	More than 8 Hours	\$0.00	\$30	\$60	\$120
BHS Black Box*	Less than 4 hours	\$0.00	\$65	\$75	\$150
	4-8 Hours	\$0.00	\$130	\$150	\$300
	More than 8 Hours	\$0.00	\$195	\$225	\$450
Franklin Auditorium*	Less than 4 hours	\$0.00	\$65	\$75	\$150
	4-8 Hours	\$0.00	\$130	\$150	\$300
	More than 8 Hours	\$0.00	\$195	\$225	\$450
Tornstrom Auditorium*	Less than 4 hours	\$0.00	\$140	\$150	\$300
	4-8 Hours	\$0.00	\$280	\$300	\$600
	More than 8 Hours	\$0.00	\$420	\$450.00	\$900.00
BHS Performing Arts Center	Less than 4 hours	\$0.00	\$240	\$250	\$500
	4-8 Hours	\$0.00	\$480	\$500	\$1,000

	More than 8 Hours	\$0.00	\$720	\$750	\$1,500
Kitchen*	Less than 4 hours	\$0.00	\$80	\$90	\$180
	4-8 Hours	\$0.00	\$160	\$180	\$360
	More than 8 Hours	\$0.00	\$240	\$270	\$540
<b>Space</b>	<b>Time</b>	<b>Tier 1 District-Sponsored</b>	<b>Tier 2 Tax-Exempt Youth</b>	<b>Tier 3 Tax-Exempt Adult</b>	<b>Tier 4 Commercial or out of town</b>
Concession Stand Service	Less than 4 hours	\$0.00	\$65	\$75	\$150
	4-8 Hours	\$0.00	\$130	\$150	\$300
	More than 8 Hours	\$0.00	\$195	\$225	\$450
Specialized Spaces Climbing wall, gymnastics gym, planetarium, pool, ropes course, strength facility	Less than 4 hours	\$0.00	\$120	\$130	\$260
	4-8 Hours	\$0.00	\$240	\$260	\$580
	More than 8 Hours	\$0.00	\$360	\$390	\$780
BHS Varsity Ball Field per hour	No Lights	\$0.00	\$50.00	\$60	\$120
	Lights	\$80	\$80	\$90	\$180
BHS Stadium per hour	No Lights	0	\$100.00	\$110	\$220
	Lights	\$150.00	\$150.00	\$160	\$320
Franklin Fields per hour	No Lights	\$0.00	\$50.00	\$60	\$120
	Lights	\$80	\$80	\$90	\$180
Hockey Rink per hour		\$0.00	\$10	\$20	\$40
Outdoor Fields per lining/dragging/striping		\$0.00	\$25.00	\$35	\$70

Playground, Parking Lot per hour		\$0.00	\$10	\$20	\$40
Tennis Courts per court per hour		\$0.00	\$10	\$20	\$40

\*= Additional district personnel required; fees will be added to estimate.

- B. The following personnel fees apply for each hour of the event as well as any setup and teardown time. The school district reserves the right to specify the number of personnel required for events based on expected participation. An Estimate of Fees will be provided to the user before the first event date based on current board-approved work agreements.

<b>Personnel</b>	<b>Hourly Rate Per Person</b>
Custodial Staff	\$50 per hour outside of regular schedule
Food Monitor	\$40 per hour
Kitchen Staff	\$45 per hour
Specialized Space Staff <i>*Ropes Course, Planetarium, etc.</i>	\$50 per hour
Student Technicians	\$15 per hour
Technology Staff	\$50 per hour

- C. Fees for use of equipment have been included in the facility rental fees listed above. The user should indicate intent to use equipment on the Facility Request Form/Facility Use Agreement.
- D. Fees for use of consumables have been included in the facility rental fees listed above.
- E. Fees for use of utilities have been included in the facility rental fees listed above.
- F. Use of key cards will be made available with a \$10 refundable deposit per card.