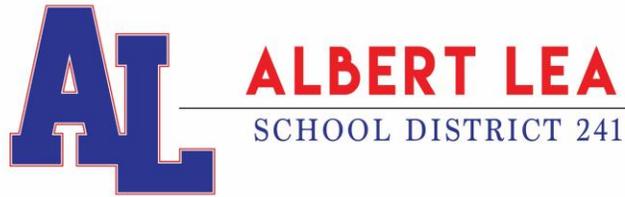


**District Procedure
Albert Lea Area Schools
District 241**

**School Facility and
Equipment Use**

The School Board of School District 241 recognizes that school facilities represent a highly valuable asset for the development and enrichment of both school and civic life in the Albert Lea Area School District. Cooperation is pledged by the School Board in the promotion of activities, which appear to be for the best interests of the school district and the community. However, it must be realized that there are costs involved in the use of any facilities, and therefore, the following procedure is intended to deal with the use and costs in a fair and consistent manner. The School District reserves the right to deny the use of school facilities. Activities detrimental to the purpose of schools will not be allowed.

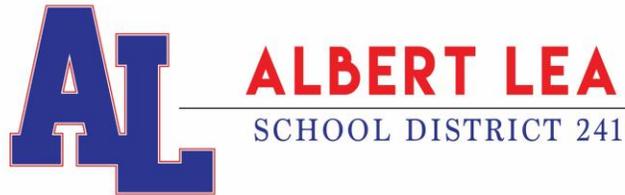
Facility applications may be submitted at:
Brookside Education Center
211 W. Richway Drive
Albert Lea, MN 56007
Phone: 507.379.4800
Fax: 507.379.4898



RULES & REGULATIONS

With the exception of full-time district employees, all groups or individuals wishing to use school facilities shall be required to make application for such use and, upon approval, sign a contract which shall include a hold harmless agreement. Applications must be submitted for school sponsored and curriculum related activities which take place outside of the regular school day and a permit will be issued. Full-time District employees are not required to submit an application for facilities usage while operating in a supervisory role. The employee shall coordinate through the Office of Facilities and Transportation ahead of time.

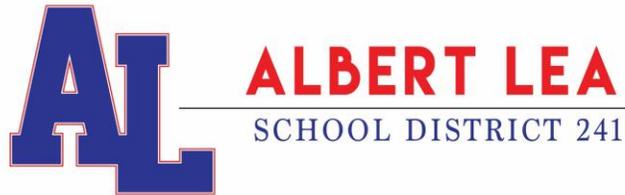
1. Regular school activities and school organizations shall have first priority in the use of any school facility. (This includes rescheduling of school activities, however, contract commitments with other groups must be considered and all arrangements must flow through the Director of Facilities and Transportation Office.)
2. Supervisory Responsibility
 - A. All activities must have competent adult supervision. Applicants may be asked to list the name/s and telephone number/s (home and business) of the adult supervisor/s who will be on-site for the activity or event.
 - B. Custodians shall supervise the facility, but not the rental group or its activities. (Please refer to item 8 on page 3.)
 - C. Facility users must supply any special supervision required, (i.e., police protection, parking supervision, certified lifeguard etc.) If special supervision is required, the facility user must submit an acceptable security, traffic management or lifeguard plan.
 - D. Event organizers are responsible for any additional cost involved.
 - E. Children should not be in the facility unless they are directly involved in an activity
 - F. Parking restrictions must be obeyed
3. School equipment (i.e., athletic equipment, audio-visual, etc.) may only be used if special arrangements are made, and trained personnel are in charge or others who have been approved by appropriate school supervisor. Use of School District equipment must be applied for at the same time as Facility Application is made.
4. All local/state ordinances and laws pertaining to the use of public buildings must be observed. The use of controlled substances, toxic substances, alcohol and tobacco products in school buildings shall be prohibited and shall be enforced in accordance



with district policy 418 (Drug-Free School) and district policy 419 (Tobacco-Free Environment).

5. Services and reimbursement of specialists for sound, lighting, stage crew, etc., may be available, but are not included as a part of the rental agreement. Outside groups desiring such services will need to make arrangements with the Director of Facilities and Transportation Office, and will be billed accordingly.
6. School building facilities are not available to groups for receptions, dances, etc. The use of school facilities for dancing shall be limited to school sponsored activities. (Parent groups in cooperation with the Albert Lea Area Schools, may sponsor parent activities to include dances, such as after grad/prom).
7. Whenever a school kitchen and its equipment are used, a cafeteria employee shall be employed to supervise the facility at the appropriate pay rate which is not included as a part of the rental agreement. Outside groups desiring such services will need to make arrangements with the Director of Transportation and Facilities Office, and will be billed accordingly.
8. Whenever a facility is used, a custodian shall be employed to supervise the facility for a minimum of two hours. An exception may be made if a "school district employee" capable of providing for the security of the school facility and for the service to the user on duty whenever building facilities are being used.

Subd. 1: The definition of "school district employee" shall be custodian, principal (or designee), community education building supervisor, pool supervisor and extra-curricular staff during the time they are supervising students assigned to their extra-curricular activity.
9. The School District reserves the right to require partial or full payment at the time the contract is signed.
10. When school is not in session the school district reserves the right to deny rental of a facility.
11. Outside areas (Hammer Field, Brookside, Southwest, parking lots, etc.) of school property without special playing field markings shall be available for public use, however, school groups, including Community Education, shall have priority unless prior approval has been given to another group. Outside areas and other athletic facilities use shall be coordinated with the Activities Director and the Director of Facilities and Transportation Office. All organized use of school district grounds must be covered by a



contract. No use will be allowed that subjects the grounds to undue damage or wear that would interfere with school district programs.

12. Any equipment brought into a building or facility must have prior approval of the Director of Facilities and Transportation Office (if necessary in consultation with building principals) and must be removed promptly following the activity.
13. Putting materials of any kind on floors, walls or other parts of the building requires permission from the Director of Facilities and Transportation Office. (If necessary, in consultation with building principals.)
14. Additional custodial cost for set up/take down/clean up and snow removal will be billed at the appropriate rate to the sponsoring organization in groups II, III, IV.

SCHOOL EQUIPMENT USE

1. Equipment purchased for the school district should be used in support of the activities and programs of the Albert Lea Area Schools. Therefore, all equipment owned by the Albert Lea Schools shall not be loaned for off-site use without the written approval of the Director of Facilities and Transportation. Examples of such equipment include, but are not limited to, tables and chairs, risers, audio-visual equipment, scaffolding, kitchen equipment and industrial education tools. All other school equipment shall also fall under this definition.

RENTAL/SCHEDULING PROCEDURE

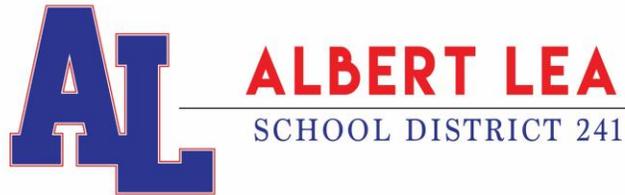
1. Applications for facility use should be made at least ten working days in advance of the proposed date of usage. Priority will be given to the earliest request and volume use may require more time for processing. School District sponsored activities shall have first priority. Applications shall be made at the Director of Facilities and Transportation office, located at Brookside Education Center, 211 W. Richway Dr., Albert Lea, MN 56007. Telephone (507) 379-4800.
2. An annual permit processing fee for groups III and IV is required with the first facility use application made by a group each year (July 1-June 30). This one-time fee per group helps offset the administrative cost of facilities scheduling.
3. Some applications received prior to the opening of school in the fall may be kept pending until school has been in session for at least two weeks. The school programs must be established before space allocations can be made for community use.



ALBERT LEA

SCHOOL DISTRICT 241

4. School facilities may not be available to outside groups during school time. Any exceptions to this shall be with the approval of the Building Principal or District Administration.
5. After the application is received, a contract will be drawn up including estimated charges, facilities scheduled and any other pertinent information.
6. Final scheduling of facilities is not confirmed until the contract is signed by both parties.
7. Applicant may cancel the contract up to 48 hours in advance of intended use or renter will be liable for rental fee. (Unless cancellation is due to uncontrollable circumstances - such as weather - as determined by Director of Facilities and Transportation Office).
8. The School District may require, as a condition for use of school facilities or equipment, that the applicant provide proof of adequate liability insurance coverage. The determination of when to require such proof of insurance and the adequacy of such insurance shall be made in the sole discretion of the School District. Proof of adequate liability insurance coverage will be required for groups III and IV such as a certificate of insurance or a special events policy purchased through the district at the renter's expense.
9. The Director of Facilities and Transportation Office through the School District reserves the right to cancel any reservation should emergency situations make it necessary.
10. Facility users shall be expected to supply the Director of Facilities and Transportation Office with a count of participants and any other necessary information relative to the activity.



CLASSES OF RENTALS/SCHEDULES

GROUP I - FIRST PRIORITY

- PK-12 and Community Education
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GROUP II - SECOND PRIORITY

FEE DETERMINED BY SCHEDULE

As a sole sponsorship (such groups may be exempt from providing own insurance coverage):

- City of Albert Lea
 - Family Y
 - Organized local, non-profit youth groups (including religious youth groups)
 - County Extension 4-H
 - Riverland Community College
 - School related meetings of parent-teacher organizations, student activity booster club meetings and school district bargaining unit meetings
 - Precinct caucuses and legislative district or county conventions required by Minnesota Statutes, Chapter 202A 192
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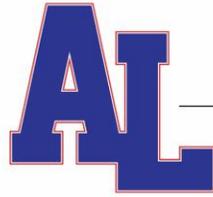
GROUP III - THIRD PRIORITY

FEE DETERMINED BY SCHEDULE

ADEQUATE PROOF OF INSURANCE REQUIRED

Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Director of Facilities and Transportation and District Administration and School Board, if necessary.

- Non-public schools
 - Resident non-profit organizations
 - Residents
 - Organized community services, citizen and civic groups (service clubs, Chamber of Commerce, Civic Music, ARC - income derived is for charitable purposes)
 - Political party meetings and conventions
 - Local religious organizations for recreation or social purposes. This does not include fund-raising for events at which admission or offerings are made.
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GROUP IV - FOURTH PRIORITY

FEE DETERMINED BY SCHEDULE

ADEQUATE PROOF OF INSURANCE REQUIRED

- Non-residents
 - Non-resident business organization
 - All organizations located outside the district boundaries or whose participants equal less than 75% of district residents
 - Sponsor is a commercial or business entity
 - Usually a charge for admission or registration
 - Performer or presenter is usually paid
 - Financial and/or other benefits are derived by the sponsoring individual or organization
 - Religious organizations for worship, instruction or fundraising
 - Includes private endeavors
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Any potential renters or users not fitting any of the above classifications shall be given a rate determined by the Director of Facilities and Transportation.

School Facilities Lease

Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Director of Facilities and Transportation and district administration and school board if necessary.

Facility applications are available on the district website:

www.alschools.org