

### Group III – Non-Profit

- a. Only eligible under 501(c)3 Not-For-Profit Tax Status.
- b. Organized by community service, citizen and civic groups (Lions, Jaycees, Rotary, Kiwanis, Legion, etc.).
- c. Special interest groups (church youth groups, church groups, Boy Scouts, Girl Scouts, etc.).
- d. Political party meetings and conventions.
- e. Staff and custodial charges may be incurred in addition to rental fees.\*
- f. K-12 youth rate (at least 75% of participants must be School District #413 residents to qualify for Group III Non-Profit Status.)

### Group IV – Profit

- a. Commercial/business organizations.
- b. Special interest or performance groups where admission is charged.
- c. Group IV charges shall apply to all groups from outside the school district boundaries (except governmental agencies).
- d. Staff, custodial, and/or kitchen fees shall be charged in addition to rental fees.

**Rental charges shall be made in accordance with the rental schedule. Community benefit events shall be considered non-profit. Legally designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Director of Business Services indicating proceeds of activity will be used for charitable purposes, locally. If no letter of request is submitted, the group is then considered a for-profit organization.**

### Rental Fee Schedule

Location	Group II	Group III	Group IV
Classroom	\$13/hr	\$20/hr	\$20/hr
Computer Lab	\$13/hr	\$40/hr	\$40/hr
Conference Rooms	\$13/hr	\$55/event	\$65/event
Wood/Metal Shop	\$13/hr	\$55/event	\$65/event
West Side/Park Side Cafeteria	\$13/hr	\$65/event	\$95/event
West Side/Park Side Gymnasium	\$13/hr	\$95/event	\$130/event
High School Cafeteria	\$13/hr	\$130/event	\$165/event
High School Main Gymnasium	\$13/hr	\$265/event	\$395/event
High School North Gymnasium	\$13/hr	\$130/event	\$265/event
High School Theatre	\$13/hr	\$395/event	\$525/event
Middle School Cafeteria	\$13/hr	\$105/event	\$130/event
Middle School Gymnasium	\$13/hr	\$130/event	\$265/event
Middle School Theatre	\$13/hr	\$265/event	\$395/event
Practice Fields	\$13/hr	\$20/hr	\$25/hr
Conference Rooms	\$13/hr	\$55/event	\$55event
Staff Lounge	\$13/hr	\$20/hr	\$20/hr

- Custodial charge is \$30.00 per hour.
- Climate control may be charged per event as an additional charge.
- Site Manager will be required at all theater rental events. Charge is \$40.00 per hour.
- Down payment may be required prior to rental.

# Marshall Public Schools



*Marshall Public Schools develops the potential of each learner for success in a changing world.*

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### Community Use of Marshall Public Schools Facilities Regulations & Charges

*Marshall Public Schools (District #413), working together with Marshall Community Services (MCS) will provide maximum public accessibility to school district and community facilities at a reasonable rate, being consistently fair to all customers while meeting the real costs of operating the facilities.*

### Statement of Purpose

Allow residents to grow through community sponsored meetings and activities as well as encourage good citizenship and civic progress. This policy promotes the availability of school facilities for community use under reasonable terms and conditions. The use of public school buildings and grounds is a privilege.

### Rules & Regulations

1. **Facility Use Requests** – All scheduling of facility must go through Marshall Public Schools District Office. This includes all school district sponsored activities (such as games, practices, rehearsals, etc.).

**2. Scheduling** – District #413 will maintain a complete schedule of the district’s facilities to prevent conflicts and to guarantee first priority to District #413 and its related organizations. Second priority will be granted to MCS and lesser priority to other users.

**3. Camps & Clinics & Lessons**—All coaches and activity advisors are strongly encouraged to operate ‘off-season’ camps/clinics through Marshall Community Services. If camps & clinics are not operated through Marshall Community Services the following guidelines will be followed:

1. Certificate of Insurance provided to District.
2. Rental fee of all facilities & equipment.
3. There may be no affiliation with Marshall Public Schools and/or buildings (i.e. Marshall High School). Camps are operated and marketed on-behalf of you as an individual.

**4. Rental Agreement and Fees** – All non-district sponsored groups requesting the use of district facilities must sign a rental agreement and pay a rental fee. The rental fee charged will vary depending on the nature of the sponsoring organization or group and the type of facility requested.

A group or organization may cancel an agreement without penalty providing notice is given to school authorities at least twenty-four hours prior to the scheduled rental. The **School District reserves the right** to nullify all rental agreements that will conflict with school activities even though such activities may be scheduled after validation of the rental agreement. Rental agreements are non-transferable.

The District will decide rental arrangements and fees for any situation not described on the fee schedule.

Organizations or groups are asked to pay the assessed rental immediately upon receipt of invoice. Checks will be made out to ‘Marshall Public Schools’. When the activity is a community sponsored activity or youth recreation activity, checks may be written out to ‘City of Marshall’ at the Community Services Department.

## **5. General Conditions for Rentals:**

- a. The sponsoring head of the group or organization using the facilities must be on duty to supervise the entire event.
- b. A certificate of liability insurance coverage is required from all applicants who will use school facilities for fund raising activities, profit or commercial gain. The limits of liability will be \$300,000 per individual and \$1,000,000 per occurrence. This liability certificate must be on file with the District Office prior to the event.
- c. It is required that knowledgeable district staff be on hand to operate equipment that is technically difficult, and be compensated for their services by the user group. **\*\* Kitchen personnel must be on hand to supervise any kitchen use.**
- d. The School District’s facilities will be made available to non-school affiliated organizations or groups after 3:30 p.m. each day except weekends (with specific arrangements for Group II available). Only under specific circumstances will facilities used by these groups be permitted to extend beyond 10:00 p.m. Only on pre-approved occasions will use of school facilities on national holidays be permitted.

## **6. Restrictions on Facility Use**

- a. School facilities cannot be used by an individual, group or organization for any activity that is intended to overthrow the government by force, violence or other unlawful means. Activities in conflict with city ordinances or state laws are not permitted.
- b. Games of chance, lotteries, or other activities classified as gambling cannot be conducted on school premises.
- c. Alcoholic beverages, tobacco, and illegal substances are not allowed in or on Marshall Public Schools buildings or grounds.

## **Rental Fees**

Organizations desiring building/facility use are

classified into categories as listed. Rental fees are determined by group classification. See the Rental Fee Schedule for pricing information.

### **Group I – District**

- a. School related student, teacher, and parent organizations. (Personal use of facilities will result in a minimal charge, determined by the District).
- b. Community Services activities and events.
- c. Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, and free and open to the public
- d. All event and activities must have approved and trained supervision. Staff and/or custodial charges may be incurred.

### **Group II – Community Services Coordinated Groups/Booster Clubs**

- a. Youth sports associations.
- b. Adult sports associations.
- c. Weekend tournaments for youth and adult sports associations.
- d. Staff and custodial charges may be incurred in addition to the rental fees.\*
- e. All events and activities must have trained and approved supervisors. Contracts must be signed by officers of the organization.
- f. Please note that in order to qualify for Group II status, 75% of the rental group must consist of School District #413 residents. All non-district persons will be charged different rates.