



**Please complete page 3 and return to Community Ed. Pages 1-2 are your copy of the regulations.**

## FACILITY USE AGREEMENT Benson Schools Benson Activities Center

The Independent School District #777 Board of Directors encourages citizens to use one of the community's greatest assets, the school buildings and facilities. To assure desired efficiency and care of all facilities, the school district has adopted the following policies.

### General Application Information

- All buildings are a **Latex Free Environment**.
- Everyone must obtain and complete a facility use application form. **Facility use is not guaranteed.** Rental will be confirmed with the applicant after appropriate supervision is scheduled.
- Facility Use Applications must be submitted at least **10 working days prior** to desired use.
- All rentals are subject to space availability. Regular school activities and organizations of the school shall have first priority in the use of any school facility.
- District-owned equipment shall not be moved or removed from the facility. Any equipment brought into the facility must have prior approval and removed promptly after the event.
- Applicant is responsible for special setup requirements and clean up unless specifically requested in the application. User shall be responsible for returning the facility to its original condition immediately following the event.
- A certificate of Bodily & Liability Insurance form must be attached for all Facility Use events. In the event of destroyed or damaged property or equipment, the renter is responsible for repair or replacement as determined by the district.
- A Benson Public Schools employee must supervise all Facility Use events.
- The school kitchen is available for use only under the direction of the Food Service Supervisor.
- Rental fees are determined by the Classifications Schedule.
- All checks should be made payable to: *Benson Public Schools*.

### Classification Schedule

**CLASS 1 (1st Priority)**

- **School Sanctioned** activities and organizations of the school
- **Community Education** activities

**CLASS 2 (2nd Priority)**

- **Youth Groups** who have no participation fee and charge no admission for the event
- **Non-Profit Organizations & Civic Organizations** churches, 4-H, Boy/Girl Scouts, Kiwanis, etc.

**CLASS 3 (3rd Priority)**

- **Youth Groups** who charge a participation fee and/or have an admission for the event
- **Profit** groups and organizations

### Facility Fee Scale

FACILITY	CLASS 1	CLASS 2	CLASS 3
Benson Activities Center	N/C	\$20 / hour	\$60 / hour
Gymnasium (High School)	N/C	\$10 / hour	\$50 / hour
Gymnasium (East, Auxiliary, Northside)	N/C	\$10 / hour	\$30 / hour
Commons (Cafeteria)	N/C	\$10 per use	\$20 per use
Kitchen (High School, Northside)	N/C	\$10 / hour	\$20 / hour
Concessions (if candy and/or pop)	N/C	\$20 per use	\$20 per use
Classroom	N/C	\$5 per use	\$10 per use
**Lab (computer, tech. shop)	N/C	\$10 per use	\$15 per use

**Performing Arts Center requests must be made through Community Education at 320-843-4545.**

### Personnel Fee Scale

When personnel time is devoted to or necessitated by the activity, any organization using the building must pay the personnel fees listed below. (Minimum of 1 hour)

Supervisor \$25.00/hour                      Custodians \$25.00/hour                      Cook \$25.00/hour

## BENSON SCHOOLS & BENSON ACTIVITIES CENTER RULES & REGULATIONS

1. **Personnel, for ALL events:**
  - a) a competent adult supervisor from the group/organization must be present for the activity.
  - b) a Benson Public Schools employee must be on duty serving as a supervisor.
2. **Clean-up: All classification groups** are asked to clean up after themselves and return the facility to its original order. An hourly charge for any custodial work that needs to be done will be billed to renter.
  - a) All garbage removed.
  - b) Floor should be swept and may be cleaned with water only; no cleaning solutions.
3. **Equipment:** Limited use of School District equipment may be available with building rental. A fee may be assessed depending on the request. All requests must be included on the building use form application.
  - a) Only school provided seating is allowed and must be requested on the application.
  - b) No heavy materials are allowed on the floor, including roller carts or any other devices used to move heavy materials.
  - c) Should the BAC pit not have a cover on it or if there is any equipment stored in the space, the group/organization supervisor must ensure that everyone stays away from that area and off the equipment.
4. **Use:** All facilities shall be used consistent with building design.
  - a) All food and refreshments are restricted to the cafeteria or outside the buildings.
  - b) Everything must be free standing and self-supporting. Nothing is to be attached to the walls, ceiling or steel columns. This includes tape.
  - c) layout and use of the BAC must be approved by the Community Education office before any set up occurs. The group/organization is responsible for providing layout and materials used for approval no less than 5 days prior to use.
5. **Laws:** All local/state ordinances, laws and policies pertaining to the use of school facilities must be observed.
  - a) Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited.
  - b) State Fire Laws must be observed at all times.
  - c) The renter must supply any outside supervision required. (i.e. police protection, parking supervision)
  - d) The number occupying the facility shall not exceed capacity.
  - e) Emergency exits shall remain visible and accessible at all times.
6. **Liability: It is required that your group have their own bodily injury and property damage liability insurance before renting the facility.** Your group shall be required to pay for all damages to school property caused by any person(s) attending the event and assume all liability insurance before renting the facility. A copy of your group's certificate of insurance must be submitted at the time of the building use application form. Immediate report of damage must be made to the Community Education office.
7. **Restricted use of facilities:** The use of the facility must be in the public interest. Any activity which would be detrimental to the purpose of schools shall not be allowed. We reserve the right to reject or cancel any reservation.
8. The District is not responsible for the loss of personal items on school property.
9. **Long Term Use For Classes 2-3 Groups:** It is up to the discretion of the Superintendent to establish an appropriate fee for long term use.
10. Special requests or conditions for use of school facilities that are not outlined within this policy must be submitted to the Superintendent of schools.
11. The use of these facilities is governed by policies and regulations approved by the Board of Education.



**REQUEST AND PERMIT FOR USE OF BENSON SCHOOL FACILITIES**

I.S.D. #777 Benson Public Schools (*Latex Free Environment*)

**Complete and submit this request to:**

Benson Community Education  
1400 Montana Ave, Benson, MN 56215  
320-843-4545; Fax: 320-843-2262

Name of Individual or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (c) \_\_\_\_\_ (w) \_\_\_\_\_

Activity / Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Entrance Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Will there be an admission charge, free-will offering, or sale of products? Yes  No

If yes, for what will this money be used? \_\_\_\_\_

Do you have a BPS Employee supervising activity?  Yes: \_\_\_\_\_

No, please line one up for me at a fee of \$25.00 an hour.

**Please check below which building and room(s) are needed.**

**High School**

Cafeteria/Commons  Kitchen  Dishwashing Room

Concession Stand (please indicate) \_\_\_ Room use only \_\_\_ Selling school pop and candy

Gym (please Indicate) \_\_\_ High School \_\_\_ East Gym \_\_\_ Auxiliary Gym

Classroom: Room Number(s) Requested \_\_\_\_\_

**Benson Activities Center**

**Northside Elementary School**

Multi-Purpose Room (Cafeteria/Commons)  Kitchen

Gym (please indicate) \_\_\_ Full Gym \_\_\_ Half Gym

Classroom: Room Number(s) Requested \_\_\_\_\_

**Equipment needed:**  PA  Podium  Risers  Bleachers out, which side? \_\_\_\_\_

Chairs, Qty? \_\_\_\_\_  Regular Tables, Qty? \_\_\_\_\_  Cafeteria Tables, Qty? \_\_\_\_\_

Anything else? \_\_\_\_\_

MISC NOTES: \_\_\_\_\_

**I certify that I represent the above organization and am authorized to accept in its name responsibility and observance of the rules and regulations for community use of I. S. D. #777.**

**I have submitted certificate of insurance.** (classes 2-3)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Current Date**

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Estimated charges: Building Rental \_\_\_\_\_ Custodial \_\_\_\_\_

(You will be billed for actual charges) Food Service Charges \_\_\_\_\_ Supervisor \_\_\_\_\_

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
District Building Use Facilitator

**(Bottom portion to be completed by Community Education Office)**

Revised 3/2021