

Cedar Mountain Schools
Facilities Use Application

Group Name _____

Address _____

Supervisor _____ Phone Number _____

Contact Person _____ Phone Number _____

Event Name _____ Date of Use _____

Event Description _____

of People Expected _____

School Room(s) Requested _____

Hours _____

Organization Type (please check one)

- Public or Non-Profit Group Within School District (Class 1)
- Profit or Private Group Within School District (Class 2)
- Group Outside of the School District (Class 3)

I understand that I am responsible for the rules, regulations and fees as outlined on all three (3) pages of this document.

Supervisor's Signature _____

Date _____

Fee Schedule

<u>Only</u>	<u>New Gym</u>	<u>Old Gym</u>	<u>Classroom</u>	<u>Kitchen & Cafeteria</u>	<u>Cafeteria</u>
				kitchen staff fee	
Class 1	none	none	none	outlined below applies	none

				\$20 rental + kitchen staff fee	
Class 2	\$50	\$30	none	outlined below applies	\$10
				\$30 rental + kitchen staff fee	
Class 3	\$75	\$50	\$10	outlined below applies	\$20

Kitchen Use Requirements & Applicable Fees

- 1.) Groups intending to use the kitchen need to contact the head cook at the appropriate school. The group will need to retain the services of at least one person from the Cedar Mountain Food Service Staff to be in attendance anytime the kitchen is used. The Group shall pay \$20 per hour for a minimum of 2 hours **directly to the staff member who was retained for the event.**

Name of Cedar Mountain staff member retained by the Group _____

- 2.) All Groups intending to use the kitchen need to contact Redwood/Renville County CHS in order to obtain a special event license. It is the Group's responsibility to do this well in advance of the function. The Group will not be allowed to use the kitchen unless a license has been obtained. The number to call is 320-523-2570.

License Number _____ Expiration Date _____

Custodial Fees

Class 1 –

- Groups may be required to submit a \$50 deposit to be used to pay a custodian for any custodial services rendered in case the facility is not properly cleaned after use. If no deposit was required, but services were rendered, the group will be charged \$20 per cleaning hour and notified of the amount due.

Class 2 –

- A \$20 fee will be charged for opening and closing the facility.
- Groups may be required to submit a \$50 deposit to be used to pay a custodian for any custodial services rendered in case the facility is not properly cleaned after use. If no deposit was required, but services were rendered, the group will be charged \$20 per cleaning hour and notified of the amount due.

Class 3 –

- A \$20 fee will be charged for opening and closing the facility.
- A \$10 per hour fee will be charged for any time the custodian is on call during the event.
- Groups may be required to submit a \$50 deposit to be used to pay a custodian for any custodial services rendered in case the facility is not properly cleaned after use. If no deposit was required, but services were rendered, the group will be charged \$20 per cleaning hour and notified of the amount due.

Rules and Regulations

- Request for use of facilities must be made through the Activities Director, Jeremy Robinson at 507-249-5990.
- Regular school activities and organizations of the school shall have first priority.
- All activities must have competent adult supervision.
- Custodians shall supervise facility operation, but NOT the Group or its activities.
- Applicants must supply special supervision if notified by the District to do so. (i.e. police protection, parking supervision, etc...)
- All equipment brought into the building must have prior approval from the Activities Director.
- Groups may only be in the areas of the building requested to be used. A need to be in another part of the building must be approved by the Activities Director.
- All people in the building that are part of the Group's function shall obey all normal safety rules.
- Any accidents or breakage of equipment or any other unusual situations that occur should be reported to the Activities Director within 24 hours of the event.
- The Group using the facility or equipment is responsible for any damage incurred while using the facility or equipment.
- The assigned supervisor is in charge and is responsible for supervision of the facility and its attendees.
- The Group is responsible for leaving the facility or equipment in the same condition as it was when they began. If custodians or kitchen staff must clean up after a Group, the Group will be charged for this time over and above other stated fees.
- If the Group's activity is one that has spectators present, the Group must provide adequate spectator supervision at all times.
- All District policies are in effect, including the policy banning any form of alcohol, drugs or tobacco.

Class Descriptions

Class 1 - Top Priority – Public or Non-Profit Groups Within the School District

School related student, teacher and parent organizations

Community Ed events

Organized non-profit youth groups

Special meetings sponsored by local civic and tax supported agencies that are of general interest and are open to the public where no admission fee is charged

Organized community services, citizens and civic groups (Lions, Jaycees, Rotary, etc....)

Political Party meetings

Special Interest Groups where no admission is charged

Class 2 – Second Priority – Profit or Private Groups Within the School District

Commercial and Business organizations

Special Interest Groups where admission is charged

Class 3 – Third Priority – All Groups Outside of the School District

***** **ACTIVITIES DIRECTOR USE ONLY** *****

Approved Not Approved Date

Class Designation:

- o Class 1
- o Class 2
- o Class 3

Facility Rental Fee Assessed (Class 2 & 3 only): _____

Custodial Fee for Opening/Closing Facility (\$20 for Class 2 & 3 only): _____

Custodial On-Call Fee (Class 3 only @ \$10/hour): _____

Total Fee Payable to Cedar Mountain Schools:

Kitchen Staff Fee to be Paid Directly to Kitchen Staff Employee _____

(applies to all three classes if kitchen is used)

Activities Director Signature _____