

MENOMINEE INDIAN SCHOOL DISTRICT

830-Rule(1)

FACILITY USE FEE SCHEDULE AND REGULATIONS

Facilities may be used by community organizations as approved under Board policy. Facilities will not be available for weddings and celebrations for private parties. In emergency situations, wakes and funerals may be permitted.

The usage fee schedule is as follows per day:

Keshena Primary School Gym/day	\$100
Middle School Gym/day	\$100
Senior High School Small Gym/day	\$100
Senior High School Large Gym/day	\$300
Senior High School Theater	\$100
Kitchen/Cafeteria/FACE Room	\$75
Classrooms (excluding FACE Room)	\$25
Snack Shack (See Snack Shack Usage Form and Rules)	
Outside Areas	

The District Administrator can waive the usage fees using the following rationale:

- 1) The event benefits MISD students.
- 2) The event promotes education of community or youth.
- 3) The event promotes community outreach.
- 4) The event enriches and promotes the culture.
- 5) In general, the event promotes the vision statement, goals, and objectives of MISD.

Menominee Indian School District facilities will not be used for any activity for which they were not designed.

Staffing Fees:

A staff member is required when facilities are being used outside the normal operational hours of the school buildings. The user is responsible to pay District employees the scheduled rate, either regular or overtime for the time worked.

Custodial hours, outside the normal operational hours of the school building, and/or the hours that are worked

exclusively to attend to the organizations needs, will be billed accordingly.

Kitchen use requires that an MISD food service staff member be present for the duration of the event/activity. Hours will be billed accordingly.

Payment for Salaries:

1. If a staff member volunteers to be present when the facilities are being used, no salary will be required.
{NOTE: under the Fair Labor Standards Act the definition of "volunteer" services excludes services performed by an individual that are the same type of services which the individual is regularly employed to perform.}
2. If additional staff members are required to be present other than the normal staff during regular working hours, payment will be required.
3. If staff members are required to put in additional hours for clean up, payment will be required.

Payment for Use of Facility

1. Payment must be made at the time of application.
2. Payment for hours for custodial and/or cooks will be billed by the business office with payment due in 30 days from billing date.
3. The event sponsor cannot reserve school facilities until all previous facility usage fees are paid in full.

Rules Governing Use of Facilities by Community Groups

1. No tobacco use is allowed on District property with the exception of ceremonial use. No alcohol or drugs are permitted on District property.
2. Food or beverage in specified areas only.
3. No food or beverage is allowed in the gymnasiums.
4. Activity shall be restricted to that area for which permission is granted.
5. The activity shall not extend beyond the hours approved in the request.
6. All usage requests are approved based on the condition that the event does not interfere with the regular school day schedule.
7. The organization using the building shall be responsible for moving its equipment into and out of the building.

8. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
9. School authorities must have free access to all rooms at all times.
10. Where custodial/cook assistance must be hired, a charge will be made and must be paid within 30 days.
11. Room(s) or facility used by applicant will be carefully inspected after use. The applicant is responsible for payment of damages or loss.
12. No school property or equipment is to be altered or removed from the premises.
13. A certificate of insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and the school (legal name) as insureds. The absence of such a certificate will preclude use of the facility.
14. The District reserves the right to deny or revoke or change scheduled dates of the facility use request. In the event that the facility use date is changed by the District, the requesting organization shall be notified.
15. No signs, banners, or other forms of advertisement are to be placed in the school without the written approval of the building administrator.
16. The facility walls, ceilings, or equipment cannot be altered by cutting holes or driving nails/screws.
17. No facility usage fees will be charged to school organizations, clubs, groups, or district sponsored events.
18. The applicant is responsible for proper supervision and security at the event or activity. If the building administrator or on-site custodian deems that supervision and/or security is not adequate then they have the authority to cancel the event/activity.
19. All fire code regulations must be followed. The use of open flame, smoke, chemical fog, or pyrotechnics is strictly prohibited and will be cause for immediate cancelation of the event/activity.
20. Anyone using the facilities must follow the above rules. Read carefully so that there is no misunderstanding between the District and the applicant.

Application and Approval Procedure

1. The applicant will complete the District's facility usage form found under the FACILITIES tab on the MISD website.
2. The applicant must have a username and password to complete the facility usage form.
3. Prior to approval of the facility request the applicant must check that they have read and agree to the facility use rules, ensure that the proper proof of liability insurance has been submitted, and review the facility usage calendar to make sure the facility is available for the requested date(s).
4. An authorized MISD staff member will ensure that the conditions of the School Board Policy and Facility usage rules and procedures are met and that the requested facility is available per the facilities scheduling calendar.
5. The person approving the facility request will notify the appropriate staff and the applicant of the approved request.

Hold Harmless

All users of the facility shall agree to indemnify and save the District harmless against all claims, suits, demands, orders, judgment or other forms of liability that shall arise by reason of action taken or not taken by the District. This agreement shall include but is not limited to damages and costs for which the District may be found to be liable as well as reasonable attorney's fees and costs necessary to defend the interest of the District. It shall further be agreed that this indemnification and hold harmless agreement will apply if injuries or other damages were caused in whole or in part by acts of negligence by the District, District employees or its agents.

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