

# Community Use Carlton ISD 93 District Facilities

*We encourage the use of our school facilities by local citizens and visitors.  
If you are interested in using our facilities, please contact:*

**Carlton ISD 93 District Office**  
405 School Avenue  
Carlton, MN 55718  
(218) 384-4225x114 FAX: (218) 384-3543  
[mmarciniak@carlton.k12.mn.us](mailto:mmarciniak@carlton.k12.mn.us)  
[www.carlton.k12.mn.us](http://www.carlton.k12.mn.us)



## SCHOOL FACILITY USE

### General Information

The use of school facilities is arranged through the District Office located at the east end of the Carlton High School in Carlton (218) 384-4225.

Carlton High School facilities are available during the school year from 6:00 a.m. – 9:30 p.m. and South Terrace Elementary School until 7:00 p.m. Limited space is available during the school hours of 8:00 a.m. – 3:30 pm.

### General Policies

K- 12 recognized school functions, school organizations, and fundraising events contributing proceeds to school functions are our first priority.

First-come, first-served basis will be the general rule for school use facility permits after September 1 for regular school facilities. Only in unforeseen circumstances will the school preempt usage for school requirements and then as much advance notice, as possible will be given to scheduled users.

A responsible Carlton ISD 93 employee or trained building volunteer must be present whenever school facilities are in use. The Superintendent in cooperation with administration, custodians, cooks and other staff shall determine the need for personnel.

Facility use agreements shall not be considered a lease. The Superintendent or Building Administrator may reject any application, cancel any use or refuse the use of certain school facilities.

### Fee Schedule (No fee for School Groups)

The rates reflected below are based on 4-hour increments:

<b>RESIDENT</b>	Individuals or Groups Non-Revenue	Non-Profit or Private Fund-raiser	Individuals or Groups Revenue Generating	For-Profit Business	Security Deposit
HS Gym	\$80	\$80	\$120	\$160	\$100
Elem Gym	\$40	\$50	\$60	\$100	\$100
Elem Small Gym	\$30	\$40	\$60	\$80	\$100
HS Small Gym	\$30	\$40	\$60	\$80	\$100
Kitchen	\$60	\$60	\$100	\$120	\$100
Library	\$30	\$30	\$60	\$80	\$100
Classroom	\$20	\$25	\$40	\$50	\$100

<b>Non-Resident</b>	Individuals or Groups Non-Revenue	Non-Profit or Private Fund-raiser	Individuals or Groups Revenue Generating	For-Profit Business	Security Deposit
HS Gym	\$160	\$160	\$240	\$320	\$200
Elem Gym	\$80	\$100	\$120	\$200	\$200
Elem Small Gym	\$60	\$80	\$120	\$160	\$200
HS Small Gym	\$60	\$80	\$120	\$160	\$200
Kitchen	\$120	\$120	\$200	\$240	\$200
Library	\$60	\$60	\$120	\$160	\$200
Classroom	\$40	\$50	\$80	\$100	\$200

**NOTE:** The Fee Schedule is based on the assumption that a school custodian is already scheduled to be on duty and in the vicinity of the reserved space. School facility users will be charged additional fees to cover custodial and/or supervision costs when school personnel must come in special for an activity or event.

This fee schedule may be altered on an individual basis for multiple use events during a single school year.

### Equipment Use

Due to the excessive wear and tear, Carlton ISD 93 owned equipment is generally not available for use outside of District facilities. Any requests for equipment use off school property must go directly to the Superintendent and is subject to his/her discretion.

## Laws / Behavior

Gambling or the use of tobacco, intoxicating beverages or controlled substances anywhere in or on the buildings and grounds is prohibited.

All local and state ordinances and laws of police and fire departments must be observed.

The facility use applicant shall assume full responsibility for any unlawful act committed by facility use group during their activity.

## Liability

The facility use applicant shall agree to indemnify the school district for any and all damage by a person or persons attending the activity, and indemnify the school district against any and all liability and any and all damages to person or persons.

Carlton ISD 93 may require groups to provide Comprehensive General Liability insurance coverage for \$500,000 for bodily injury and property damage.

Carlton ISD 93 may not be held liable for loss or destruction of personal items.

## Cleanup & Property Damage

All groups are responsible for leaving the facilities in the same or better condition than found. If extra effort is required for cleanup following the use of facilities or damages occur, additional charges for personnel and facility repair costs will be billed to user group.

## Scheduling Procedures

A 'Facility Use Form' can be picked up from the District Office or printed from the website [www.carlton.k12.mn.us](http://www.carlton.k12.mn.us). Please fill out and return at least 10 days in advance of the proposed date(s) of usage. Special requests and large groups may require more time to process.

To accommodate community requests, school district staff also need to fill out an application for school related activities that extend before and / or after the regular school hours.

The Building Administrator will review the application and forward to the District Office for final approval and to establish estimated costs according to the *Facility Use Fee Schedule* (matrix inside this brochure).

Applicant will be informed of request confirmation or denial and invoiced accordingly.

Under the Parents & Community tab choose the Forms from the drop-down menu then from the left-side options click on "I want to..."

## Cancellations & Changes

Cancellation of facility use must be made 48 hours in advance of the scheduled use or the user will be liable for all fees.

Changes or additions to your use request must be made through the District Office at least one week in advance of scheduled use or user may be charged \$10.

## Weather

Snow removal is not guaranteed on non-school days. Users who require snow removal must make arrangements in advance with the District Office, and will be charged appropriate fees.

Facility use agreements will be cancelled for youth activities when schools are closed due to inclement weather. Call the District Office by 3:00 pm for status on evening building use by adults.

# Carlton ISD 93

*"To educate, empower, and inspire all learners"*

Carlton High School, (218) 384-4225 X112

*Principal: Craig Kotsmith*

Community Education Office, (218) 384-4225 x213

*Director: Daisy Rose*

District Office, (218) 384-4225 x113

*Superintendent: Gwen Carman*

South Terrace Elementary, (218) 384-4225 x212

*Principal: Benjamin Midge*

*These policies and fees are effective January 2014 in Addendum to Policy 902.*