



**MOORHEAD**  

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**AREA PUBLIC SCHOOLS**

Moorhead Area Public Schools  
Facilities Rental Handbook & Procedures  
2022-2023

# **MOORHEAD AREA PUBLIC SCHOOLS**

## **Independent School District 152**

### **Use of School Facilities and Equipment Procedure Statement**

The Board of Education of Moorhead Area Public Schools recognizes the need to have the District's school facilities and community centers used as much as possible by community groups to promote educational, recreational, cultural and civic activities of the community.

Public school facilities exist primarily for the purpose of serving the educational needs of the youth in the community. No group or organization will be scheduled if requested use interferes with Moorhead Area Public School programs or sponsored activities. Moorhead Area Public Schools will determine the most appropriate and available use of the district's facility space.

[Moorhead Area Public Schools Policy 904](#), Use of School Facilities and Equipment provides guidance for this handbook.

### **FACILITY USE OPERATIONS**

**Moorhead Area Public Schools invites the community to use district facilities. Our facilities are open for community use by citizens of all ages.**

#### **Facilities Available**

Most Moorhead Area Public Schools facilities are available for a variety of activities, as guided by Board of Education policies. Both indoor and outdoor facilities are available including:

- Gymnasiums
- Athletic Fields/Stadiums
- Auditoriums/Theater/Performing Arts Center (PAC)
- Cafeterias
- Classrooms
- Pool

Facilities are available during non-school hours. General hours of operation during the school year are Monday - Friday 5-10 p.m. and Saturday 7:00 a.m. - 3:00 p.m. Additional days and times may be available upon request and are dependent on staffing availability.

A swimming pool is located at Moorhead High School. Moorhead High School has a 952 seat theater and Horizon Middle School has a PAC which has 750 seats.

#### **General Guidelines for Use of School District Facilities**

1. Applications for the use of facilities must be made online through the District Office, then approved by the building administrator of each building. Final approval of the request shall only be finalized after the applicant has received an approved request through the reservations system.
2. The school building will not be opened for use without an approved request. Use of the building will be limited to the terms of the request.

3. Use of school facilities shall not interfere with the regular educational program without special permission from the Superintendent or designee.
4. The custodian on duty will supervise the operation of the school building and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.
5. Building administrators may use the building for committee meetings in the evenings. Building administrators assume full responsibility for the building if the custodian is not on duty. Building administrators may not give keys or FOBs to nonschool persons for the use of school buildings unless approved by the Executive Director of Operations and Emergency Management or Executive Director of Technology respectively. All other uses require users to submit a request through the District.
6. Community use of school buildings on Sundays, vacations, or custodial holidays shall not be permitted except with the approval of the Superintendent or Executive Director of Operations and Emergency Management.
7. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment must be included and approved as part of the building use request and the organization leader can prove competency to use said equipment. Supplies are not furnished at any time.
8. School building kitchen facilities (to include kitchen equipment) may not be used without approval from the Director of Food Services and only when under the supervision of appropriate personnel; however, beverages and snacks may be served without using the kitchen facilities. The approved user must provide their own food and serving supplies.
9. Additional rules apply to the use of the high school auditorium, high school blackbox theater, field house and the middle school cafetorium. The rules are available in the building administrator's office.
10. The building must be vacated by 10:30 p.m. The approved user will be charged custodial/staff overtime beyond that hour per existing labor agreements. Programs must be concluded in time for clearance of the building in accordance with the terms of the permit. Violation of this condition will result in a denial to use a facility in the future.
11. Any person on the school premises who is violating the above or is using facilities without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he or she shall be considered to be trespassing.
12. Organized league activities will make one request for the entire season.

### **Scheduling School District Facilities**

All applications for facilities should be requested online

### **Usage/Permit Procedure**

Prior to using Moorhead Area Public Schools facilities, the group, organization or individual must complete an online request. The individual making the request is responsible for all fees assessed for the event. For rentals that exceed \$1,000 in charges, a 50% deposit is required at the time of booking, along with a signed copy of the agreement. Balance of rental charges will be invoiced after the event. For external requests (non-District event) facilities/equipment usage

should be scheduled at least 10 days prior to the activity, but not to exceed 6 months in advance. For internal (District events), the request should be scheduled 3 days prior to the activity. The superintendent or designee may alter the scheduling time frame.

**Classification of Organizations Using School Facilities**

Organizations using school facilities are grouped into one of five classes. A rental fee schedule has been established for facility usage based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences.

<b>Classes, in priority order are as follows:</b>	
<b>Internal</b>	Moorhead Area Public Schools PreK-12, Extracurricular and Community Education
<b>Internal</b>	Moorhead Area Public Schools supported organizations (Student Activity Accounts, PTO, Booster Clubs, Site Councils), Government Entities (Custodial fees may apply)
<b>Class A</b>	Moorhead Area based non-profit organizations devoted to child or community welfare, which does not charge fees and non-fundraising purposes.
<b>Class B</b>	Moorhead Area based non-profit organizations that are devoted to child or community welfare that does charge fees and/or fundraising purposes.
<b>Class C</b>	Non-Moorhead Area based non-profit organizations that are devoted to child or community welfare groups. Moorhead Area based commercial or for-profit organizations.
<b>Class D</b>	Non-Moorhead Area based commercial or for-profit organizations.
<b>Priorities for Use of Facilities</b>	
FIRST	Moorhead Area Public Schools sponsored activities.
SECOND	Moorhead based service organizations, charitable and not for profit organizations, non-school youth organizations
THIRD	Moorhead Area based individuals, companies and vendors.
FOURTH	Non-Moorhead Area based youth, civic, service, political, charitable and educational organizations

\*On occasion, non-school scheduled activities may conflict with a planned or rescheduled Moorhead Area Public Schools program. If a conflict occurs, Moorhead Area Public Schools will have priority. Efforts will be made to find an alternative facility for the non-school group/organization or individual.

### **Facility Rate Schedule - See Appendix A**

The Facility Rental Schedule will be reviewed and set by the Moorhead Area Public Schools Board of Education every year.

### **Equipment & Personnel Usage Fees - See Appendix B**

### **Performing Arts Center Guidelines - See Appendix C**

### **Turf & Track Guidelines - See Appendix D**

### **Inclement Weather**

On days when school is closed due to weather conditions or school building site limitations (i.e. water, heat, electrical), the decision on cancellation or postponement of co-curricular events and all other facility reservations scheduled in Moorhead Area Public Schools facilities, will be made by the Superintendent and Administration.

### **Accidents/First Aid Kits**

All accidents occurring while using Moorhead Area Public Schools facilities must be reported to the building supervisor or custodian on duty. Renters are required to provide first aid kits. The district does not provide first aid supplies.

### **Proof of Insurance & Liability**

Any group, organization or individual which is not considered part of Moorhead Area Public Schools, **must** provide a \$500,000-\$1,000,000 proof of liability insurance prior to submitting their request to the use of Moorhead Area Public Schools facilities to protect participants and spectators involved in the activity.

The applicant agrees to protect, indemnify and hold harmless Moorhead Area Public Schools and employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.

The permit holder will indemnify Moorhead Area Public Schools for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

### **Cancellations**

The permit holder shall notify the facilities secretary of any cancellation of previously scheduled facilities at least **48 hours** prior to the scheduled use. In case of failure to do so, the facilities secretary may charge for expenses incurred in preparation for use of the facility requested.

### **Concessions**

All concessions, food items and/or refreshments brought into/onto Moorhead Area Public Schools facilities or grounds require a food permit issued by Clay County Public Health. Approval must be granted by Moorhead Area Public Schools Food and Nutrition Services. A copy of the permit must be given to the facilities secretary two weeks prior to the event. Permit applications can be obtained online at [www.claycountymn.gov](http://www.claycountymn.gov).

### **Snow Removal**

If custodians are not on duty and there is two or more inches of snow that needs to be removed for an event to be held, the cost will be assessed to the user at the custodial rate/per hour/per custodian.

### **Billing**

The total charges will be calculated and invoiced to the renter at the conclusion of the event, and be sent to the requestor via email. All invoicing will be processed exclusively through Moorhead Area Public Schools. **Fees are due within 30 days of billing.** A late charge of \$25.00 each month will be assessed for delinquent payments. Late and delinquent payments could result in revocation of future facility usage.

### **Prohibited Activities at Facilities**

The following types of activities are prohibited by permit holders:

- Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or equipment.
- Any purpose in conflict with school activities.
- Fundraising campaigns, except as already permitted by school board policy.
- Activities violating school district policies.
- During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit making purposes, except those specifically related to the school in which they are displayed unless prior authorization by the Superintendent.

### **Personnel Fees**

A fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties. Any facility user may be assessed a custodial service fee if their use of a facility requires significant set up, clean up, or snow removal. Groups/organizations and individuals are expected to return the facility to its original state before leaving. Direct payment by the user to an employee for services is prohibited.

The Superintendent or his/her designee has the authority to alter the fees for Moorhead Area Public Schools facilities. However, in no instance will Moorhead Area Public Schools incur additional expenses to accommodate a request for facilities use.

### **Supervision**

All groups/organizations and individuals using Moorhead Area Public Schools facilities must have authorized supervisory personnel on duty, approved by the facilities secretary. Responsible adults must supervise for the entire duration until all participants have vacated the premises.

Custodians, cooks, auditorium technicians, and computer/ITV technicians will supervise the facility, but not the facility users or its activities.

Specific events (tournaments and/or performances) may require an Moorhead Area Public Schools administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.

### **Rules for Moorhead Area Public Schools Facilities Usage**

The following rules must be observed in the use of Moorhead Area Public Schools facilities, and the groups/organizations and individuals will be held responsible for compliance.

- The use of Moorhead Area Public Schools owned equipment for private purposes either on or off school property is prohibited. No exceptions are to be made except by express approval granted by the Superintendent.
- The group/organization or individual agrees to abide by the Nondiscrimination and the Sexual Harassment and Sexual Violence Policies of Moorhead Area Public Schools. A copy of this policy is available upon request.
- Moorhead Area Public Schools is not responsible for lost or stolen items.
- Use of tobacco paraphernalia is prohibited on all Moorhead Area Public Schools property. Alcoholic beverages or liquor will not be permitted on Moorhead Area Public Schools property at any time.
- No firearms or pyrotechnics shall be brought onto Moorhead Area Public Schools property for any reason other than an authorized firearms safety program.
- Fire and safety regulations of Moorhead Area Public Schools, local municipalities, and the State of Minnesota must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
- Moorhead Area Public Schools buildings must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exceptions to the rules and regulations as deemed necessary.
- Groups/organizations and individuals having special needs, such as extra-electrical, generators, dry-ice, or re-configuration of standard Moorhead Area Public Schools equipment and facilities, may be required to seek prior plan approval from: Local Fire Inspector, Building Inspector, Health Inspector, etc. Any and all expenses incurred through these approvals and licenses are all to be paid by the group/organization or individual.
- The District shall assume no liability or responsibility for any equipment owned or leased by a permit holder, which is used or stored on District property.

### **Permit Holders' Responsibility**

An online request for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities as prescribed by the district.

The permit holder agrees to protect, indemnify and hold harmless the district and its employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.

The permit holder will indemnify the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance.

All organizations and individuals using school district facilities shall have a copy of the approved permit on site. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the school district representative.

Responsible adults, over age 21, must supervise for the entire duration of usage time and until all participants have vacated the premises.

In the event of damage to District property, the applicant shall pay all appropriate repair costs as determined by the District. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. If damage is not reported, it could result in revocation of future facility usage.



## Appendix A- Hourly Facility Rental Rate Schedule

<b>Moorhead HS</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Classroom	No charge	\$20.00	\$30.00	\$35.00
Commons	No charge	\$30.00	\$55.00	\$65.00
Performing Arts Center (PAC) (1,013 seats)	\$ 55.00 no spectators \$ 80.00 spectators	\$80.00 no spectators \$130.00 spectators	\$130.00 no spectators \$155.00 spectators	\$180.00 no spectators \$205.00 spectators
Stadium	No charge	\$105.00	\$205.00	\$305.00
Field/day	No charge	\$10.00 up to 5 hrs	\$15.00 up to 5 hrs	\$20.00 up to 5 hrs,
	No charge	\$20.00 5 + hrs	\$20.00 5 + hrs	\$25.00 5 + hrs
Gym (per court)	No charge	1-3 \$ 35.00* 4-5 \$ 30.00*	\$ 25.00	\$30.00
Wrestling Room	No charge	\$20.00*	\$30.00	\$35.00
Cafeteria/A La Carte	No charge	\$30.00	\$55.00	\$80.00
Tennis Court/day	No charge	\$10.00	\$15.00	\$20.00
Pool (2 hour min.) Includes 1 lifeguard	\$ 25.00	\$25.00	\$60.00	\$60.00
Custodial Rate	\$40/Hour custodial rate applies to all groups and rentals			

<b>Horizon Middle School</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Classroom	No charge	\$15.00	\$30.00	\$35.00
Cafeteria- West	No charge	\$30.00	\$45.00	\$55.00
Cafetorium (300 seats)	No charge	\$30.00	\$60.00	\$80.00
Field/day	No charge	\$10.00 up to 5 hrs	\$15.00 up to 5 hrs	\$20.00 up to 5 hrs
	No charge	\$20.00 5 + hrs	\$20.00 5 + hrs	\$25.00 5 + hrs
Performing Arts Center (PAC) (750 seats)	\$55.00 no spectators	\$80.00 no spectators	\$130.00 no spectators	\$180.00 no spectators
	\$80.00 spectators	\$130.00 spectators	\$155.00 spectators	\$205.00 spectators
Gym (per court)	No charge	(3) Courts \$ 30.00 (2) Courts \$ 25.00 (1) Court \$ 20.00	\$25.00	\$30.00
Tennis Court/day	No charge	\$10.00	\$15.00	\$20.00
Custodial Rate	\$40/Hour custodial rate applies to all groups and rentals			

<b>Career Academy</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Classroom	No charge	\$15.00	\$30.00	\$35.00
Multi-Purpose Room	No charge	\$30.00	\$55.00	\$65.00
Commons	No charge	\$30.00	\$55.00	\$65.00
Kitchen use	No charge	\$30.00	\$55.00	\$80.00
FACS Labs	No charge	\$30.00	\$55.00	\$65.00
Culinary Arts Room	No charge	\$30.00	\$55.00	\$65.00
Flex Labs	No charge	\$30.00	\$55.00	\$65.00
Spuds Zone	No charge	\$30.00	\$55.00	\$65.00
Field/day	No charge	\$10.00 up to 5 hrs \$20.00 5 + hrs	\$15.00 up to 5 hrs \$20.00 5 + hrs	\$20.00 up to 5 hrs, \$25.00 5 + hrs
Gym	No charge	\$20.00	\$25.00	\$30.00
Custodial Rate	\$40/Hour custodial rate applies to all groups and rentals			

<b>Elementary</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Classroom	No charge	\$15.00	\$30.00	\$35.00
Cafeteria	No charge	\$15.00	\$30.00	\$40.00
Field/day	No charge	\$10.00 up to 5 hrs	\$15.00 up to 5 hrs	\$20.00 up to 5 hrs
	No charge	\$20.00 5 + hrs	\$20.00 5 + hrs	\$25.00 5 + hrs
Gym	No charge	\$20.00	\$25.00	\$30.00
	Gym Tournament Max for Class B - \$400.00			
Custodial Rate	\$40/Hour custodial rate applies to all groups and rentals			

<b>VISTA</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Classroom	No charge	\$15.00	\$30.00	\$35.00
Common Space	No charge	\$30.00	\$55.00	\$65.00
Custodial Rate	\$40/Hour custodial rate applies to all groups and rentals			

<b>Operations Center</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Boardroom	No charge	\$50.00/Hr; Tech Fees	\$100/Hr; Tech Fees	\$200/Hr; Tech Fees
Custodial Rate	\$40/Hr custodial rate applies to all groups and rentals			

## Appendix B- Fees

<b>Equipment Usage Fees</b>	
TV/LCD Projector	\$50.00/Each per 4 hours
Sound Shells (White)	\$150.00
Risers (Gray) and Platforms	\$50.00
Grand Piano	\$250.00
Electronic Piano/Keyboard	\$50.00
Orchestra Pit Stage Floor Removal	\$250 flat fee
Box Office Services	\$100 set up fee + 10%/ticket
The use of Moorhead Area Public Schools equipment for private purposes, on or off school property, is prohibited.	
For liability purposes, Moorhead Area Public Schools equipment may <b>not</b> be taken off of school property	
<b>Personnel Fees</b>	
Custodian	\$40.00/hr.
Grounds	\$40.00/hr.
Snow Removal (over 2 inches)	\$40.00/hr
Field Drag (1 hour minimum)	\$40.00/hr
Technical Production Director	\$50.00/hr
PAC Technician (Includes sound & lights)	\$100.00/hr
Event Manager	\$35.00/hr.
Additional Lifeguard	\$18.00/hr
<b>Damages</b>	
MAPS Stadium/Track Debris (Sunflower seeds, Gatorade)	\$500.00
Violating Contract	\$500.00
Other Damages	per incident basis
<i>The permit holder will indemnify the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance.</i>	



## Appendix C

### **Performing Arts Center Guidelines/Rules**

**Supervision**– All groups must have a designated supervisor, aged 21 or over, in the PAC at all times. Groups will not be admitted in the facility without the supervisor or prior to the agreed access time. Groups are expected to provide adequate supervision. There will be no unsupervised children or students in the PAC. Disorderly conduct of any kind may result in the immediate cancellation of the Rental Agreement. Groups are financially responsible for any damage to the facility or equipment.

**Access** – Groups may only use rooms or areas designated in the original agreement. The lighting/sound booth, catwalks, and fly rail are strictly off limits to all but authorized individuals. No animals of any kind are to be allowed on the premises with the exception of guide or assistance animals.

**Food and Beverages** – May only be consumed in designated areas. No food or drink are allowed in the house.

**Controlled Substances** – No alcoholic beverages, tobacco, illegal drugs, or firearms are allowed in the facility or on the grounds.

**Classroom Materials** – No classroom materials, supplies or equipment shall be used or borrowed unless designated in agreement. This includes, but is not confined to: paper and other office supplies, musical instruments and stands, costumes, makeup, tools, and technology equipment such as computers, TVs, and LCD projectors.

**Liability**- Groups are financially responsible for any damage to the facility or equipment. Proof of insurance, liability equal to \$1,000,000 per occurrence, shall be required as a condition of use. No liability of any kind or nature shall be borne by the Moorhead Area Public Schools, any of its employees, officers, agents or board members individually or collectively, as a consequence of permitting access to this facility.

**Equipment**- All electrical and mechanical equipment shall be operated only by Moorhead Area Public School personnel or those individuals designated by the Performing Arts Manager.

**Seating** - Under no circumstances shall the number of individuals in the house exceed the number of seats (1,013). No one shall sit or stand in the aisles, obstruct exits or otherwise violate state and/or local fire codes.

**Advertising** - No announcement, advertisement or public notification shall be made about any planned event to be held in the PAC until there is an approved agreement.

**Copyright**- Licensee is solely responsible for liability in relation to copyright license for videos, music, theatrical performances, etc., which include royalty fees or other arrangements with the copyright holder.

**Stage**– The stage may not be painted. No screws, nails, stage screws, staples, etc., are permitted unless permission is granted by authorized district staff. Nothing is to be attached to the floors, curtains or walls of the stage or house. All scenic devices must have approved casters, skids or gliders. All deck level cabling must be secured with cable protectors. Only gaffer’s tape (spiking tape) may be used and must be fully removed during strike.

## Appendix D

### **Turf & Track Guidelines/Rules (does not apply to bleacher area)**

To preserve the quality of the turf and provide a clean and healthy environment, the following are not allowed on the synthetic turf fields. Please use the protective mats to cross the track and stay off the track with cleats whenever possible.

- No sunflower seeds and chewing gum on the track and turf.
- No pets of any kind
- No food or beverages including gum, seeds, nuts and sports drinks. Plain water is allowed.  
All food and beverages are to remain in the plaza area only.
- No glass bottles or glass containers of any kind.
- No folding chairs or any other type of outdoor furniture.
- No canopy or tents.
- No staking of any materials.
- No metal spikes or cleats
- Do not drag coolers across turf or track.
- No blocking sleds are allowed on the turf.

Any violations of the rules stated above may result in a \$500 fine and loss of all rights to use the facility.

Rentals for hockey facilities and the Moorhead Sports Center are organized by [Moorhead Youth Hockey Association](#).