

COMMUNITY USE OF SCHOOL FACILITIES

Use/Rental of School District Facilities

Operational procedures pertaining to use of district facilities will be established by the administration with board approval. The procedures will be reviewed regularly. Administrative recommendations for changes will be subject to board approval prior to implementation of such changes.

Permission for the use of any facility must first be secured through the building administrator.

Any rental must be accompanied with a \$1 Million Certificate of Liability Insurance.

Waiver of Rental Fees

1. Rental charges may be waived if the scheduled or unscheduled event is sponsored for the benefit of Huron students and/or Huron school district employees/staff.
2. Rental charges may be waived for gym use by district patrons/students when supervision and/or permission for such use is provided by a building principal and supervision is provided at no cost to the district.
3. Rental charges would not be waived if the sponsoring organization charges admission, entry fee, sells memorabilia, or takes a collection.
4. Special permission for waiver of the rental policy could be granted, in writing, only by the building principal, business manager, superintendent, or board.

Building Custodian Required

A custodian is required to be on duty whenever the facilities of the school are rented. Rentee will be charged an hourly custodial rate, inclusive from the time the custodian arrives on duty until he/she leaves the building.

- Arena Custodial Fees:
 - Monday thru Friday: \$25.00 per hour
 - Saturday: \$37.50 per hour
 - Sunday: \$50.00 per hour
- Arena Clean-up Crew Fee:
 - Monday thru Sunday: \$25.00 per hour

Rental--High School Auditorium

- a) A \$23 per hour - two-hour minimum is established.
- b) Auditorium rental permits rentee the usage of the auditorium seating and the commons.
- c) Rentee requiring usage of the special stage lighting or projectors will be charged a \$23 per-show rental fee. A fee of \$15 per hour will be charged for a stage lighting technician or machine operator.
- d) The building administrator may assess an additional fee when the auditorium areas are being used to "set up," to "tear down," or to rehearse for a presentation.
- e) The auditorium is rented on an "as is" basis. No alterations are permitted.

Rental-District Lunchrooms

- a) Rental fee for use of the lunch counter and the lunchroom facility will be \$23 for each luncheon preparation. This fee does not include usage of lunchroom equipment.
- b) Rentee shall be charged at the hourly rate for one regular lunchroom employee who shall be on duty when the facility is being rented.
- c) Rentee desiring to use the lunchroom equipment shall be charged \$85 for every session.
- d) Dishwasher may be rented at \$.15 cents per banquet setting plus the hourly overtime rate for the operator (school furnishes the operator).

Rental-High School/Middle School Commons

Commons rental fee - \$17 per hour, two-hour minimum

Rental-Classrooms

- a) All classrooms \$13 per hour/per classroom
- b) Gymnasium \$23 per hour, two-hour minimum
- c) Computer Lab \$29 per hour/2-hour minimum

Fee for Use of Tables and Chairs

The school will supply tables and chairs at the rate of \$.20 per chair and \$2.00 per table. The rentee will also be charged for custodial services needed to move and to set up table and chair facilities.

Rental-Middle School Gymnasium

\$23 per hour, two-hour minimum

Rental-Elementary School Gymnasium

\$17 per hour, two-hour minimum

Rental-Tiger Stadium

Night Game --	\$900.00
Day Game --	\$800.00
Track Meet --	\$450.00
Night Track --	\$600.00

Unless specified otherwise in the rental agreement, the district retains all concessions rights.

- Tiger Stadium Custodial Fees:
 - Monday thru Friday: \$25.00 per hour
 - Saturday: \$37.50 per hour
 - Sunday: \$50.00 per hour
- Tiger Stadium Clean-up Crew Fee:
 - Monday thru Sunday: \$25.00 per hour

USE/RENTAL OF HURON ARENA
ADMINISTRATIVE OPERATIONAL PROCEDURES

Lease Agreement

All agreements covering the leasing of space, use of facility, or the rendering of service will be in writing and on special lease agreement forms--executed in duplicate by both parties.

Regular/Incidental Services

Costs, except where noted, include heat, house lights, ventilation, use of public address system without operator, use of speaker's stand, and tables. Also included will be the use of advertising boards, ticket windows, stage dressing rooms, and athletic dressing rooms.

Services, in addition to those provided in accordance with the regular contracts, will be provided as requested and agreed to by the arena manager or district business manager--i.e., the operator of the public address system, piano and other special props, special lighting equipment, stage curtains, and provisions for sellers, guards, stagehands, laborers, etc.

All electric installation must be contracted for through the Huron arena manager or district business manager. All incidental services will be charged to renters at cost.

Rehearsals/Practice

Use of the arena for rehearsals shall be included in all lease agreements and payment shall be at the Class "A" rental rate for the period used plus any additional incidental services that are required.

Rental Deposit

A rental deposit shall be paid on the signing of the lease agreement. The deposit shall be forfeited if the tenant cancels the lease agreement without permission of the arena manager or district business manager. The balance of the rental charge shall be due and payable by noon of the date of the first day of the rental period. Incidental service charges incurred, but not included in the basic rental, are to be paid on conclusion of event. Any amount due for use of the arena not paid shall be a first lien on the box office receipts of the renter and on any property which may be found in the arena.

Concessions/Sale of Novelty Items

The district has full control of concession sales. Any items offered for sale must be cleared through the arena manager or district business manager.

ARENA RENTAL SCHEDULE (SCALE)

Class "A" Scale This category includes all conventions, civic, educational, religious, and charitable sponsors where no admissions are charged, no collections are taken, and no sales of materials are offered.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	160.00	155.00	150.00
Afternoon Only	205.00	200.00	195.00
Evening Only	250.00	245.00	200.00
Combination	300.00	295.00	290.00
All Day	335.00	330.00	325.00

Class "B" Scale (This class is subject to a 5% admission tax.)

This category includes all civic, educational, religious, and charitable sponsored events when the profit remains in the local community and admission is charged or a collection taken.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	210.00	205.00	200.00
Afternoon Only	290.00	280.00	270.00
Evening Only	365.00	350.00	345.00
Combination	435.00	420.00	415.00
All Day	470.00	460.00	455.00

Class "C" Scale (This class is subject to 5% admission tax.)

This category includes all rentals by individuals, groups of individuals, or groups sponsoring events for profit (with income being taken out of the community) when admission is charged or collection is taken.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	275.00	260.00	255.00
Afternoon Only	365.00	335.00	330.00
Evening Only	500.00	465.00	460.00
Combination	665.00	620.00	615.00
All Day	685.00	645.00	640.00

NOTE: The above is the basic rent. The district retains the option of a percentage of the gross.

Staging rental includes

Six dollars (\$6) per 4' x 8' section with a maximum charge of one hundred fifteen (\$115) which will include the backdrop curtain if needed, provided the stage is set where the curtain can be hung.

NOTE: Fee for staging will include use of public address system, podium, steps, and back drop curtain. If curtains are to be used without staging (as a divider for the auditorium), a cost of \$6 per section will be charged.

Tables

Two dollars (\$2.00) per table

Chairs

Twenty cents (\$.20) each (except ten, maximum, to be allowed on the stage and considered a part of stage setting)

Floor Cover

Events that require covering the wood floor will be charged a \$350 fee. The requirement decision will be made by arena management.

Bleachers

Bleachers are considered standard equipment from beginning of volleyball season until conclusion of basketball season. Renter requiring bleacher removal during volleyball or basketball season or set-up during non-basketball season will be charged \$250.

ARC Spotlights

Twenty-three dollars (\$23) per show, per spot

Spot Operator, Light Panel Operator, and PA Operator

A fee of \$15 per hour will be charged for a stage lighting technician or machine operator.

Rental of Tables and Chairs (other than Huron Arena use)

Table Rental Fee	--	\$3.80 per table per day
Chair Rental Fee	--	\$.65 per chair per day

USE/RENTAL OF TIGER STADIUM

ADMINISTRATIVE OPERATIONAL PROCEDURES

General Regulations

- a. Parties renting this facility shall always be adequately staffed to maintain proper crowd control. Use of uniformed police officers will be determined by the school administration.
- b. Only authorized personnel will be allowed on the football field and running track.
- c. Use of the public address system may be used for crowd management.
- d. Damage to any facilities or equipment shall be assessed to the renting party.

Specific Regulations

- a. Concession Rights - Operation of all concessions will be reserved by the district.
- b. Press Box -
 - 1) Only authorized personnel will be permitted in this facility.
 - 2) Only trained personnel shall be assigned to the public address system and scoreboard operation.
- c. Football Field - Practice sessions are not permitted. Football players are not allowed to walk with their cleats on the all-weather track and runways. A runway will be provided across the track from the dressing room in the high school.
- d. Running Track - Those renting this facility must monitor use of the running surface very carefully. Use of spikes longer than 1/8" cannot be permitted. Vehicle traffic on the running track may be permitted by special permission of the public school administration. No tape may be placed on the track for exchange zones.

Dressing Facilities

- a. Football - The visiting team's bus should be parked in the service entrance behind the high school (north side); teams should enter the building on the walk-way. Teams will be assigned one of the east locker facilities. (The team exits from the east door.) Players must not walk on unprotected floor areas with football cleats.

INTERGOVERNMENTAL AGREEMENT

USE OF THE ARENA

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by and between the Huron public school system, hereinafter referred to as "school," and the city of Huron, a municipal corporation, hereinafter referred to as "city" as an Intergovernmental Agreement under authority of SDCL 1-24-3;

WHEREAS, the school owns and operates the Huron Arena in Huron, South Dakota, and

WHEREAS, the city wishes to have the Huron Arena utilized from time to time for convention hall purposes.

THEREFORE, IT IS AGREED AS FOLLOWS:

- 1) The school does hereby agree to provide to the city, from time to time as the school determines appropriate, the Huron Arena for use by the city as a public convention hall as defined in Chapter 9-53 of the South Dakota codified laws.
- 2) The city shall utilize the arena for use by the general public or portions of the public for purposes of meetings, discussions, conventions, shows, displays, amusement, and any other public purposes.
- 3) During the times in which the arena is utilized as a public convention hall by a person or entity authorized by both parties, such person or entity may acquire and use a temporary on-sale liquor license for use at the convention hall, all pursuant to SDCL 35-4-14.2. All responsibility for obtaining the temporary on-sale liquor license shall be that of the person or entity utilizing the facility.
- 4) During the times that the arena is utilized as a convention hall, the parties agree that the person or entity utilizing the facility shall obtain liability insurance, including provisions covering serving alcoholic beverages where appropriate, in amounts to be agreed upon by the parties, listing both the school and the city as named insured thereunder.

- 5) The city shall notify the school within twenty-one (21) days of each event as to the dates and times it desires to operate the arena as a convention hall facility. However, the use of the facility at such dates and times will be determined at the sole discretion of the school.
- 6) Damage to any facilities or equipment shall be assessed to the agency using the arena.
- 7) This agreement may be terminated by either party on written notice given ninety (90) days prior to the termination date as determined by the parties.

HURON PUBLIC SCHOOL SYSTEM

By: _____
Its Chairman

CITY OF HURON, A Municipal Corporation

By: _____
Its Mayor