

## Inspiring...Excellence

The School Board of Jackson County Central Public School District 2895 recognizes that school facilities belong to all of us. Encompassing a wide range of buildings and facilities, our schools are one of the community's greatest assets. Allowing groups and organizations to utilize school buildings/facilities is an important part of using our schools to the fullest extent.



## LOCATIONS

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Senior High School  
1128 North Highway  
Jackson, MN 56143  
Main Office: 507-847-5310  
District Office: 507-847-3608

Middle School  
440 Main Street  
Lakefield, MN 56150  
Main Office: 507-662-6625

Pleasantview Elementary  
140 Milwaukee Street  
Lakefield, MN 56143  
Main Office: 507-662-6218

Riverside Elementary  
820 Park Street  
Jackson, MN 56143  
Main Office: 507-847-5963



## CONTACT US

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JCC Community Services  
PO Box 119 Jackson, MN 56143  
Phone: 507-847-6627

Email: [jacqueline.knips@jccschools.net](mailto:jacqueline.knips@jccschools.net)



JACKSON COUNTY CENTRAL  
SCHOOLS ISD #2895

FACILITY USE  
RULES  
REGULATIONS  
CHARGES

# RULES & REGULATIONS

1) Request the facility online at: [jccschools.com](http://jccschools.com), under the Community tab, select Facility Use Request  
Or contact the Community Services Office at 507-847-6627. We ask that reservations are requested a minimum of one week (7 days) in advance. Reservations must be made by an individual 18 years of age or older. The permit holder or an approved/designated alternate person must be present at all times during the reservation.

2) The school district reserves the right to require proof of liability insurance coverage prior to the rental of any facility. Insurance coverage must have a minimum of one million aggregate. The permit holder is liable for personal injury or property damage.

3) All local/state ordinance and laws pertaining to use of public building must be observed, including but not limited to:  
a) Gambling, use or possession of alcohol and other controlled substances on school grounds is prohibited.  
b) Smoking and use of tobacco products in school buildings or on school grounds is prohibited.

4) The use of school facilities must be in the public interest. Activities detrimental to the purpose of the school district or for direct private gain will not be allowed.

5) Permit holders may not assign, transfer, sublet, or charge a fee for use of the facility.

6) Churches desiring to use the school facilities for worship services are covered by MN Statute Section 123B.51 requiring school board permission.

7) The facility is not available to individuals or groups requesting use of the facility for private parties such as weddings, showers, birthday parties, family reunions, etc. Special Board approval will be required for fundraising activities or the like.

8) If additional equipment is being rented from an outside rental company for your event, it is the responsibility of the permit holder to make arrangements PRIOR to set up. Permit holder is responsible to accept deliveries. Arrangements must also be made by the renting party to have all decorations and rental equipment picked up and removed from the facility during the reservation time. The school district is not responsible for any damage or theft of any items left by the renting party or hired services. Storage is not available before or after your event.

9) Food and drinks must remain in the rented rooms only. Food and drink are not permitted in the performing arts center, the auditorium conference room, or on the main gym floor.

10) Loitering in parts of the building that are not under the rental agreement is prohibited.

11) The permit holder is responsible for the actions of their guests and hired services. Reservations that consist of minors (under 18 years of age) must provide adult supervision at all times with no less than one chaperone per twenty minors present.

12) For your safety, rental party shall not exceed room capacity limits.

13) Items belonging to the school district (i.e. tables and chairs) may not be taken outdoors. If utilizing outdoor space, you may bring in your own tables and chairs to be designated for outdoor use only.

14) For your safety, emergency lighting must remain on and all emergency exits must remain clear at all times.

15) Decoration adhesive is limited to painter's masking tape and can only be used on walls, tables and glass surfaces. Do NOT use of other adhesives (duct/scotch tape), nails, screws, staples, tacks or any other fastening device which may deface or leave a residue. Decorations may not be attached to floors or ceilings. All decorations must be removed from your reserved area after your event. A charge may be assessed for any adhesive residue not removed.

16) All decoration must be fireproof.

17) No rice, confetti, glitter or tinsel may be used in or around the facility.

18) The use of candles, open flames and smoke/fog machines are not permitted.

19) The permit holder is responsible for leaving the room in the same condition it was found. Tables and chairs should be wiped down and floors may need to be swept, vacuumed and/or mopped. Decorations must be removed from tables, walls and glass.

20) Only service animals are permitted in the facility.

# ORGANIZATIONAL CLASS:

## CLASS I

School related and sponsored activities, extra-curricular activities, groups, and organizations.

## CLASS II

Community Education and Recreation programs; open meetings of tax-supported agencies; nonreligious and non-denominational school district non-profit youth group meetings; and charitable group meetings

## CLASS III

Organized, non-profit community services, citizens, and civic groups; Political party meetings and conventions; Special interest groups; Religious/Church organizations, including youth groups.

## CLASS IV

For profit commercial and business organizations; long term contractual use of the facility as determined by the Board of Education.

# CHARGES:

Facility/Personnel	Class I	Class II	Class III	Class IV
*Facility fees are charged according to 4-hour units				
Large Gym	\$0	\$0	\$40	\$80
Small Gym	\$0	\$0	\$20	\$80
Kitchen & Commons	\$0	\$0	\$50	\$100
Auditorium	\$0	\$0	\$75	\$150
Classrooms	\$0	\$0	\$10	\$20
Extra Rooms	\$0	\$0	\$25	\$50
Outdoor Ball Fields	\$0	\$0	\$40	\$80
*Personnel fees below are hourly				
Custodial Mon-Sat	\$0	\$0	\$45	\$45
Custodial Sunday	\$0	\$0	\$60	\$60
Kitchen Staff	\$0	\$0	\$20	\$20
Auditorium Technician	\$0	\$0	\$20	\$20
Information Technology	\$0	\$0	\$20	\$20