

# Highlights of Facilities Agreement Changes

## **Overview of Agreement:**

Most items added in general were things HLWW was already implementing, just putting items in writing. If passed by the school board, new agreement procedures would go into effect on July 1st.

## **Key Card/ Key Changes:**

- Key Cards now need to be returned at the end of the group's rental of the current period. No more holding keys year round.
- Key Cards will be assigned to the group, They can share amongst coaches of the group, but not other groups.
- Liability follows the key card
- There will be fee charged if key cards are not returned

## **Added MAWSECO Section**

Just friendly reminders of rental usage agreements for that specific space. Over the last couple of years expectations have changed.

## **Rental Agreement-**

Need the Official Application to be filled out at least once per year.

That way we have it on file, as the user group you agree to the parameters of use.

## **New Rental Requests Timeline**

### **APPROXIMATE SCHEDULING TIMELINE FOR FACILITY RESERVATIONS**

- May 1st- Category 1 may begin scheduling for the next school year
- July 1st- Category 2 may begin scheduling for next school year (youth sport organizations follow information sent out from Community Education)
  - I will reach out to youth sports organizations and other yearly renters around July 15th with the application to be filled out.
  - Plan to return by August 15th.
  - By September 15th groups will be notified of assigned times based on space and your request. We will generically book times for your organization, and it will be up to your organization to assign teams to the times, when it is time, Com Ed can assist. If your group needs additional time when the season starts we can adjust the schedule based on what is available.
  - We ask teams to notify us of times they do not need once season starts, so we can allow others to book open space.
  - Tournaments and league games/matches will take priority over practices
  - We know you may not know your full schedule with games, we can add them at a later time, based on availability

- August 1st- Category 3 & 4 may begin scheduling for the next school year; taken on a first-come, first-served basis.

Groups are not required to turn in date requests during the summer request. But, you will need to follow the Requesting of time through the Community Ed Office and be listed on the Facilities Schedule to utilize the space.

\*Remember HLWW Activities & Community Education can bump renters if needed due to conflicts of needing to reschedule an activity

### **Rental Fees for Non-Profits:**

Most groups are already doing so much for the school

Keeping fees reasonable...

Recoup some of the costs that are being expended by Community Education and the district including cost of software, keys, equipment, utility cost and maintenance, staffing.

Currently cost incurred by Community Education have not been covered besides staffing for special events. Community Education has been running at a deficit for the past five years, this will help offset some of the expenses Community Education is incurring through the use of the facility outside organizations..

Fee will be per hour for indoor space and per day for outdoor space.

Fees for custodial, theater staffing and building attendants will be billed hourly

### **Ideas For “Donations” to Cover Up to 75% of Capped User Fee:**

Most of the groups are already doing stuff that support the school programs. This system will take that into account.

Plans will be made in agreement with the Activities Director & Community Ed Director

Possible Examples Of Ideas:

- Outdoor Field Prep - time converted to dollar amount
- Creation or improvement of an area: ex. storage/ shelves for band equipment (time converted to dollar amount)
- Sports Equipment- replacement/ addition example: volleyball nets, volleyball parts for nets/ stanchions, cleaners,
- Pool towards a larger purchase for the good of the whole or wish list: net around walking track, repair to activity center keypads, fitness center items, items for Winsted, Humphrey, MAWSECO,
- Support of High School team (donation to cover cost of a state trip, uniforms, etc..)

