

# OPERATIONS COMMITTEE MEETING MINUTES

Wednesday, January 17, 2024

1:00 p.m. - Business Office

Nicole Green	<u>  X  </u>	Andy Traetow	<u>  X  </u>
Dan Brookens	<u>      </u>	Jessica Korte	<u>  X  </u>
Mike Edman	<u>  X  </u>	Tyler Garrison	<u>  X  </u>

## 1. Rental Fees

- Director of Finance & Business Management, Jessica Korte, presented a draft of updated rental fees for the use of school facilities. The previous model of five classifications is recommended to be replaced by a three classification model. Fees have been updated to reflect hourly rates. A disclaimer has also been provided to allow flexibility in the event a renting organization does not fit one of the classifications.
- Committee members present made the recommendation to accept the adjusted rates with minor adjustments and modifications for clarification.

## 2. Direct Payment Discussion

- Director of Finance & Business Management, Jessica Korte, shared information regarding using the school district's current financial software to issue ACH payments in lieu of the current practice of issuing paper checks for specified services. The committee recommended further research be completed and supported moving forward with necessary steps to complete the process for moving away from the issuance of paper checks.

# FAIRMONT AREA PUBLIC SCHOOLS RENTAL FEE SCHEDULE

Rates Per Hour - Effective February 1st, 2024

	CLASS A		CLASS B		CLASS C	
	Mon-Sat	Sun	Mon-Sat	Sun	Mon-Sat	Sun
Classrooms/Other Facilities (including media center classroom)	\$0	\$0	**\$35.00	**\$35.00	**\$60.00	\$60.00
High School Gymnasium	\$0	\$0	\$75.00	\$75.00	\$150.00	\$205.00
Fairmont Elementary Gymnasium	\$0	\$0	\$75.00	\$75.00	\$150.00	\$205.00
High School Performing Arts Center	\$0	\$0	\$75.00	\$75.00	\$150.00	\$205.00
Fairmont Elementary Wm. Budd Room	\$0	\$0	\$65.00	\$65.00	\$150.00	\$205.00
Fairmont Elementary Cafeterias	\$0	\$0	\$65.00	\$65.00	\$150.00	\$205.00
High School Commons	\$0	\$0	\$65.00	\$65.00	\$150.00	\$205.00

Classrooms/Other Facilities (including media center classroom)

High School Gymnasium  
Fairmont Elementary Gymnasium  
High School Performing Arts Center

Fairmont Elementary Wm. Budd Room  
Fairmont Elementary Cafeterias  
High School Commons

**Per Hour Staff Fees:**

Custodian Fee - Monday - Saturday (per staff person per hour)	\$50
Custodian Fee - Sunday (per staff person per hour)	\$60
PAC Manager hourly rate (per staff person per hour)	\$40
Auditorium Worker (per staff person per hour)	\$20
Food Service Staff hourly rate (per staff person per hour)	\$30

Recommended by Operations Committee on \_\_\_\_\_, Board approved \_\_\_\_\_

**CALL COMMUNITY EDUCATION AND RECREATION AT 507-235-3141 WITH FACILITY USE REQUESTS**

All rentals will require custodial staff to be assigned on duty as a requirement of the facility use permit.

**Class A -**

\*The rates listed are "per hour" and assuming that appropriate district personnel are on duty. If it is necessary to assign custodial personnel, cost of the services will be paid by the user group.

\*\*The cost of one custodial position is included in these costs Monday through Friday, during normal custodial times. Saturday or Sunday rentals will be charged based on the "Additional Custodial Rate" listed above.

All other rates include the cost of one custodial position during regularly scheduled custodial working hours. (School Year: M-F, 6am - 11:30pm, Summer - 7am - 4pm). Generally, one custodial position is assigned to work during each rental period. If additional custodial staff are required, the user will be charged the number of positions required times the applicable "Custodian Fee". Also, additional set up or take-down time required will be billed separately.

Performing Arts Center: A PAC Manager is required to be on duty, and the rate does not reflect this cost. If additional custodial staff or auditorium workers are required, the user will be charged the cost in addition to the published rates. PAC manager time will be additionally billed as per tech rider specification needs and additional setup/take down time for performances.

Use of school food service requires school food service personnel on duty. User will be charged additional fee for food service personnel.

Sports Camp/Clinic: Please see separate ISD 2752 Policy #902.1, Sport Camp/Clinic policy.

Rental Fee begins when custodial/school staff is asked to be there, as indicated on facility use request, and continues until the custodian leaves after clean up.

Requests for exceptions to the Rental Fee Policy will be forwarded to the Board of Education Operations Committee for review and, if necessary, brought before the full Board for final action.

## **Classes of Rentals/Schedules**

**Call Community Education and Recreation at 507-235-3141 for rental fees  
E-mail [SBusiahn@fairmont.k12.mn.us](mailto:SBusiahn@fairmont.k12.mn.us)**

### **Class A**

#### **Government Agencies, District-Related Groups, Non-Profit Youth Groups, & Commercial Enterprises Job Training & Workshops**

- ❖ Includes all federal, state, local, and school district-related activities and events.
- ❖ Activities for which no admission is charged, no collections taken, no items sold on the premises, or for which the group will in no way financially benefit from the activity.
- ❖ Scheduled during normal time or regular custodial staff hours. If custodian(s) needs to be assigned, direct custodial costs will be charged.
- ❖ School Related Groups: Parent-teacher organizations, student activity booster clubs, and school district employee groups.
- ❖ Non-Profit Youth Groups: Serving School District 2752 youth including 4-H Clubs, Brownies, Girls Scouts, Cub Scouts, Boy Scouts, etc. that are open to all youth.
- ❖ **For Job Trainings & Workshops**
- ❖ Training or workshop being provided is for employees of the sponsoring entity only.
- ❖ No fee is charged to the participant.
- ❖ Activity is not designed to make a profit for the sponsoring entity.
- ❖ No rental fee will be charged if extra custodial time is not required. If extra custodial services are required, the cost will be charged back to the sponsoring agency.
- ❖ Any equipment fees will be charged.

### **Class B**

#### **Non-Profit Groups**

- ❖ Non-Profit activities of non-profit groups.
- ❖ Organized community, church or charitable services including civic groups, such as service groups, Chamber of Commerce, etc., and local church organizations.
- ❖ Political party meetings and /or conventions
- ❖ Special interest groups including employee meetings which would involve non-district staff meeting for professional reasons, adult or youth sports groups, and other non-school sponsored activities.

### **Class C**

#### **All Others**

*(Commercial Enterprises, For-Profit Organizations and Individuals)*

- ❖ For-profit business entities including private educational endeavors, and individuals.
- ❖ *Please note, the district does not rent out space for personal rentals such as birthday parties, baby showers, graduation parties, etc.*

### **Contracts**

- ❖ Contracts will be written for groups who use the facilities on a consistent basis. Terms of the contracts will be approved by the Board of Education Operations Committee and/or Superintendent.

*Any potential renter or user not fitting any of the above classifications shall be given a rate determined by the Superintendent and/or the Business Manager. Requests for exceptions to the Rental Fee Policy will be forwarded to the Board of Education Operations Committee for review and, if necessary, brought before the full Board for final action.*