



## **Facilities and Rental Guide**

**2018**



## **Guidelines for the Reservation of Cotter Schools Facilities**

- Reservations are for contracted area only. Please contain your event to specified area.
- Food and drink are NOT allowed in St. Cecilia Theater unless other arrangements are made with the Facilities Contract Manager.
- The sale of alcoholic beverages is prohibited unless other arrangements are made with the Facilities Contract Manager.
- Tobacco use is prohibited on school property.
- No weapons of any kind are allowed on school property.
- All doors must be secured upon the conclusion of the rental time.
- Setups for special events requiring the use of extra or different arrangement of tables or chairs must be arranged through the Facilities Contract Manager.
- For most events, the facility will have to be used in “as is” condition.
- The use of chapels is strictly reserved for religious purposes only unless other arrangements are made with the Facilities Contract Manager.
- Additional costs may be incurred for waste removal and will be determined by the Facilities Contract Manager.

**Cotter Schools**  
**1115 West Broadway**  
**Winona, MN 55987**

**John Nett Recreation Center - Rental Prices**  
**Gostomski Gymnasium - Centennial Gymnasium**  
**October 21, 2015**

All Cotter facilities, including athletic facilities are intended primarily for the use and benefit of Cotter Schools and Cotter students. In addition to Cotter athletics, our facilities must also serve our boarding students. We do however intend to be good neighbors and share our facilities when possible within the following guidelines.

- **\$200** Rental for varsity or equivalent basketball game in either Gym
- **\$250** Rental for varsity or equivalent volleyball game in either Gym
  - Rental for either to include:
    - Equipment set up for basketball or volleyball
    - Team chairs
    - Official score table with scoreboard and microphone use
    - Common area and restrooms
    - Site manager to supervise facility
    - Use of locker Rooms if needed
    - Expectations:
      - Renter will pick up trash and leave all areas as found, including bleachers and locker rooms
      - Game manager to supervise guests and teams
      - Negotiate with Cotter Booster Club for concessions, with proceeds going to Cotter Boosters. Concession stand is not available to outside groups.
- **\$60 per hour** per court for practices
  - Note: each gym has 2 courts available and can be booked separately
  - Rental to include:
    - Gym and restrooms only – no locker rooms
    - Court time only for agreed upon time
    - Coordination of opening/closing building and supervision by Cotter staff
    - Expectations:
      - Renter to leave facility as found
      - Renter will set up and take down volleyball equipment if needed

- **\$725 per day per gym for all day tournament.**
  - Rental to include:
    - Equipment set up for basketball or volleyball
    - Team & spectator chairs (padded Cotter team chairs not included)
    - Official score table with scoreboard and microphone use
    - Common area and restrooms
    - Site manager to supervise facility
  - Expectations:
    - Renter will pick up trash and leave all areas as found
    - Game manager to supervise guests and teams
    - Negotiate with Cotter Booster Club for concessions with proceeds going to Cotter Boosters. Concession stand is not available to outside groups.
  
- Extra services requested can be negotiated for additional cost.
  
- Discounts may be negotiated for related groups or other non-profits, but Cotter groups, including boarding students, will always have first priority.
  
- Additional requirements:
  - Signed facility use contract with paid deposit of 50% of estimated rental fee and proof of insurance due at time of booking.
  - Deposit will be forfeited if event is cancelled with 60 days of scheduled rental.
  - Balance of fee due at time of rental.
  - **Liability Insurance:** User is required to maintain and keep in force at User's expense, during the period, of use a policy of General Liability Insurance with the following minimum requirements: evidence of Comprehensive General Liability insurance with coverage for Bodily Injury, Property Damage, and Personal Injury (Personal Injury coverage includes items such as False Arrest, Malicious Prosecution, Discrimination, Humiliation, and Libel, Slander or Defamation of Character) of at least \$1,000,000 combined single limit each occurrence. The evidence of insurance must name "Cotter High School and Junior High School, and its agents, servants and employees" as additional insureds with respect to any liability arising out of the use of Cotter's facilities. A duplicate copy of the policy or certificate thereof must be received in the Cotter Finance Office at least thirty (30) days prior to the date of first use.
  - Snow removal when deemed necessary by Cotter at rates of \$25/hour for hand work (including small snow blowers) and \$40/hour for Bobcat or snowplow work. Charges are only made when snow removal is required above and beyond normal school needs.

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**St. Cecilia Theatre - Rental Prices**

- \$300.00 Minimum Fee which includes:
  - Up to four (4) hours of theatre use and supervision
  - Clean facility before and after event
  - Heat or A/C as needed
  
- Extra services at additional cost to be negotiated:
  - Additional rental time at a rate of \$75.00 per hour
  - Sound system & stage lighting
    - Sound & Lights if needed will be an additional charge for Cotter's technician to attend and operate at \$30/hour.
  - Piano
  - Use of box office
  - Use of extended lobby area
  
- Additional requirements:
  - Signed facility use contract with paid deposit of 50% of estimated rental fee and proof of insurance due at time of booking.
  - Deposit will be forfeited if event is cancelled with 60 days of scheduled rental.
  - Balance of fee due at time of rental.
  - **Liability Insurance:** User is required to maintain and keep in force at User's expense, during the period, of use a policy of General Liability Insurance with the following minimum requirements: evidence of Comprehensive General Liability insurance with coverage for Bodily Injury, Property Damage, and Personal Injury (Personal Injury coverage includes items such as False Arrest, Malicious Prosecution, Discrimination, Humiliation, and Libel, Slander or Defamation of Character) of at least \$1,000,000 combined single limit each occurrence. The evidence of insurance must name "Cotter High School and Junior High School, and its agents, servants and employees" as additional insureds with respect to any liability arising out of the use of Cotter's facilities. A duplicate copy of the policy or certificate thereof must be received in the Cotter Finance Office at least thirty (30) days prior to the date of first use.
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# Facilities Use Request Form - Cotter Schools

**TO BE COMPLETED BY THE FACILITIES SCHEDULING COORDINATOR AFTER FACILITY AVAILABILITY HAS BEEN CONFIRMED.**

Facility Requested:

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Organization Making Request:

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Organization Contact:

Name: \_\_\_\_\_

Daytime/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date (s) Requested: \_\_\_\_\_

Time (s) Requested: \_\_\_\_\_

Activity Requested: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_

Special Requests for Rental:

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Date of Request: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Please submit a copy of this Facilities Use Request Form to the Facilities Contract Manager. After proof of liability insurance is provided by the individual or group requesting use of the Cotter facilities, a rental contract may be presented to the requesting party.**

# Cotter Schools Campus



## LOCATE A BUILDING

- |                                 |                                    |  |   |
|---------------------------------|------------------------------------|--|---|
| 1 - Cotter Indoor Tennis Courts | 6 - St. Teresa Hall                | 11 - Baseball Field                      | 16 - St. Mary's Catholic Church         |
| 2 - Gostomski Family Gymnasium  | 7 - Skyway                         | 12 - Soccer Field                        | 17 - Alverna Center                     |
| 3 - Centennial Gymnasium        | 8 - Roger Bacon Building           | 13 - Paul Giel Field: Track & Field Site | 18 - Chapel of Saint Mary of the Angels |
| 4 - John Nett Recreation Center | 9 - Cotter Fields                  | 14 - Outdoor Tennis Courts               | 19 - Athletic Parking                   |
| 5 - St. Cecilia Theatre         | 10 - Bowlin Field - Softball Field | 15 - Loretto Hall                        |   |