

Pelican Rapids Public Schools: Groups, Associations, Organizations

Facilities Modifications and Improvements Procedures

1. All work/improvements will be proposed to the Buildings and Grounds Superintendent, Athletic Director, Building Principal, or District Superintendent.
2. A formal plan will be developed that includes:
 - a. Scope of work
 - b. Start and completion dates
 - c. Impact to School District such as ongoing cost, maintenance
 - d. Impact to other groups that use the space
 - e. Total cost of project and feasibility
3. Any Engineering/Architectural fees will be the responsibility of the group/assn.
4. All price quotes/bids will be reviewed by the Building and Grounds Superintendent
5. A formal agreement will be between the School district and the group/assn.
6. The School District will contract directly with the contractor and suppliers.
7. Upon completion of a project, the project will become the property of the Pelican Rapids School District

Group/Assn: _____

Project description: _____

Start date _____ Completion date _____

Estimated cost _____ Funding source _____

Date: _____

Group/Association Designated Person: _____

School District Rep: _____

