

**PROCEDURES FOR USE OF SCHOOL DISTRICT FACILITIES,
GROUNDS AND EQUIPMENT**

I. Calendar

- A. A master calendar with all school events for the coming year will be kept by the Community Education Center.
- B. Each school principal or the activities director, as appropriate, will turn in his or her schedule of events to the Community Education Center by June 1.
- C. Notice of any changes made after June 1 will be sent to the Community Education Center. After June 1, if a school activity date must be added or changed to a time when a community activity is already scheduled, prioritization will be given to the school group and Community Education Center staff will work with the community group to resolve the conflict.
- D. For the purpose of this procedure, school group/use refers to board approved curriculum and instruction, ECAs in season, and district management activities.
- E. For the purpose of this procedure, tournament is defined as any structure where more than a one team versus one team single game event takes place or in the case of individual sports, more than one match or matches against multiple opponents.

II. Request for Facilities

- A. All non-school events, groups, organizations and individuals must submit their request to use district facilities or equipment to the Community Education Center.
- B. Access to district facilities will be prioritized as follows:
 - 1. First priority – School group/school use.
 - 2. Second priority – Activities sponsored by the Community Education Department:
 - a. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
 - b. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
 - c. Registration fees may be structured to include a prorated portion of costs for custodial services that may be needed.

3. Third priority – City park and recreation departments, community athletic associations and other non-school community groups (such as Scouts, 4-H, swim clubs, etc.);
 4. Fourth priority – Individuals and groups that use facilities for non-commercial purposes, and non-profit organizations, and
 5. Fifth priority – Individuals, private agencies, companies or vendors that use facilities for commercial purposes or profit.
- C Applications for use of district facilities for events at which 200 or more people are expected to attend, must be received by the Community Education Center at least six weeks prior, but not more than one year prior, to the event. A deposit will be required to hold the date for the event.
- D. Applications for use of fields and grounds must be received by the Community Education Center each year by March 1 for spring use, by April 1 for summer use and by August 1 for fall use. Applications received after the above dates will be accepted if space is available. All applications will be reviewed for alignment to the district field recovery plan.
- E. All other facility use requests must be received no less than three weeks prior to the date of requested use. Any exceptions to the stated deadlines must be approved by the Director of Community Education.
- F. When a facility use application is approved, the applicant will receive a facilities permit, drafted by the Community Education Center, defining the times, fees, cancellation provisions and conditions related to the facility use. A list of the rules and regulations for using school facilities will also be included.
1. The facilities permit must be signed and returned to the Community Education Center to complete the reservation process.
 2. Copies of the facilities permit will be sent to the building chief of the facility requested and the Director of Buildings and Grounds.
- G. The Community Education Center will send each school principal a weekly schedule of activities for his or her school.

III. Supervision

- A. Approved supervision must be in place each time schools are used for activities scheduled through the Community Education Department. General hours of operation during the school year are 6 - 10 p.m., Monday-Friday, 8 a.m. – 4 p.m., Saturday, and 1 - 6 p.m., Sunday. The Director of Community Education may approve use of district facilities beyond these hours, which will result in additional supervisory and rental charges.

- B. The Community Education Center will inform the Facilities Department or Director of Building and Grounds when additional custodial hours are needed and will also determine when a custodian is needed for weekend activities. When custodial overtime is necessary, the Community Education Center will contact the Director of Buildings and Grounds with the information and the Director of Buildings and Grounds will schedule the appropriate staff.

IV. Use of Kitchen Facilities and Rules for Concessions on School Grounds

- A. Absolutely no kitchen facility use will be allowed outside of the regular school food service operation unless a member of the food service staff is present. The kitchen use request form must be completed. Any and all exceptions to this must be approved by the Food Service Director at the request of the building principal. Concession operations are considered separately from this requirement.
- B. Any and all food service concessions on all school grounds are required to be licensed, inspected and compliant with the Minnesota Food Code. A valid concession license from the Minnesota Department of Health must be submitted with a completed Facility Use form.
- C. All responsibility and costs associated with food service concession licensing and inspection shall be born by the facility requestor. The School District will only be named as a license holder for such requests as approved in advance by the Business Manager and Food Services Director for district MSHSL activities or activities as defined by the district contractual ECA agreement that are in the season of the activity and takes place on the Simley campus. Fact sheets and license type can be found at:
<http://www.health.state.mn.us/divs/eh/food/license/index.htm>
- D. Under no circumstances may a facility requestor or concession provider alter the facilities of the district without the express, written consent of the district by authorized signature of the superintendent. No alterations will take place that do not adhere to state and local codes or state statute. Any approvals granted and the means for such are the sole discretion of the district. Costs to maintain equipment will be charged to the user; however, any alterations or additions become the sole property of the district.

V. Use of School Equipment

The use of school space does not include the use of school equipment unless specified and approved in the application. The determination as to permit or deny permission to use school equipment must be made by personnel qualified in use of the requested equipment. Determination of the cost of the use of school equipment shall be made by the principal or his/her designee according to the district schedule and when appropriate, added to the user fees. Requests for school equipment must be included on the application for a facilities permit. Equipment may not be removed from the buildings.

- A. Specific audio visual equipment may be available and a fee will be assessed as noted in the Fees for Facility Use table. Use of audio visual equipment in a high school theater will require that an audio visual technician be hired. Fees will be charged to the building user.
- B. General physical education equipment may be available for use to include volleyball standards and gymnastic mats. Principals are responsible for determining what equipment will be made available to the user.
- C. Community groups will be responsible for any damages to school equipment while the equipment is being used. Movement of a school piano may result in an additional fee to cover the cost of re-tuning the piano.

VI. **Classifications**

Priorities for Facility Use

The following classifications of groups are considered on a priority basis. The groups, Classes I-V, are listed in priority order. When applicable, Classes I-V may have charges for supervision, custodial, and technical support. Per participant fees pertain to Class III. Rental charges pertain to Classes IV and V.

- A. **Class I** – Includes all school-related activities outside of school hours such as conferences, musical events, athletic events, staff and committee meetings, staff development activities, and workshops.

No rental charges. Support staff costs required above and beyond contractual hours will be charged to the appropriate account.

- B. **Class II** – Includes all activities coordinated or co-sponsored through Community Education, such as enrichment classes, ECFE, extended day (MAC), preschool and senior citizen programs and the PTSA organization.

No rental charges. Support staff costs required above and beyond contractual hours will be charged to the appropriate account.

- C. **Class III** – Includes all activities sponsored by non-profit community groups serving at least 90 percent of youth, adults, and families. Eligible groups such as: athletic associations, cities, political groups, scouts, service clubs, special interest clubs, and governmental agencies serving primarily school district residents. Also includes volunteer coaches desiring to extend the sport's season in which at least 90% of participants reside or attend schools within school district boundaries.

Support staff costs required above and beyond contractual hours will be charged to the user. Snowfall of three inches (3") or greater on a weekend will necessitate snow removal which will be assessed to the users.

Per participant activity fees for athletic associations, scouts and special interest clubs are assessed according to the schedule outlined. Tournament user fees are

separate, and in addition to per participant activity fees, and will be assessed according to the schedule outlined.

Athletic Associations are subject to the following additional requirements: criminal background checks for all volunteer coaches at the expense of the volunteer or athletic association and compliance with certain school district policies such as student hazing and harassment.

- D. **Class IV** – Includes for-profit groups and/or private groups that provide educational, civic, recreational or charitable activities, and do not charge admission. Also includes religious organizations, colleges, and universities. Also includes nonprofit (501 c3) groups not serving a majority (90% or greater) of school district residents. Also includes volunteers coaching athletic teams not sanctioned by area athletic associations. Also includes volunteers coaching teams for an extended season in which the team is not serving a majority of participants (90% or greater) living or attending schools within the district boundaries. Independent volunteer coaches are subject to the same requirements of area athletic association coaches noted in CLASS III above.

Facility rental charges will be assessed according to the rental charges schedule. Staff support costs for exclusive coverage will also be assessed. Snow plowing costs will be assessed as applicable.

- E. **Class V** – Includes all activities offered by individuals, private agencies, companies, and vendors that use school district facilities for commercial purposes or profit.

Facility rental charges will be assessed according to the rental charges schedule. Staff support costs for exclusive coverage will be assessed. Air conditioning and snow plowing costs will be assessed as applicable.

VII. Facility Use Fee Schedule

Permit Fees

\$10 per processed permit

\$20 per processed permit that comes as a late request, (within 7 calendar days of the event)

\$10 per processed revision

Rental Rates (per hour):

Facility Space	**Class III Rate	Class IV Rate	Class V Rate
Gym – Elementary	**	\$80	\$110
Gym – Middle School	**	\$175	\$235
Gym - Senior High	**	\$225	\$300
Wrestling Room	**	\$80	\$110
Cafeteria – Elementary & Secondary	**	\$330	\$440
Auditorium/Theater	**	\$330	\$440
Locker Room	---	\$45	\$60
Kitchen	***	\$100	\$120
IMC (Media Center)	**	\$100	\$220
Athletic Fields	**	N/A	N/A
Stadium without lights	***	N/A	N/A
Stadium with Lights	***	N/A	N/A
Tennis Court	---	N/A	N/A

** Participant fees for Class III groups are as follows: \$10 per participant, per activity or organization, per school year in 2009-2010 and \$10 per participant, per activity or organization, per school year in 2010-2011.

**Tournament user fees for Class III groups shall be as follows: \$100 per day for senior high gym and \$75 per day for other gyms and spaces approved for use.

*** Use of varsity ball fields, stadium and district kitchen facilities are generally restricted spaces and protected for school use. Community use must be reviewed and approved by the Director of Student Activities, the Building and Grounds Director and the Food Service Director. All requirements of the Minnesota Department of Health apply to kitchen use.

Equipment (per daily use):

Overhead projector	\$10	VCR/TV	\$5	Portable PA	\$10
35mm projector (filmstrip)	\$5	Cassette player	\$3	Microphone	\$4
35mm projector (slide)	\$5	16mm projector	\$10	Opaque projector	\$5

An operator is required for the following equipment, with hourly rate to be determined:

125 Watt Amp P.A.	\$44	Video recorder	\$22	Large PA system	\$11
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SMART board technology and rooms containing SMART boards are not available for use unless specifically approved in writing by the Business Manager and Director of Technology. If allowance is made to use this technology or a room containing this technology, a district technology technician must be present. Entire costs for this employee and a technology fee shall be assessed to the user/applicant.

All direct costs associated with rentals are the user's responsibility.

- Rates are per hour and have been approved by the School Board. They are subject to change. Additional costs for custodial, technical, food service and supervision support will be assessed based on time required and hourly rates. Additional charges may be assessed for trash removal, air conditioning and snow removal.

The facility use permit will provide an estimate of costs. After the event is held, an invoice detailing actual costs will be provided to the user group.

Cross References: Policy 524 – Technology Acceptable Use and Safety Policy
Policy 801 - Equal Access to Facilities
Policy 901 – Community Education
Policy 902 – Use of School District Facilities, Grounds and Equipment
AR: 902-2 – Guidelines for Administrative and Classroom Operation
902-F1 – Facility Use Request
902-F2 – Kitchen Use Request
Community Education Building Reservations Brochure