

Foley Community Education

Facility Use & Rental

Policies & Procedures for Scheduling School Facilities



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Classification of Renters

•Class I, First Priority

*Fees for swimming pool personnel wages, custodial, food service, supervision and consumables such as toilet paper apply.

- ~Recognized school organizations and school related functions
- ~Local tax supported agencies serving ISD #51 residents
- ~Local non-profit youth service agencies serving ISD #51 students
- ~Fundraising events for any of the above

•Class II, Second Priority

*Fees for swimming pool personnel wages, custodial, food service, supervision, facility rental and consumables such as toilet paper apply.

- ~Civic organizations located within ISD #51
- ~Non-profit community groups located with ISD #51

•Class III, Third Priority

*Fees for swimming pool personnel wages, custodial, food service, supervision, facility rental and consumables such as toilet paper apply.

- ~Commercial and business organizations within ISD #51
- ~Residents of ISD #51
- ~Other Minnesota School Districts

•Class IV, Fourth Priority

*Fees for swimming pool personnel wages, custodial, food service, supervision, facility rental and consumables such as toilet paper apply.

- ~Out-of-district facility users other than Minnesota School Districts

Hourly Personnel Rates

Custodian	\$32 for M-Sa \$42 for Su
Food Service Employee	\$26
Media Technician	\$12
Lifeguards	\$12

General Information

Foley Community Education Director schedules the community's use of school district facilities and equipment as allowed in School Board Policy 902. Everyone is welcomed and encouraged to use Foley Public School facilities for tournaments, conferences, business meetings and trainings, family reunions, class reunions, birthday and graduation parties and special events of all kinds.

Foley Community Education can assist you with:

- Scheduling date, time and space of your event
- Organizing equipment needed
- Scheduling appropriate staff
- Providing catering services

How to Request a Facility

- Obtain a Facility Use Request Form online at www.foley.k12.mn.us or a paper copy from Community Education Office.
- Request form must be filed with the Community Education Director at least 7 days prior to anticipated event date.
- The \$10 permit fee must accompany the request form in order for the event to be scheduled.
- Confirmation of reservation, including an estimate of event cost (custodial or other staff time, facility rental, consumables, etc.) according to school board policy, will be provided to the requestor within 7 days of receipt of request form.
- Changes to reservations must be made 72 hours prior to event start time.

Special Events

Host your next birthday party, graduation party, reunion or special occasion at Foley Schools. Use of the gymnasiums, swimming pool, and outdoor facilities are available at these special rates:

•Gym Party, Foley Elementary Gymnasium

Option 1: \$50 per hour. Includes Fun Facilitator to lead fun games and necessary equipment for up to 75 people.

Option 2: \$35 per hour. Includes building supervisor and necessary equipment for up to 75 people.

**Plus additional \$10 permit fee*

•Pool Party, Foley High School Pool

Option 1: \$65 per hour. Rent the pool and have some cake too! Includes lifeguard, pool accessories, use of locker room and use of tables and chairs outside of pool for up to 30 people.

Option 2: \$50 per hour. Rent the pool. Includes lifeguard, pool accessories and use of locker room for up to 30 people.

**Plus additional \$10 permit fee*

Limitations of Facility Use

- Alcoholic beverages and mood-altering chemical substances are not permitted on the property, indoors and outdoors, at any time.
- Firearms may be carried on the property only by legally authorized peace officers or by authorized firearms safety instructors while teaching approved courses.
- Smoking and Tobacco Products are prohibited on the property, indoors and outdoors.

Liability

Requestors are strongly encouraged to have liability insurance coverage and provide certificate of insurance listing the district as additionally insured.

Available Facilities



•**Gymnasiums** The high school and elementary school feature beautiful wood floor gymnasiums.

•**Auditorium** The auditorium can seat approximately 325 people and features a state-of-the-art sound and lighting system.



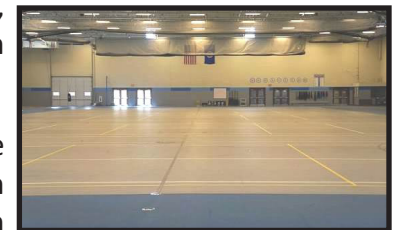
•**Cafeterias** There is a large cafeteria in each of the three buildings with a wide variety of seating options and configurations.



•**Swimming Pool** The pool is located in the high school and has 6 swimming lanes, a diving board, locker rooms and an observation deck. It is staffed by Red Cross-trained lifeguards.

•**Fieldhouse** Includes 5 basketball courts, 4 volleyball courts, 4 tennis courts and an indoor track.

•**Conference Rooms** There are conference rooms throughout the district that can comfortably seat up to 30 people. Each features Wi-Fi and screen. For larger meetings, there are 3 libraries that can seat up to 150 people.



•**Classrooms** Regular and technical classrooms (FACS, computer labs, etc.) are equipped with furniture to fit every age.

•**Outdoor Spaces** Includes ten tennis courts, ten baseball fields, four football fields, green space, ice rink, a track and over 1,000 parking spaces.

Hourly Facility Rental Rates

Facility	Class I	Class II	Class III	Class IV
High School				
Gymnasium	\$0	\$20	\$40	\$80
Auditorium	\$0	\$20	\$40	\$80
Commons	\$0	\$15	\$30	\$60
Concession Stand	\$25*	\$25*	\$50*	\$100*
Intermediate School				
Cafeteria	\$0	\$15	\$30	\$60
Conference Room	\$0	\$10	\$20	\$40
Elementary School				
Gymnasium	\$0	\$15	\$30	\$60
Conference Room	\$0	\$10	\$20	\$40
District Wide				
Classroom	\$0	\$10	\$20	\$40
Kitchen	\$0	\$20	\$40	\$80
Media Center	\$0	\$10	\$20	\$40
Computer Lab	\$0	\$25	\$50	\$100
Athletic Facilities				
Unlighted	\$0	\$20	\$40	\$80
Lighted	\$0	\$70	\$90	\$180
Fieldhouse	\$0	\$35	\$70	\$140
Fieldhouse Concession Stand	\$25*	\$25*	\$50*	\$100*
Swimming Pool	\$0	\$20	\$40	\$80

*Denotes daily fee. Additional equipment fees may also apply.