

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### **II. GENERAL STATEMENT OF POLICY**

St. Charles Public Schools, District # 0858-01 believes the schools are an integral part of the community. The School Board welcomes and encourages maximum use of school facilities as scheduled with respect to district-sponsored activities. All other individuals should not assume that they have the right to use the school buildings or properties at the expense of other taxpayers or without additional fees.

1. The use of district facilities will be based on the number of people involved, the date the application was received, and the following categories listed in priority order:
  - a. Educational functions of the school
  - b. Public school-related activities (i.e., extra-curricular)
  - c. Public school-related organizations (i.e., Parent Teacher Organization)
  - d. City Park and Recreation Departments
  - e. Non-educational activities and organizations
2. It is understood the approval of a facility use can be revoked if the facilities are needed for a school function. All attempts will be made to avoid such a situation.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The Community Education Office shall schedule rooms and special areas for community education classes and activities planned to be offered during each session.
- B. The Athletic Director shall schedule rooms and special areas for athletic events within the school and community.
- C. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the Community Education office dependent on the activity.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES SCHEDULING PROCESS:**

- a. The district may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities, as it deems appropriate.
- b. Requests for use of facilities by community groups or individuals shall be made 48 hours prior to using the facility. Requests should be made through the online Facility Use Form on the website <https://www.scschools.net/page/5904>. The procedures listed below will be used as guidelines for community use of school facilities.
- c. St. Charles School District reserves the right to cancel or change dates in the event the facilities are needed for school and/or Community Education activities, or in the event of poor weather conditions. District events may not supersede scheduled community events with less than one month's notice; except in the event of reschedules due to unforeseen circumstances, including inclement weather or the like.

- d. All facility use must be scheduled through the Community Education Office. No other arrangements will be recognized.
- e. Permission must be granted by the Superintendent and Head of Buildings and Grounds for use of school-owned equipment or property outside of school district grounds or facilities.
- f. Any group, which fails to comply with any of the above or attached policies or regulations, shall forfeit the right to use school property or facilities.
  - i. Addenda A - Copy of Policy
  - ii. Addenda B - Link to “Facility Request Online Form”

Addenda A - Facility Rental & Usage

# FACILITY RENTAL AND USAGE POLICY



**St. Charles Public Schools**  
**Independent School District #858**  
[communityed@schs.k12.mn.us](mailto:communityed@schs.k12.mn.us)



## **FACILITY USE AND GENERAL INFORMATION**

The St. Charles School District recognizes that its buildings and grounds are important community resources that play a vital role in the life of district residents and organizations. According to the school district, they encourage and welcome responsible community organizations, staff members, associations and individuals to use district facilities for appropriate civic, cultural, welfare or recreational activities that do not interfere with or hinder the operations and interests of the school district. The school district requires that fees be charged to all non-school district-related users, as defined per policy, including teams and groups holding regular practices and/or competitions, in order to ensure that funding for education is not negatively impacted by community use of facilities.

The school board authorizes the Athletic Director to schedule and supervise the community's use of school district buildings, grounds and equipment as allowed by this policy.

The school board authorizes the Community Education Director to complete the applications, approvals, communication, and billing of the use of the school district's buildings, grounds, and equipment as allowed by this policy.

Authorization for use of school district facilities shall not be considered as a St. Charles Public Schools endorsement or sponsorship of the activity taking place.

When not in use, the school district's administration may authorize the facility usage to district staff members and families. Staff members must follow the same guidelines and calendars as other community members. Supervision must be present by the ISD 858 employee. If this is a prearranged event a facility request must be completed and then followed by the same guidelines.

## **FACILITY RENTAL PROCESS**

Any organization or individual requesting the use of school district facilities must complete a "Facilities Request Online Form" found on the school website. <https://www.scschools.net/page/5904>

All requests for facilities must be made at least 48 hours in advance.

All Renters must provide proof of liability insurance.

A Facility Use Contract will be prepared and sent to the group's primary contact.

The Facility Use Contract must be signed and returned to the Community Education Director for the reservation to be confirmed.

Organizations requesting the use of school facilities shall not advertise the event until receiving a signed facility agreement from the Community Education Director.

## **INSURANCE/ LIABILITY**

Individuals or groups that use St. Charles Public Schools facilities are required to provide a Certificate of Insurance to the Activities Office prior to use of school facilities that must:

- Proof of Comprehensive Liability insurance with coverage for bodily injury and property damage of at least \$500,000 combined single limit each occurrence.

- Signed contracts and proof of insurance must be received at least 10 business days prior to your event or your event will be canceled.

The applicant must exercise the utmost care in the use of school premises and equipment and agrees to protect, indemnify, and save harmless the St. Charles Public Schools and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. In the event of damage to school property, the applicant shall accept the responsibility for it and shall pay all appropriate repair and other associated costs. All damage must be reported to the Community Education Director, within 24 hours of the incident. The School District is not liable for damage or loss to any personal property of the User or their participants.

## **RENTAL PAYMENTS**

Renters will be invoiced for actual rental, personnel, and any other costs immediately following their rental. Payment is due within 30 days of the date of the invoice. Renters may not make another reservation until all prior facility use invoices are paid in full. \$50.00 late fee will be added to any outstanding invoice.

## **CANCELLATIONS**

When school is canceled due to inclement weather, all scheduled rentals and activities may also be canceled. Renters will not be liable for rental fees for cancellations made by the school district. Weather-related cancellations by the renter need to be discussed individually with the Athletic Director as early as possible.

## **LAWS/POLICIES**

All ordinances, laws, and district policies pertaining to the use of school facilities must be observed:

- Gambling on school grounds is prohibited.
- No open flames or candles are permitted.
- The use or possession of alcoholic beverages, illegal chemicals, and tobacco products on school grounds is prohibited.
- Firearms and other weapons are prohibited on school grounds.
- State Fire Laws must be observed at all times. The number of individuals occupying a facility shall not exceed its designated capacity. Emergency exits shall remain visible and unobstructed at all times.
- Renters must follow ISD 858 acceptable use and guest electronic device policies that are posted on our website. Solicitation of materials or membership recruitment by an organization or individual, outside of those participants in the activity, is prohibited unless prior approval has been received from the Activities Director or Community Education Director.
- The school district is not warranted to have long-term lease establishments in our facilities. The purpose of renting our facilities is for short-term or one-time rental purposes. Exceptions for emergency situations will be reviewed on an individual, as-needed basis.

## **FACILITY USE**

All facilities shall be used consistent with their design and intent unless otherwise approved. All food and beverages are restricted to cafeterias/commons and other designated areas unless prior approval has been granted. Authorized District employees shall have access to facilities at all times to verify appropriate use. Renters are encouraged to assist with the cleanup of facilities following an activity. Room arrangements and equipment must be left the way they were found.

## **KITCHEN**

- A. Kitchen facilities cannot be utilized without the written approval of the Director of Food and Nutrition Services.
- B. Cafeteria rental does not include the kitchen and/or serving area unless specifically included in the contract.
- C. All food served from the food service areas must be prepared on-site and by a licensed food vendor.
- D. If any of the school dishes, machines, or equipment is to be used, a member of the food service staff must be employed to supervise the use of the equipment and clean up.
- F. A catered meal or banquet can be served in the school district cafeteria. However, a school district kitchen facility is not available to serve catered meals without the written approval of the Director of Food and Nutrition Services.
- G. The district is not available to accept, store, and monitor food and/or supplies for outside groups.

## **CONCESSION STANDS**

- A. Volunteers running the concessions stands will need to follow the concessions guidelines on an annual basis.
- B. Beverages from the concession stand need to be sold from the supply on hand through the school district.
- C. All food and/or supplies to the school kitchen for either school-sponsored or community activities must be approved by the Director of Food and Nutrition Services.

## **SUPERVISION**

All activities must have competent adult supervision. District employees shall oversee the indoor facility operation, but not the renters' participants or their activity. The renter must provide any outside supervision for all areas of the building that may be utilized. Students under 18 years old must be supervised at all times.

## **PETS/ANIMALS**

Pets are not permitted on school grounds or in school buildings unless prior approval has been granted.

## **POLICY EXCEPTIONS**

The waiver of fees or other exceptions to this policy may be made by the Activities Director or Community Education Director.

## CONSIDERATION OF USE/RIGHT OF REFUSAL

Independent School District 858 reserves the right to refuse the use of the school facilities when it has been determined that such use is not in the best interest of the St. Charles Public Schools, does not fit with school programs or the group requesting use of the facilities has demonstrated a history of misusing school facilities. Further, ISD 858 reserves the right to deny access and use of school facilities when it is not consistent with the mission or vision of the school district and/or when the activity is in direct conflict with a current school program, activity, or service.

## DISTRICT FACILITY USE CLASSIFICATIONS

### CLASS I — School/Tax Supported Organizations.

- Recognized school district programs and activities, serving only ISD 858 participants.
- Local tax-supported agencies serving ISD 858 residents
- Fundraising events for school programs and activities \*\*
- City Park and Recreations Department

### CLASS II — Non-Profit Organizations

- Located in or serving a majority of ISD 858 participants
- Service Organizations
- Religious Organizations
- Youth Organizations/Booster Clubs/Sports Clubs/Club Associations
- Political Organizations

### CLASS III — Businesses, for-profit Organizations, and Individuals located in District 858

- Corporations and businesses located in ISD 858
- For-profit Organizations located in ISD 858
- Individual community members residing in ISD 858
- Youth Organization with some participants residing in ISD 858.

### CLASS IV — Out of District Renters

- All businesses, organizations, and individuals residing outside of ISD 858 boundaries.

## SCHEDULING

School District facilities will be scheduled by the following priorities:

- Regular school district curricular activities and programs
- District extracurricular activities and events
- District Community Education Programs
- Non-school organizations, businesses, or individuals

On occasion, non-school scheduled activities may conflict with a planned or rescheduled school program. If a conflict occurs, St. Charles Public Schools will have priority. An effort will be made to find an alternative location for the non-school group or activity.

## RENTAL AVAILABILITY

Facilities are available for rental during non-school hours, Monday-Friday, during the school year. Some school days, weekends, holidays, and summer hours may be available upon request and are dependent on staffing availability. For questions, contact the Community Education Office at 507-932-4910 or [communityed@schs.k12.mn.us](mailto:communityed@schs.k12.mn.us).

## FUNDRAISERS

Fundraising Events may receive a waived facility fee but will be required to pay additional personnel and equipment rental costs associated with the event. The Activities Office or Community Ed Office will communicate these costs when setting up the event.

## FACILITY RENTAL RATES

### ELEMENTARY SCHOOL- Prices are per hour.

	CLASS I	CLASS II	CLASS III	CLASS IV
<b>Gym</b>	No Charge	\$15	\$20	\$25
<b>Cafeteria</b>	No Charge	\$15	\$20	\$25
<b>Auditorium</b>	No Charge	\$55	\$80	\$105
<b>Kitchen</b>	No Charge	\$15	\$20	\$25
<b>Classroom</b>	No Charge	\$10	\$15	\$20
<b>Library</b>	No Charge	\$20	\$20	\$25

### HIGH SCHOOL-Prices are per hour.

	CLASS I	CLASS II	CLASS III	CLASS IV
<b>Gym</b>	No Charge	\$15	\$20	\$25
<b>West Gym</b>	No Charge	\$15	\$20	\$25
<b>Weight Room</b>	No Charge	\$15	\$20	\$25
<b>Wrestling Room</b>	No Charge	\$15	\$20	\$25
<b>Cafeteria</b>	No Charge	\$15	\$20	\$25
<b>Kitchen</b>	No Charge	\$15	\$20	\$25
<b>Classroom</b>	No Charge	\$15	\$15	\$20
<b>Library</b>	No Charge	\$15	\$20	\$25
<b>Concession Stand**</b>	No Charge	\$25	\$35	\$45



**OUTSIDE SPACE**-Prices are per hour.

	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
<b>Football Stadium</b>	No Charge	\$35	\$45	\$55
<b>Turf/Track</b>	No Charge	\$55	\$105	\$205
<b>Concession Stand**</b>	No Charge	\$105	\$105	\$105
<b>Baseball/Softball Fields*</b>	No Charge	\$35	\$45	\$55
<b>Scoreboard</b>	No Charge	\$25	\$35	\$45

\*Additional \$75.00 charge may be added if field prep is needed.

\*\*Food & Nutrition Departments must follow all county health department rules. See Policy 501-<http://bit.ly/2wTKPmb>

**FACILITY RENTAL RATES****EXTRA PERSONNEL AND EQUIPMENT CHARGES**

Security Deposit	\$50.00 for Class III and IV (credit to final invoice)
Supervision	\$30 per hour, \$40 on Sundays or Holidays (Minimum of 2 hours)
Custodian	\$30 per hour, \$40 on Sundays or Holidays (Minimum of 2 hours)
Kitchen Staff	\$30 per hour, \$40 on Sundays or Holidays (Minimum of 2 hours)
Piano Fee	\$50 per hour
Late Payment	\$50.00 per 30 days of unpaid statement
Tournament	Custodian's hourly rate, based on the number of hours requested.
Copy Fee-Black and White	\$0. 10 one sided, \$0.20 two sided (white paper only)
Copy Fee-Color	\$0.25 one sided, \$0.50 two sided (white paper only)

*The school district will reserve the right to have the discretion to add a fee for damaged property if it seems necessary for the event. The rates will be charged upon the hourly rate that was noted on the application form. Overtime rates may need to be applied to the custodial and kitchen staff.*

*Supervision and Custodial staff are required for Class III and Class IV.*

**Addenda B - Facility Request Online Form**

<https://www.scschools.net/page/5904>

**Addenda B - Facility Request Online Form**

Contract Form

Quote Form