



School District 622 Facility Use Procedures & Fees 2018 - 2019

Facility Use Office

District Education Center | 2520 12th Ave E | North St. Paul, MN 55109
651-748-7439 | www.isd622.org/facilities

*The purpose of Facility Use is to strengthen community and school relationships
by sharing buildings and grounds.*

**SCHOOL DISTRICT 622
(NORTH ST. PAUL-MAPLEWOOD-OAKDALE)
COMMUNITY USE OF DISTRICT FACILITIES PROCEDURES**

Table of Contents

<i>I. USE OF FACILITIES</i>	<i>1</i>
<i>II. USE OF EQUIPMENT</i>	<i>2</i>
<i>III. SUPERVISION/SECURITY</i>	<i>2</i>
<i>IV. LIABILITY</i>	<i>3</i>
<i>V. ILLEGAL BEHAVIOR</i>	<i>3</i>
<i>VI. FACILITY USE APPLICATION PROCESS</i>	<i>4</i>
<i>VII. PRIORITY OF USE</i>	<i>5</i>
<i>VIII. FEES</i>	<i>5</i>
<i>APPENDIX: FACILITY AND EQUIPMENT FEE SCHEDULE</i>	<i>A</i>
<i>FACILITY USAGE AND RENTAL RATES</i>	<i>A</i>
<i>STADIUM RATES</i>	<i>A</i>
<i>EQUIPMENT RATES</i>	<i>B</i>
<i>ADDITIONAL FEES</i>	<i>B</i>

School District 622 (North St. Paul-Maplewood-Oakdale) encourages citizens of all ages to use district buildings and grounds. Community users include but are not limited to non-profit community groups and organizations, athletic associations, city parks and recreation departments, businesses, youth groups and religious/worship organizations.

Community Education administers the use of all District 622 buildings and grounds. District 622 reserves the right to refuse the use of school buildings and grounds when it has been determined that such use is not in the best interest of District 622. This booklet is a guide. All district facility users are subject to all applicable district policies. A complete listing of policies can be found in the District 622 Superintendent's office or on the district website www.isd622.org/facilities

I. USE OF FACILITIES

Most buildings and grounds are available for a variety of activities, as guided by Board of Education policies. District 622 buildings and grounds are not available for private parties, dances and wedding receptions.

- **Elementary school facilities** are available according to individual building schedules and availability of supervisory personnel.

A designated building employee will open the main entrance door fifteen (15) minutes prior to the scheduled activity. The door may be locked 5 minutes after the start time. Groups may need to provide their own adult door monitor for late arrivals. **Doors may not be propped open.**

- Community use of **middle school and high school facilities** is supervised by a Community Education building supervisor in the evening and on weekends.
- The **District Education Center** is supervised by a Community Education building supervisor on an as needed basis after regular business hours.
- **District fields** are permitted for community use when not scheduled by District 622 programs. The cities of North St. Paul, Maplewood and Oakdale have first priority of field use. City staff manages the distribution of available fields for use by the city, its residents and athletic associations.
- **Polar Stadium, Tartan Stadium, tennis courts and track and field complexes** are permitted by Community Education when not scheduled by District 622 programs. Stadiums are supervised by a Community Education Building Supervisor on an as needed basis weeknights and weekends.

Activities are limited to the purpose for which the facility was designed.

- **Auditoriums and stages** are limited to activities consistent with their equipment and furnishings. Sound and light booths can only be operated by District 622 authorized technical personnel.

- **Cafeterias** may be used as multipurpose rooms consistent with their equipment, furnishings and floor design.
- **Classrooms** are limited to educational activities or meetings of such nature as to be consistent with their current use and furnishings.
- **Computer labs** are assigned based on the software and hardware needs of the user. An authorized computer technician may be required to be present during use. Users must follow District 622 computer guidelines.
- **Gymnasiums** are designed for specific recreational purposes but may be used for other approved activities that will not damage floors, ceilings, equipment or walls.
- *Swimming pools* are available for swim meets, trainings and private rentals.
- **Kitchens** are designed primarily for food preparation. Kitchen use must be staffed by District 622 Nutrition Services personnel.

Food served at fundraisers such as bake sales and cake walks, snacks for school parties, carnival food, etc. must be obtained from a licensed caterer or commercial retailer.

Food served from District 622 concession stands must meet Ramsey and Washington County Health Department standards. Guidelines are available from the Facility Use office in the District Education Center. Concession stand permit holders are liable for anyone who becomes ill from eating food purchased and/or served at one of the District 622 concession stands during a public event.

II. USE OF EQUIPMENT

Some District 622 equipment is available for community use. It must be listed on the facility use application. When issued, the permit will list equipment approved for use. District equipment not listed on a permit will not be available for use.

Furniture owned by the district shall not be moved unless requested in advance on the permit application. Users must set up and take down equipment, leaving the facility in the same condition as found.

Use of equipment belonging to a group must be pre-approved. It should be listed on the permit application. Personal equipment must be removed immediately after use. District 622 is not liable for loss of or damage to equipment.

III. SUPERVISION/SECURITY

All groups are required to provide adequate adult supervision. The designated supervisor is required to remain with the group at all times and is responsible for the group's conduct and compliance with rules/regulations. Inadequate supervision may result in the cancellation of user privileges.

In elementary schools, an adult must be present to monitor the door and provide building access to participants. Adult supervisors are responsible for enforcing rules and regulations as well as restricting participants to the areas listed on the permit.

IV. LIABILITY

Users of District 622 buildings and grounds must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the district from any expense or costs in connection with the community use of the school facilities and/or equipment.

Most groups or organizations using school facilities must provide proof of liability insurance with District 622 listed as an *additional insured*. Such groups must carry a minimum of general liability insurance coverage of \$1.5M. A Certificate of Liability Insurance must be on file prior to use.

All members of groups without a formal organizational structure will be asked to sign a District 622 Facility Use Waiver assuming liability for personal injury and district property damage. The district reserves the right to refuse facility use to groups who do not have liability insurance.

The permit holder must report any loss, breakage or repair needs of buildings, grounds or equipment to the Community Education office. Damage to school district property must be paid for by the permit holder's insurance carrier or by the permit holder.

District 622 may not be held liable for loss or destruction of user's personal property.

V. ILLEGAL BEHAVIOR

Violation of any of the following regulations may result in immediate permit revocation and jeopardize future facility use.

- Smoking and the use of tobacco products are prohibited in all buildings and grounds.
- The use of intoxicating beverages or controlled substances is prohibited anywhere in or on district premises.
- No student or non-student including adults and visitors shall possess, use or distribute a weapon while on school premises. This includes all buildings and grounds.
- Groups using district facilities must observe all state and local laws/regulations and fire ordinances.
- No person shall use offensive or abusive conduct or language against any person or persons in district buildings and grounds.

VI. FACILITY USE APPLICATION PROCESS

Community groups or individuals wanting to use district facilities and grounds must submit a Facility Use application to Community Education at least eight working days prior to intended use. Applications received in less than 8 working days prior to the requested reservation may be denied.

Applications are accepted at the District Education Center and online at www.isd622.org/facilities. They may be printed from the website or call 651-748-7439 to have an application mailed or sent electronically. ***Reservations are not taken over the phone.***

District 622 principals and activities directors submit building calendars for the upcoming school year to the Community Education Facility Use office by June 30 of each year. District 622 employees must submit internal facility use applications for any event or activity that will occur after 6:00 pm on weekdays, on the weekends, on non-school days or during the summer.

Applications for summer facility use by the public should be made by May 15. Summer permits will be issued based on the order of date received, the availability of supervisory personnel and district maintenance schedules.

Application for school-year facility use by the public may be made throughout the summer. Applications will be processed and permits will be issued after August 15. School facilities may not be available for community use until the second full week after the start of a new school year.

Facility Use applications not submitted on line must be signed by the user and returned to the Community Education Facility Use office before a permit is processed. The application must list facilities, grounds and equipment to be used. The application must list the name(s) and telephone number(s) (daytime and evening) of the adult supervisor(s) who will be on site for the activity or event.

Upon application approval, a permit will be issued. Permits are not transferable and are restricted to the dates and times stated on the permit. The permit should be carried to the permitted event.

Permit Revisions and Cancellations: A minimum of two days advance notice is required for any permit revision or cancellation. Failure to notify Community Education two days in advance will result in the assessment of any applicable charges. There may be an additional charge for ***no shows***.

Permits may be canceled to accommodate unforeseen school events or emergencies. In the event of such a cancellation, there shall be no claim whatsoever against the district or a right to damages or compensation on account of any loss damage or expense. Every effort will be made to keep cancellations to a minimum and relocate scheduled community activities if necessary.

All scheduled activities will be canceled when school buildings are closed in accordance with the district's emergency closing procedures.

VII. PRIORITY OF USE

The scheduling of District 622 facilities is based on the following group priority list, the date a facility use application is received and a group's financial account status. Community use may be limited by the availability of authorized supervisory, custodial and technical personnel as well as equipment and maintenance schedules.

1. District 622 school curricular, co-curricular, and extracurricular activities/events
2. District 622 Community Education activities
3. Youth programs sponsored by the cities of North St. Paul, Maplewood, and Oakdale Park and Recreation Departments and local athletic associations with a majority of District 622 residents; priority for gym use is given to indoor sports. Space will be allocated equitably among all teams in this category.
4. Non-profit, tax exempt youth groups with a majority of District 622 residents
5. Non-profit, tax exempt adult groups/organizations with a majority of District 622 residents
6. Non-profit, tax-exempt groups or organizations with less than a majority of District 622 residents
7. Commercial organizations

VIII. FEES

Fees charged for using District 622 facilities are based on the following classifications:

Class A – District 622 school groups pay no usage or rental fees unless revenue is generated by the event/activity. (School-sponsored groups raising revenue are Class B)

Class B

- Non-profit tax-exempt community groups/organizations with a majority of District 622 residents, district-area athletic associations and groups sponsored by the cities of North St. Paul, Maplewood, and Oakdale
- District 622 school-sponsored groups hosting events for the purpose of fundraising or when fees are charged to participate

Class C – Non-profit, tax-exempt groups/organizations with a majority of District 622 residents who are raising funds for a group/organization

Class D – Non-profit, tax-exempt community groups/organizations/associations with less than a majority of District 622 residents

Class E - Commercial organizations (District 622 buildings and grounds shall not be used for commercial activities designed primarily for advertising activities or sales)

There are added costs to the district when school facilities are used by the community. These costs include utilities, cleaning, consumable supplies, long-term maintenance and building security. The district must recover these costs from the user. Rates and fees are listed in the appendix of this booklet.

- A non-refundable ***processing fee*** is collected with the first facility use application made by a group each year (July 1 – June 30). This one-time fee per group offsets some of the administrative cost for managing public facility use. Organizations with multiple sub-groups must pay a separate processing fee for each sub-group.

- **Usage fees** are collected to recover costs to the district for utilities, consumable supplies, and long-term maintenance associated with community use.
- **Rental rates** are based on fee classification.
- **Equipment fees** are based on materials, supply/operational costs and reasonable rates of depreciation.
- **Personnel fees** will be charged for building supervision, kitchen supervision, custodial services, and computer and audio-visual technical services. Personnel costs may be shared when there are multiple groups using a single facility at the same time. Salary rates for personnel costs are subject to unit contracts and are not negotiable.
- **Air Conditioning** may be made available to community groups. The request for air conditioning must be listed on the permit application. Charges may be assessed according to personnel costs needed to operate the system. Air conditioning is required in theaters/auditoriums when the outdoor temperature exceeds 70 degrees Fahrenheit.

Invoices are sent monthly and must be paid prior to the due date. All payments are accepted online or at the District Education Center. Failure to pay facility use invoices in a timely manner may result in a late fee, the revocation of the permit and/or the privilege of using school district buildings and grounds in the future.

APPENDIX: FACILITY AND EQUIPMENT FEE SCHEDULE

FACILITY USAGE AND RENTAL RATES

Facility and Equipment Fee Schedule				
Facility Rental Fees (Hourly unless otherwise noted)	Class B	Class C	Class D	Class E
Auditorium (additional fees for sound &/or light & technician)	\$15	\$30	\$75	\$100
Cafeterias				
Elementary Cafeteria	\$5	\$10	\$20	\$25
Middle School Cafeteria	\$6	\$11	\$25	\$35
High School Cafeteria	\$8	\$12	\$30	\$40
Classroom (all buildings)	\$5	\$8	\$15	\$20
Computer Labs (Additional Fee for Technical support may be required)				
15 users or less (Plus Materials fee of \$2/computer)	\$5	\$19	\$55	\$75
16 users or more (Plus Materials fee of \$2/computer)	\$6	\$32	\$100	\$130
Concession Stand	\$1	\$2	\$3	\$4
Gymnasiums (fee is per court)				
Elementary Gym	\$5	\$11	\$30	\$40
John Glenn Middle School (2 courts available—fee/court)	\$5	\$11	\$30	\$40
Maplewood Middle School (2 courts available—fee/court)	\$5	\$11	\$30	\$40
North High School (4 courts available fee/court)	\$6	\$12	\$32	\$42
Skyview Community School gym (3 courts available—fee/court)	\$6	\$12	\$32	\$42
Tartan High School (3 courts available—fee/court)	\$6	\$12	\$32	\$42
Wrestling Gym/Middle School Auxiliary Gym	\$5	\$11	\$30	\$40
Lecture, Meeting, Large Group Rooms				
Board Room East (District Education Center)	\$5	\$8	\$16	\$20
Board Room West (District Education Center)	\$5	\$8	\$16	\$20
Commons Area (all buildings)	\$5	\$8	\$16	\$20
Conference Room	\$5	\$8	\$16	\$20
Forum/Lecture Room/Large Group Room	\$8	\$14	\$30	\$40
Media Centers				
Elementary School Media Center	\$5	\$8	\$15	\$20
Middle School Media Center	\$6	\$9	\$20	\$30
High School Media Center	\$7	\$13	\$26	\$35
Swimming Pools (Rate includes lifeguard/s)				
Swimming Pool (30 swimmers or less)	\$55	\$60	\$65	\$75
Swimming Pool (31-59 swimmers)	\$82	\$87	\$92	\$102
Swimming Pool (more than 60 swimmers)	\$109	\$114	\$119	\$129
Grounds				
Tennis Court	\$5	\$7	\$10	\$15
Fields (does not include HS Varsity Football, Softball, or Baseball)		\$14	\$39	\$51
Field Painting (per painting incudes labor and paint)	\$135	\$135	\$135	\$135
North HS Track (track surface, bleachers and interior field only)	\$5	\$7	\$10	\$15
Tartan HS Track—see Titan Stadium rate				
Ice Arenas—call for availability and rates	Tartan 651-714-9251		Polar 651-748-6292	

STADIUM RATES

Polar Stadium and Titan Stadium (does not include cost of Field Supervisor)				
<i>Hourly Rate</i>	Class B	Class C	Class D	Class E
Artificial Turf Field	\$50	\$75	\$150	\$200
Tartan HS Track (track surface, bleachers and interior field only)	\$50	\$75	\$150	\$200
Field Lights	\$25	\$25	\$25	\$25
Press Box (includes scoreboards)	\$25	\$25	\$25	\$25
Sound System/Wireless Internet Access (does not include fee for required technician)	\$25	\$25	\$25	\$25
Field Maintenance (on non-school days and/or events that require additional maintenance)	\$100	\$100	\$100	\$100
	-	-	-	-
***User will need to arrange for additional portable toilets during large events.				

EQUIPMENT RATES

<i>Equipment Rates (Daily unless otherwise noted)</i>	Class B	Class C	Class D	Class E
Folding Chairs	\$17	\$20	\$25	\$30
LCD Projector	\$14	\$22	\$40	\$50
Microphone—Corded (includes Public Address System)	\$12	\$17	\$25	\$30
Microphone—Cordless (sound system additional)	\$12	\$17	\$25	\$30
Piano (Grand)	\$52	\$52	\$110	\$160
Piano (Spinnet)	\$12	\$12	\$30	\$40
Piano Tuning Fee (Minimum 2 week notice)	Market Rate			
Pool Timing Equipment (does not include fee for required technician)	\$50	\$60	\$65	\$75
Risers	\$10	\$10	\$30	\$40
Scoreboards	\$14	\$14	\$35	\$45
Stage Lighting and Light Board (does not include fee for required technician)	\$35	\$45	\$65	\$85
Stage Sound System (does not include fee for required technician)	\$35	\$45	\$65	\$90
Stage Intercom System	\$20	\$30	\$40	\$55
Stage Sound Shells	\$25	\$30	\$40	\$60
TV/VCR/DVD	\$15	\$20	\$30	\$40
Volleyball Standards/Nets Practice Rate—practice/gym	\$3	\$3	\$7	\$10
Volleyball Standards/Nets Tournament Game Rate—hour/gym	\$3	\$3	\$7	\$10

ADDITIONAL FEES

Personnel Fees and Annual Processing Fee
Supervision and custodial costs may be charged at district prevailing rate based on service provided
A \$25 permit application processing fee is charged annually (one time/one group/year) to Classes B-E.