

Facility Use Procedures and Fees 2021 – 2022

School District 622 (North St. Paul-Maplewood-Oakdale) encourages community use of district buildings and grounds when not in use for school related activities. Most buildings and grounds are available for a variety of activities, as guided by school board policies. District 622 buildings and grounds are not available for private parties, dances, wedding receptions or filmmaking.

Community Education administers the use of 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. All facility users are subject to all applicable district policies. A complete listing of policies is available in the superintendent's office or on the district website at isd622.org/policies.

PRIORITY OF USE

School District 622 Community Education schedules facilities according to the following group priority list:

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 September 1 through March 15
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

SCHEDULING PROCEDURES

Community Education processes facility requests for all school-sponsored and community events that occur after 6 pm on weekdays, on weekends, or non-school days including the summer.

- Each school must submit a calendar of events by June 15 for the upcoming school year.
- District 622 staff must complete an Internal Facility Use Request Form for events planned after their school calendar has been submitted. An electronic form is available on the staff resource page of the district website.
- Community members may submit a Facility Use request by mail, fax, in person or online at www.isd622.org/facilities. The application can be downloaded from our website or an application is available at the Community Education office. Facility requests are not accepted over the phone.
- School calendars and Community Education activities are processed before public requests.
- Requests received after Wednesday the week prior to your event are subject to a late request fee upon approval.
- Community use may be limited by availability of supervisory, custodial and technical personnel as well as equipment and maintenance schedules.
- Activities are limited to the purpose for which the facility was designed and must be consistent with the equipment and furnishings.
- Community Education issues permits for approved events directly to community groups and individuals for district buildings, high school fields, tracks, tennis courts and parking lots. Permits for elementary and middle school fields are issued to the cities of North St. Paul, Maplewood and Oakdale for use by the city, its residents and athletic associations.
- Facility requests for all facilities except gyms are processed according to the district's Priority of Use, the group's financial account status, and the date received.

- Facility requests for all district gyms are processed according to the district’s Priority of Use, the group’s financial account status, and the following timelines:

Weekday Gym Use September 1 through March 15 – District staff equitably allocate practice time to all groups who have submitted a request for the fall and winter seasons. Gym time is disbursed as follows:

- September 1 through October 31
- November 1 through December 31
- January 1 through March 15.

Weekday Gym Use March 15 through August 31 – Applications are processed after January 1 based on date received.

Weekend Gym Use (Friday, Saturday, Sunday) – Application processing begins the second week of July for the upcoming school year. Applications received by then are processed based on Priority of Use and the group’s financial status. Applications received after processing has begun are processed based on date received.

- Permits are not transferable and are restricted to the dates, times, facilities, equipment and number of participants stated on the permit. The permit will list all estimated fees. The permit holder must carry it during the event.

LIABILITY INSURANCE

- 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.
- Organizations, groups and individuals using school facilities must carry a minimum of \$1.5 million general liability insurance coverage. A Certificate of Liability Insurance (COLI) must be on file in the District Education Center prior to use. The COLI must list ISD 622 as an additional insured and the address as 2520 12th Avenue East, North Saint Paul, MN 55109.
- The permit holder must report any loss, breakage or repair needs of buildings, grounds or equipment to Community Education. Damage to property must be paid for by the permit holder or insurance carrier.
- District 622 may not be held liable for loss or destruction of user’s personal property.

RULES & REGULATIONS

The permit holder and/or group leader is responsible for compliance with the following rules. Non-compliance may result in permit revocation and/or the denial of facility requests.

Building and Equipment Use

- All groups must have either a permit or district issued coaches card with them when using the facility.
- Facility use is restricted to the areas and number of participants listed on the permit.
- Groups must conclude their activities according to the time listed on the permit.
- You must leave the facility in the same condition it was found. You may not move furniture without approval.
- Use of district and personal equipment must be pre-approved prior to use and listed on the permit.
- Equipment may not be removed from the buildings.
- Use of personal equipment must be pre-approved and removed immediately after use. District 622 is not liable for loss of or damage to personal property.
- Signs related to the event may be placed only in the room/s listed on the permit (for outdoor rental, signs must only be directional in nature).
- Batting is prohibited in gyms without batting cages. Hard balls such as baseballs, softballs, lacrosse balls, golf balls, etc. must be approved for indoor use by Community Education.

Cancelations, Revisions and School Closure

- The permit holder may cancel the permit with a minimum of eight (8) business days' notice without penalty or charge.
- The permit holder may request to revise the permit. All requests must be approved by Community Education. Revisions made after Wednesday the week prior to the event will be assessed a "Late Request" fee.
- The school district reserves the right to cancel a permit 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 because of any loss damage or expense. Every effort will be made to find acceptable alternative space.
- All permits are canceled when school buildings are closed due to inclement weather or building emergencies unless the Superintendent/Designee makes an exception. Tune in to local radio/television stations, or check the district's website at www.isd622.org for the most current updates.

Communication and Advertising

- Communication/advertising about the event must include this statement at the bottom: "This event is not sponsored by District 622. Facility rental is a community service and does not imply endorsement."
- Any person or organization requesting use of school facilities shall not advertise the event until receiving an approved permit from the school district.

Food and Kitchen Use

- Food and drink may only be served or consumed in approved locations and must appear on the permit.
- Food served at a school sponsored event must be obtained from a licensed caterer or commercial retailer.
- Food served from concession stands must be licensed by Ramsey and Washington County Health Departments.
- Kitchen use must be approved and staffed by District 622 Nutrition Services.

Policies

A full list of school district policies can be found on the district website isd622.org/policies.

- Tobacco, alcohol, weapons, illegal drugs, e-cigarettes, vaping and disorderly conduct are strictly prohibited in all school district buildings and grounds, including parking lots. Failure to comply may result in immediate revocation of a permit.
- Groups using district facilities must observe all state and local laws/regulations and fire ordinances.
- Service animals are permitted in or on school district facilities or grounds. No other animals are permitted without the school district's written permission.
- The school district will provide equal access to facilities and will not discriminate on the basis of race, age, color, creed, religion, disability, national origin, sex, gender identity, gender expression or sexual orientation.

Supervision and Safety

- A Community Education building supervisor is on site in buildings to provide access to the building, maintain security and assist instructors and participants. When a building supervisor is not on duty a custodian or other designated district staff person may provide building access. Staff are not present to supervise or assist participants or activities.
- Groups must provide adequate adult supervision. The adult supervisor must remain with the group at all times and is responsible for the group's conduct and compliance with rules and procedures.
- Groups using buildings when a building supervisor is not on duty must provide an adult at the designated building entrance to provide access for their participants.
- Exterior building doors cannot be propped open at any time.

FEES AND FEE CLASSIFICATIONS

Fees charged for using District 622 facilities are based on user classification. Usage and rental fees help to recover some of the costs incurred by community use such as utilities, cleaning, consumable supplies and long-term maintenance. The permit holder is responsible to pay all fees incurred during the event. Failure to pay invoices by the due date 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. Community Education may require full or partial payment in advance. Payments are accepted online or at the District Education Center.

User Classifications:

Class A – District 622 school groups pay no usage or rental fees unless revenue is being 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).

Facility Fees:

All usage, rental, equipment and personnel fees are listed on pages 5-6.

Facility Usage and Rental Fee Schedule

FACILITY RENTAL AND USAGE FEES (Hourly unless otherwise noted)		Class B	Class C	Class D	Class E
Auditorium	<i>Sound Light Technician required. Additional fees apply</i>	\$15	\$30	\$75	\$100
Cafeteria	Elementary School, Beaver Lake	\$5	\$10	\$20	\$25
	Middle School	\$6	\$11	\$25	\$35
	High School	\$8	\$12	\$30	\$40
Classroom	All buildings	\$5	\$8	\$15	\$20
Computer Lab	<i>Technician may be required. Additional fees apply.</i>				
	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
Gymnasium Fee/Court	Elementary, Beaver Lake, Gladstone	\$5	\$11	\$30	\$40
	John Glenn, Maplewood MS, (2 courts available)	\$5	\$11	\$30	\$40
	Skyview Community School (3 courts available)	\$6	\$12	\$32	\$42
	North HS (4 courts available)	\$6	\$12	\$32	\$42
	Tartan HS (3 courts available)	\$6	\$12	\$32	\$42
	Wrestling Gym, Middle School Auxiliary Gym	\$5	\$11	\$30	\$40
Large Meeting Room	Board Room East or 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 Center	Elementary School	\$5	\$8	\$15	\$20
	Middle School	\$6	\$9	\$20	\$30
	High School	\$7	\$13	\$26	\$35
Swimming Pool <i>Rate includes Lifeguard</i>	30 swimmers or	\$55	\$60	\$65	\$75
	31 - 59 swimmers	\$82	\$87	\$92	\$102
	more than 60 swimmers	\$109	\$114	\$119	\$129
GROUNDS RENTAL AND USAGE FEES (Hourly unless otherwise noted)		Class B	Class C	Class D	Class E
Tennis Court		\$5	\$7	\$10	\$15
Field	All fields except HS Varsity Football Stadiums	\$0	\$14	\$39	\$51
	Field Painting (per painting includes labor and paint)	\$135	\$135	\$135	\$135
Track	North HS (track surface, bleachers, interior field only)	\$5	\$7	\$10	\$15
	Tartan HS (track surface, bleachers, interior field only)	\$50	\$75	\$150	\$200
Ice Arenas	Call Arena for Availability Tartan 651-714-9251, Polar 651-748-6292				
POLAR STADIUM & TITAN STADIUM RENTAL AND USAGE FEES (hourly unless otherwise noted) - Field Supervisor, Scoreboard/Sound Technician may be required. Additional fees apply.					
User may need to provide portable toilets for large events and during summer		Class B	Class C	Class D	Class E
Artificial Turf Field	Field only	\$25	\$75	\$150	\$200
Field Lights		\$10	\$25	\$25	\$25
Press Box	Includes Scoreboards	\$25	\$25	\$25	\$25
Sound System	Wireless Internet Access Included	\$25	\$25	\$25	\$25
Field Maintenance	Days school not in session, events requiring additional maintenance	\$100	\$100	\$100	\$100

Facility Equipment and Personnel Fee Schedule

EQUIPMENT FEES (Daily unless otherwise noted)		Class B	Class C	Class D	Class E
Folding Chairs	Folding Chairs	\$17	\$20	\$25	\$30
LCD Projector	LCD Projector	\$14	\$22	\$40	\$50
Microphone	Corded includes Public Address System	\$12	\$17	\$25	\$30
	Cordless (sound system additional)	\$12	\$17	\$25	\$30
Piano	Grand	\$52	\$52	\$110	\$160
	Spinnet	\$12	\$12	\$30	\$40
	Piano Tuning Fee (Minimum 2 week notice)	Market Rate			
Pool Timing Equipment	<i>Technician required. Additional fees apply.</i>	\$50	\$60	\$65	\$75
Risers		\$10	\$10	\$30	\$40
Scoreboards		\$14	\$14	\$35	\$45
Stage Equipment	<i>Technician required. Additional fees apply.</i>				
	Lighting & Light Board	\$35	\$45	\$65	\$85
	Sound System	\$35	\$45	\$65	\$90
	Intercom System	\$20	\$30	\$40	\$55
	Sound Shells	\$25	\$30	\$40	\$60
TV /DVD		\$15	\$20	\$30	\$40
Volleyball Standards/Nets	Practice Rate - practice/gym	\$3	\$3	\$7	\$10
	Tournament Game Rate - hour/gym	\$3	\$3	\$7	\$10
OTHER FEES (Hourly unless otherwise noted)					
Processing Fee	Annual Permit application processing fee Classes B-E (once per year per group). Organizations with multiple sub-groups each pay a separate fee.		\$25		
Air Conditioning –The request for air conditioning must be listed on the permit application. Charges may be assessed for custodial services needed to operate the system. Air conditioning is required in theaters/auditoriums when the outdoor temperature exceeds 70 degrees Fahrenheit.					
Additional Personnel Fees (minimum 2 hour charge)					
Building Supervision	Charged for time reserved plus time needed for setup/cleanup. (Building Supervision charges may be shared by multiple groups using the building simultaneously.)		\$25		
Field Supervision	Polar Stadium, Titan Stadium		\$25		
Custodial	Sat, Sun and days school is not in session		\$50		
Pool Check	Sat, Sun and days school is not in session		\$60		
Computer Technician			\$60		
Sound/Light Technician			\$20		
Scoreboard Technician			\$20		
Kitchen Staff	Requires approval of ISD 622 Nutrition Services		\$40		