

# 2019-2020 FACILITY USAGE AGREEMENT



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Dear District 197 Facility User,

Please read this document in full. It outlines the process for rental permits, rental priority, procedures and fees.

To start the permit process, go to <https://www.isd197.org/community/facilityrental>.

Prospective renters need to fill out one form per requested location. The form may include multiple dates and times, but only one location. For questions or clarifications, call 651-403-8313.

Submit permit request(s), proof of liability insurance coverage, along with the \$20 permit fee to:

ISD 197 Community Ed  
 1897 Delaware Avenue  
 Mendota Heights, MN 55118  
 Attn: Facility Rentals

**PERMIT FEES & APPLICATION TIMELINE**

Unpaid permits will result in future permits being denied		Requests for space will be accepted using the guidelines below.		
<b>Permit Application</b>	\$20 per permit	<b>Location</b>	<b>Date of Use</b>	<b>Requests Accepted</b>
<b>Expedited Permit</b> 14 days or less before event	\$35 per permit	<b>Fall Space</b>	Aug. 15 – Oct. 31	May 1: Group IIA May 15: Group IIB May 30: Groups III & IV
<b>Permit Changes</b>  Incurred for changes made after the request has been approved.	\$15 per change  Permit changes must be made 48 hours in advance and will incur a \$15 fee. Change requests are not guaranteed.	<b>Winter Space</b>	Nov. 1 – Feb. 29	June 1: Group IIA June 15: Group IIB June 30: Groups III & IV
<b>Permit Cancellations</b> 30+ days prior to event 15-29 days prior to event 1-14 days prior to event Day of event	\$15 50% rental cost 100% rental cost 100% rental cost, staff, and maintenance fees	<b>Spring Space</b> Mar. 1 – June 14 (see limitations on page 4)	Mar. 1 – June 14	Dec.1: Group IIA Dec. 15: Group IIB Dec. 30: Groups III & IV
<b>Late Payment</b>	\$15 per month	<b>Summer Space</b>	June 15 – Aug. 14  Fields are offline one week in June and August for spraying. No rentals allowed during spray weeks.	Apr.1: Group IIA Apr. 15: Group IIB Apr. 30: Groups III & IV
		Due to ongoing district construction projects, permit approvals may be delayed and / or reworked post approval to accommodate construction and / or affected ISD 197 program schedules.		

## **RENTAL PRIORITY CATEGORIES**

Organizations for facility use are classified into four categories to determine scheduling priority and fees. If multiple groups or organizations at the same priority level are requesting the same space, whichever serves the highest number of District 197 residents will receive the higher priority status.

When filling out your permit application, categorize your organization based on the criteria listed. You may be asked to provide supporting documentation for the category selected.

<b>GROUP I</b> (Priority 1)	<ul style="list-style-type: none"> <li>➤ ISD 197 School Events.</li> <li>➤ ISD 197 Community Education Programs.</li> <li>➤ Meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public with free admission.</li> <li>➤ ISD 197 School sanctioned Parent Booster organizations.</li> </ul>
<b>GROUP IIA</b> (Priority 2 Youth)	<ul style="list-style-type: none"> <li>➤ Resident nonprofit organizations with 75%+ ISD 197 students.</li> <li>➤ Resident Parks and Recreation events or programs.</li> </ul>
<b>GROUP IIB</b> (Priority 2 Adult)	<ul style="list-style-type: none"> <li>➤ District residents (non-commercial).</li> <li>➤ Organized community services, citizens and civic groups (Lions, Rotary, Legion, etc.).</li> <li>➤ Political party meetings and conventions.</li> <li>➤ Non-Public Schools.</li> </ul>
<b>GROUP III</b> (Priority 3)	<ul style="list-style-type: none"> <li>➤ Resident business organizations.</li> <li>➤ Resident special interest groups (*admission charged).</li> <li>➤ Non-resident, non-profit organizations.</li>   <li>➤ Community benefits/fundraisers are considered nonprofit.</li> <li>➤ *Legally designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Director of Community Education indicating proceeds from the event will be used locally for charitable purposes. If no letter is submitted, the group will be considered a for-profit organization.</li> </ul>
<b>GROUP IV</b> (Priority 4)	<ul style="list-style-type: none"> <li>➤ Non-residents.</li> <li>➤ Non-resident business organizations.</li> <li>➤ Organizations located outside district boundaries whose participants equal less than 75% of district residents.</li> </ul>

## **GROUP RENTAL GUIDELINES**

ISD 197 facilities are available to non-school affiliated organizations or groups when school programs are not in operation and cease at 9:30 p.m. Weekend use requires custodial coverage with applicable fees.

While requests cannot always be accommodated, you may be provided with alternative options for dates, times or location(s) in order to maintain equitable and responsible use of district facilities. ISD 197 will not authorize subletting to for-profit groups or programs that compete with district programs. Subleasing athletic facilities without district approval is not allowed.

## **FACILITY & GRASS FIELD RENTALS**

Fees are per hour unless noted.

**Friendly Hills Middle School** 710 Mendota Heights Road, Mendota Heights, MN 55120  
**Garlough Environmental Magnet School** 1740 Charlton Street, WSP, MN 55118  
**Heritage Middle School** 121 Butler Avenue, WSP, MN 55118  
**Mendota Elementary** 1979 Summit Lane, Mendota Heights, MN 55118  
**Moreland Arts & Health Sciences Magnet School** 217 West Moreland Avenue, WSP, MN 55118  
**Pilot Knob STEM Magnet School** 1436 Lone Oak Road, Eagan, MN 55121  
**Somerset Elementary** 1355 Dodd Road, Mendota Heights, MN 55118

<b>Location</b>	<b>Group IIA, IIB</b>	<b>Group III</b>	<b>Group IV</b>
Cafeterias	\$11	\$22	\$44
Classrooms	\$7	\$14	\$28
Dance Studio (Moreland)	\$11	\$22	\$44
Grass Fields	\$2	\$4	\$8
Main Gyms	\$15	\$30	\$60
Pool (Heritage)	\$30	\$75	\$120
Small Gym (Somerset)	\$11	\$22	\$44

\*Due to construction, some spaces will not be available during the 2019-2022 school years.

\*Climbing Walls at any school may not be used.

**Henry Sibley High School** 1897 Delaware Avenue, Mendota Heights, MN 55118

<b>Location</b>	<b>Group IIA, IIB</b>	<b>Group III</b>	<b>Group IV</b>
Auditorium	\$25	\$75	\$150
Board Room (A241)	\$11	\$22	\$44
Cafeteria	\$11	\$22	\$44
Classrooms	\$7	\$14	\$28
Grass Fields	\$2	\$4	\$8
Large Gym	\$25	\$50	\$100
Small Gym (Wrestling)	\$15	\$30	\$60
Small Gym (Gymnastics)	\$15	\$30	\$60
Music Room	\$11	\$22	\$44
Tennis / Pickleball Courts	\$2	\$4	\$8

## **FIELD LIMITATIONS**

Our buildings and grounds staff strive to have fields in playing condition by April 15. However, weather determines our maintenance schedule. Prior to April 15, no maintenance assistance can be guaranteed. Game dates should not be scheduled prior to April 15.

Teams should allow for flexibility in their schedules to accommodate District 197's ability to have fields in proper playing condition. Please consider most fields are used spring through fall and must be maintained for longevity. Field and turf damage in the spring cannot be repaired during the season. Availability of fields in April will be determined by field conditions. **The use of cleats is prohibited until after May 6th.**

In the event of inclement weather or saturated ground, fields will be closed to ensure the safety of participants and to prevent field and turf damage. Damaged fields may be closed for extended periods for repair and restoration.

## OUTDOOR RENTAL & MAINTENANCE FEES

<b>Location</b>	<b>Fees</b>
<b>Field Rental</b> All Fields (mandatory)	<b>\$2-\$8 per hour depending on Priority Group.</b> ➤ There are no refunds for weather unless ISD197 issues a weather-related school cancellation. ➤ <b>No-shows or cancellations without a 48 hour notices still incur this cost.</b>
<b>Facility Monitor</b> All Fields Mon-Friday, and / or Special Circumstances (mandatory)	<b>\$25 per hour / per location / per event.</b> ➤ Facility Monitors are ISD 197 employees who provide assistance during your rental, discuss rental concerns and alert you for weather-related changes. They can be reached at the following numbers: Carol 952-207-4858 or Patty 952-207-4866. ➤ Cost covers one Facility Monitor. Based on size and needs of your group, additional fees may apply. ➤ <b>No-shows or cancellations without a 48 hour notices still incur this cost.</b>
<b>Baseball / Softball</b> Weekly Maintenance (mandatory)	<b>\$45 per week / per location / per team.</b> ➤ Teams using 2+ fields in a 1 week period incur \$45 weekly maintenance fees on both fields. ➤ Teams under the same parent group may share weekly fees for the same field(s) only.
<b>Baseball / Softball</b> Dragging (optional)	<b>\$22.50 per 30 minutes.</b> ➤ Dragging is not included in your permit and is not provided unless fee is included on the permit. ➤ Renters are not allowed to drag the fields. ➤ Practice and / or game schedules requiring field dragging should be provided at a minimum 48 hours prior to <a href="mailto:karla.rapp@isd197.org">karla.rapp@isd197.org</a>
<b>Baseball / Softball</b> Lining (optional)	<b>\$22.50 per 30 minutes.</b> ➤ Lining is not included in your permit and is not provided unless fee is included on the permit. ➤ Fields will be lined according to ISD 197 programs. ➤ Renter requests for lining dimensions outside of ISD 197 requirements will not be accepted. ➤ Renters are not allowed to line the fields. ➤ Practice and / or game schedules requiring field lining should be provided at a minimum 48 hours prior to <a href="mailto:karla.rapp@isd197.org">karla.rapp@isd197.org</a>
<b>Soccer Fields</b> Initial Set-up (mandatory)	<b>\$247.50 per location / per team.</b>
<b>Soccer Fields</b> Weekly Maintenance (mandatory)	<b>\$35 per location / per team.</b>
<b>Soccer Fields</b> Lining (optional)	<b>\$22.50 per 30 minutes.</b> ➤ Lining is not included in your permit and is not provided unless fee is included on the permit. ➤ Fields will be lined according to ISD 197 programs. ➤ Renter requests for lining dimensions outside of ISD 197 requirements will not be accepted. ➤ Renters are not allowed to line the fields. ➤ Practice and / or game schedules requiring field lining should be provided at a minimum 48 hours prior to <a href="mailto:karla.rapp@isd197.org">karla.rapp@isd197.org</a>
<b>Camps / Clinics</b> (mandatory)	<b>\$40 per location / per day.</b> ➤ Camps and/or clinics outside of your organizations regularly allotted practices and games.
<b>Custodial Coverage</b> All Fields Weekend / Special Circumstances (based on need)	<b>\$45 per hour / per location.</b> ➤ Used for tournaments, concessions, etc. ➤ Cost covers one custodian. Multiple field use may require additional custodians / fees. ➤ Field use will be charged at the custodial rate when maintenance or weekend usage is necessary. ➤ Custodial time starts 30 minutes prior to rental, and ends 30 minutes after rental group exits.
<b>Court Rental</b> Tennis / Pickle ball (mandatory)	<b>\$2 - \$8 Hourly Rental Fee depending on Priority Group.</b> <b>\$5 Garbage Removal.</b> ➤ <b>No-shows or cancellations without a 48 hour notices still incur this cost.</b>

## HENRY SIBLEY WARRIOR FIELD RENTAL

Fees are per hour unless noted.

<b>Henry Sibley High School: Warrior Field</b>	<b>Group IIA, IIB</b>	<b>Group III</b>	<b>Group IV</b>
<b>Warrior Field:</b> Turf Stadium, Track and Stands ➤ Fee Include Stadium Supervisor.	\$75	\$200	\$325
<b>Custodian</b> ➤ Required for special circumstances and / or large events. ➤ Begins 30 min. prior to rental and ends 30 min. after stadium is empty.	\$45	\$45	\$45
<b>Press Box:</b> PA, Video and Digital Scoreboard ➤ Fee Includes PA Technician.	\$60	\$60	\$60
Stadium Lighting	\$75 / day	\$75 / day	\$75 / day
Special Access Fee	\$50 / hour Rentals with complex management issues, or groups of 500+.		
Concession Stand	The concession stand is available during rentals. It is to be stocked, staffed and run through ISD 197 programs or clubs. Proceeds from concessions are the property of ISD 197.		

## WARRIOR FIELD USEAGE EXPECTATIONS

- No adult programs.
- No glass of any kind.
- No alcoholic beverages.
- No smoking or use of smokeless tobacco products, including vaping.
- No dogs or pets: Certified service dogs permitted in stands only.
- No shelled seeds or nuts (due to allergies).
- No use of PA system after 8:00 p.m.
- No use of Warrior Field lights after 9:30 p.m.
- No locker room rental.

## WARRIOR FIELD TURF EXPECTATIONS

All of the above plus;

- No Food or beverage products (except water), including gum and shelled seeds or nuts.
- No sharp objects such as tent stakes, corner flags, and poles that may penetrate or damage the turf.
- No chairs or benches (these can puncture the turf and cause damage).
- No portable heaters or any open flame.
- No metal cleats or high heeled shoes.
- No portable heaters or any open flame.
- No golfing or throwing activities such as hammer, shot, discuss or javelin.
- No suntan lotions, oils, creams of any kind: please apply sunblock prior to entering the turf.
- Renters must bring their own equipment.
- Do not drag goals and equipment. These should be lifted and carried.
- Use only goals / nets specified for your sport. Ex: soccer balls should not be kicked into lacrosse nets.

## HERITAGE MIDDLE SCHOOL MATSON COMPLEX RENTAL

Fees are per hour unless noted.

<b>Heritage Middle School: Matson Complex</b>	<b>Group IIA, IIB</b>	<b>Group III</b>	<b>Group IV</b>
<b>Matson Complex:</b> Grass Stadium, Track and Stands ➤ Building Supervisor Fee not included.	\$25	\$100	\$200
<b>Press Box / Digital Scoreboard</b> ➤ Fee Includes PA Technician.	\$60	\$60	\$60
<b>Stadium Lighting</b>	\$75 / day	\$75 / day	\$75 / day
<b>Special Access Fee</b>	\$50 / hour Rentals with complex management issues, or groups of 500+.		
<b>Concession Stand</b>	The concession stand is available during rentals. It is to be stocked, staffed and run through ISD 197 programs or clubs. Proceeds from concessions are the property of ISD 197.		

### MATSON COMPLEX USAGE EXPECTATIONS: Includes Grass Stadium, Track and Stands

- No adult programs.
- No glass of any kind.
- No alcoholic beverages.
- No smoking or use of smokeless tobacco products, including vaping.
- No dogs or pets: Certified service dogs permitted in stands only.
- No shelled seeds or nuts (due to allergies).
- No portable heaters or any open flame.
- No use of PA system after 9:00 p.m.
- No use of Matson Complex lights after 9:30 p.m.

## MANDATORY FEES AND OPTIONAL ADD-ONS

The following is a list of mandatory or potential fees required to maintain the space during your rental time.

<b>Rental Requirements</b>	<b>Fees</b>
<b>Facility Monitor All Fields</b> Mon-Friday, and / or Special Circumstances (mandatory)	<b>\$25 per hour / per location / per event.</b> ➤ Facility Monitors are ISD 197 employees who provide assistance during your rental, discuss rental concerns and alert you for weather-related changes. They can be reached at the following numbers: Carol 952-207-4858 or Patty 952-207-4866. ➤ Cost covers one Facility Monitor. Based on size and needs of your group, additional fees may apply. ➤ <b>No-shows or cancellations without a 48 hour notices still incur this cost.</b>
<b>Custodial Coverage</b> Weekend / Special Circumstances (based on need)	<b>\$45 per hour / per location.</b> ➤ Used for all inside weekend rentals. ➤ Cost covers one custodian. Based on size and needs of your group, additional fees may apply. ➤ Custodial time starts 30 minutes prior to rental, and ends 30 minutes after rental group exits.
<b>Early Entrance/ Late Exit</b> (mandatory)	<b>\$10 per 10 minutes / per day.</b> ➤ Arriving early or staying past the permit end time is not allowed. ➤ Include set-up, tear-down, clean up, and discussion time within your reservation slot. ➤ Renters who enter early or stay past their rental time will incur fees.
<b>Stage Technician</b> (mandatory)	<b>\$45 per hour / per technician.</b> ➤ Mandatory for Auditorium rentals requiring Sound & Lighting equipment
<b>Food Service</b> (mandatory for kitchen use)	<b>Cost varies.</b> ➤ Use of kitchen facilities/equipment must be coordinated in advance through the Facilities Coordinator. A food service employee must be present when using kitchen.
<b>Lifeguard</b> (mandatory)	<b>\$14 per hour.</b> ➤ 1 guard per 15 swimmers required.
<b>Microphone</b>	<b>\$15 per day.</b>
<b>Scoring Equipment</b>	<b>\$30 per day.</b>
<b>Snow Plowing</b>	<b>\$50 per hour.</b> ➤ ISD 197 plows as needed for regular school use, but does not provide snow removal for rentals unless requested with appropriate fees included in your permit.
<b>TV/VCR/DVD</b>	<b>\$25 per day.</b>
<b>Fans</b>	<b>\$5 per day.</b>
<b>Misc.</b>	<b>\$5 per table / per day</b> <b>\$0.50 per chair / per day</b> ➤ Requests for items not already on-site must be approved in advance by the Facility Scheduler and Buildings & Grounds to ensure availability of items and arrange staff coverage. ➤ Additional custodial fee of \$45 per hour will apply to complete the request for table and chair delivery and set-up.



## GENERAL CONDITIONS / FACILITY & FIELD USAGE POLICY

**ISD 197 reserves the right to refuse or cancel rental of any district facilities based on the impact of usage, maintenance, or not adhering to the district's facility use procedures. Those who fail to show respect of school district property and understanding of proper use will have their permit cancelled and be refused for future rental.**

1. Renter must sign and return permit authorization with \$20 permit fee.
2. Facility applications for rentals will be confirmed after ISD 197 events are processed. Refer to Permit Application Timeline (page 2). ISD 197 programs have priority for facility use. Occasionally, district events must be rescheduled, which supersede permit holders. You accept this risk when signing your permit.
3. Proof of insurance is required with ISD 197 listed as additional insured. The coverage amount, per statute, is a minimum of \$1,500,000 per occurrence.
4. Applicants agree to protect, indemnify and hold harmless ISD 197 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 if insurance is required. ISD 197 is not responsible for loss, damage or destruction of personal property. ISD 197 assumes no liability in connection with the use, loss or damage of equipment belonging to the renter. All equipment must be removed from the site after rental is completed. A damage deposit may be required.
  - Organizations must provide their own sports equipment.
  - Use of school equipment is prohibited without consent.
5. If your group requires a large amount of parking space, please indicate this on your permit.
6. A group or organization representative must be present to supervise group members and ensure they are in the assigned area treating the facility with respect.
  - **Youth must be supervised at all times.**
  - For security reasons, propping doors to let participants into the building is strictly prohibited.
  - Raising or lowering the basketball hoop height is to be done solely by the custodian.
  - Profanity will not be tolerated
  - Do not disturb classroom materials, equipment, whiteboards, etc.
  - Clean up is required before exiting. If custodial cleaning time is required after your rental, your group will be billed accordingly.
  - No glitter allowed of any kind. Additional charges for cleaning and equipment damage may apply if glitter or the like are left behind.
  - Please arrange desks, tables, chairs, etc. as you found them. Turn off all lights and electronics, including monitors and LCD projectors.
  - Pool Space: Lane lines need to be pulled up, all showers and faucets must be turned off. A complete walk through needs to be completed at the end of pool rentals.
7. Custodians adhere strictly to the dates, times and space(s) indicated on your permit. Renters who enter early or stay past their allotted time will incur fees. (See Early Entrance / Late Exit Fees page 8). Be specific on start time, end time and any equipment or technology needs. Custodians will not open buildings early, allow you to stay late or make changes to the rooms unless it is noted on your permit. **The role of the custodian is limited to opening the building, turning on the necessary lights and raising or lowering basketball hoops. They are not responsible for arranging rooms, technology assistance or rental clean up.** Additional building equipment / set-up requirements must be listed on your permit. Services or assistance for set-ups, takedowns or supervision must be negotiated in advance and noted on your permit.
8. Facilities may not be used for games of chance, lotteries or activities classified as gambling. Our schools are tobacco and alcohol free. Alcoholic beverages, tobacco products, smoking or vaping is prohibited. Any use of concessions, vendors, food trucks, etc. on school property must adhere to any and all city ordinances and must give advance notice to the facility scheduler.  
If you are serving food, please refer to the Compost and Recycling Standards for ISD 197 (page10). Custodians will provide trash, compost and recycle bins.
9. Only Certified Service Animals are allowed in spectator stands or inside the buildings. They are not allowed on any of ISD 197 fields, grass areas or on the Warrior Field turf. Domestic pets of any kind are not allowed.
10. If your group would like to hang signs around the building to direct people to your event, please use blue painters tape only. Any damage to the walls or chipped off paint will result in additional fees.

**ISD 197 LIVEGREEN COMPOSTING & RECYCLING STANDARDS**

LIVEGREEN is the district's sustainability program that promotes energy saving, recycling and other green initiatives throughout the district. Use the link below to understand the guidelines renters are asked to follow.

**What Goes Where: Recycling Guidelines**

- Use provided trash, recycling and compost receptacles.
- No plastic or Styrofoam plates or cups.
- Place all waste in the correct container to avoid contamination of composting and recycling bins.
- Stacking cups and plates makes a huge impact on shrinking the overall volume.

Thank you for your cooperation. Your adherence to these policies allows us to satisfy the needs of custodians, school district staff and other facility users and allows us to continue to make our facilities available to you and other community members.

**TERMS AND CONDITIONS SIGNATURE**

All non-school groups requesting use of indoor or outdoor facilities must sign a rental agreement and pay a rental fee.

The rental fees will vary depending on the nature of the sponsoring organization or group and the type of facility requested. Quotes for fees are approximate; not all charges can be anticipated. However, we attempt to quote fees based on similar events or events which are similar in activities.

- ISD 197 reserves the right to nullify rental agreements that conflict with school activities even though such activities may be scheduled after validation of the rental agreement.
- Rental agreements are non-transferable.
- Invoicing occurs on the 15th and last day of the month. You will be invoiced at the completion of your permit date(s) in accordance with those dates. Balances are due within 30 days of receiving an invoice.
- Checks are to be made payable to ISD 197 Community Education.
- Failure to pay may result in future permits being denied.

By signing below, I agree to the terms and conditions for the rental of ISD 197 facilities and fields listed above. Failure to comply may result in termination of future permits and/or additional charges.

USER

DISTRICT

\_\_\_\_\_ Signature

\_\_\_\_\_ Signature

\_\_\_\_\_ Written Name

\_\_\_\_\_ Written Name

\_\_\_\_\_ Organization

\_\_\_\_\_ Position

\_\_\_\_\_ Date

\_\_\_\_\_ Date