

2020-2021 RENTER AGREEMENT



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District 197 Facility User,

This document outlines the process for obtaining a rental permit, rental priority, fees and expectations for use. For questions or clarifications, call 651-403-8313.

All groups requesting use of District 197 facilities must sign a rental agreement and pay a rental fee.

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

A \$20 permit application fee is required for all requests.

TERMS AND CONDITIONS

Applications for rentals will be confirmed after District 197 events are processed. Occasionally, district events must be rescheduled, which supersede permit holders. You accept this risk when signing your permit.

District 197 facilities are available to non-school affiliated organizations or groups when school programs are not in operation.

Weekday rentals are available from 6-9:30 pm. Weekend rentals are available from 8 am - 9:30 pm.

District 197 reserves the right to refuse or cancel rentals based on the impact of use, weather, maintenance, or not adhering to facility use expectations. Groups who disrespect district property will have their permit cancelled and be refused for future rental.

Proof of insurance is required with ISD 197 listed as additional insured. The coverage amount, per statute, is a minimum of \$500,000 per occurrence/\$1,500,000 aggregate

Any use of concessions, vendors, food trucks, etc. on school property must adhere to any and all city ordinances and must have advance approval. Use of kitchen facilities/equipment must be coordinated in advance through the Facilities Coordinator. A food service employee must be present when using the kitchen. If you are serving food, please refer to the Compost and Recycling Standards for District 197.

TERMS AND CONDITIONS SIGNATURE

1. Applicants agree to protect, indemnify and hold harmless District 197 and its 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. ISD 197 is not responsible for loss, damage or destruction of personal property. District 197 assumes no liability in connection with the use, loss, or damage of equipment belonging to the renter.
2. District 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.
3. Rental agreements are non-transferable. Subleasing is not allowed.
4. Facilities may not be used for games of chance, lotteries, or activities classified as gambling. Use of alcoholic beverages, tobacco products, smoking, or vaping is prohibited.
5. No-shows or cancellations without 48 hour notice will incur the full rental cost and staff fees. There are no refunds on indoor or outdoor rentals for weather unless District 197 issues a weather-related school cancellation.
6. You will be invoiced at the completion of your permit date(s). Balances are due within 30 days of receiving an invoice. Late fees will be applied for overdue balances. Prepayment may be required for permits over \$750. A damage deposit may be required. Failure to pay will result in future permits being denied.

- 7. A group representative must be present to supervise its members and ensure they are in the assigned area and are treating the facility with respect. **Youth must be supervised at all times.**
- 8. Propping doors to let participants into the building is strictly prohibited.
- 9. Facility Supervisors and Custodians 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-up or takedown must be negotiated in advance and noted on your permit.
- 10. Clean up is required before exiting. Turn off all lights and electronics. If custodial cleaning time is required after your rental, your group will be billed accordingly. Do not disturb classroom materials, equipment, whiteboards, etc. Arrange desks, tables, chairs, etc. as you found them. **No glitter allowed. Additional charges for equipment damage may apply.**
- 11. Organizations must provide their own sports equipment. Use of school equipment is prohibited without consent. All equipment must be removed from the site after rental is completed.
- 12. Arriving early or staying past the permit end time is not allowed. Include set-up, tear-down, clean up, and discussion time in your reservation request. Renters who enter early or stay beyond their rental time will incur early entrance/late exit fees of \$10 for every 10 minutes, plus the hourly rate for the extended time.
- 13. Only Certified Service Animals are allowed inside or on District 197 grounds. Domestic pets of any kind are not allowed on fields, grass areas, inside Matson Complex, or Warrior Field.
- 14. Signs posted directing people to your location must use blue painters tape only. Any damage to the walls or chipped off paint will result in additional fees.
- 15. LIVEGREEN is the district's sustainability program that promotes energy saving, recycling and other green initiatives throughout the district. See <https://www.isd197.org/resources/livegreen> to learn more about supporting this effort.

By signing below, I agree to the terms and conditions for District 197 facility rental use. Failure to comply may result in termination of future permits and/or additional charges.

User Signature _____ District Signature _____

User Printed Name _____ District Printed Name _____

User Organization _____ District 197 Facility Rental _____

Date _____ Date _____

APPLICATION TIMELINE

Dates of Use	Space Request Acceptance Dates		
	Group IIA	Group IIB	Groups III & IV
Fall: August 15 – October 31	May 1	May 15	May 30
Winter: November 1 – February 29	June 1	June 15	June 30
Spring: March 1 – June 14	Dec. 1	Dec. 15	Dec. 30
Summer: June 15 – August 14*	Apr. 1	Apr. 15	Apr. 30

*Fields are offline for one week in June and August for spraying. Rentals are not allowed during spray weeks.

PERMIT FEES

Permit Application Fee	\$20 / permit
Expedited Permit 14 days or less before event	\$35 / permit
Permit Changes Permit changes must be made 48 hours in advance Change requests are not guaranteed	\$15 / change
Permit Cancellations	30+ days prior to event: \$15 15-29 days prior to event: 50% rental cost 1-14 days prior to event: 100% rental cost and maintenance fee Day of event: 100% rental cost, staff, and maintenance fees
Late Payment	\$15 / month

You will be invoiced at the completion of your permit date(s). Balances are due within 30 days of receiving an invoice. Late fees will be applied. Prepayment may be required for permits over \$750. A damage deposit may be required. Failure to pay will result in future permits being denied.

DISTRICT 197 BUILDING LOCATIONS

Friendly Hills Middle School 710 Mendota Heights Road, Mendota Heights, MN 55120

Garlough Environmental Magnet School 1740 Charlton Street, West Saint Paul, MN 55118

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

Heritage Middle School 121 Butler Avenue, West Saint Paul, MN 55118

Mendota Elementary 1979 Summit Lane, Mendota Heights, MN 55118

Moreland Arts & Health Sciences Magnet 217 West Moreland Avenue, West Saint Paul, MN 55118

Pilot Knob STEM Magnet School 1436 Lone Oak Road, Eagan, MN 55121

Somerset Elementary School 1355 Dodd Road, Mendota Heights, MN 55118

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 applying for a permit, categorize your organization based on the criteria listed below. You may be asked to provide supporting documentation.

<p>GROUP I Priority 1</p>	<ul style="list-style-type: none"> ☐ District 197 School events ☐ District 197 Community Education programs ☐ District 197 School sanctioned booster organizations ☐ Meetings sponsored by local civic and tax supported agencies which are of general interest, educational, and open to the public with free admission
<p>GROUP IIA Priority 2 Youth</p>	<ul style="list-style-type: none"> ☐ Resident nonprofit organizations with 75%+ District 197 students ☐ Resident Parks and Recreation youth events or programs
<p>GROUP IIB Priority 2 Adult</p>	<ul style="list-style-type: none"> ☐ District residents (non-commercial) ☐ Organized community services, citizens and civic groups (Lions, Rotary, Legion, etc.) ☐ Political party meetings and conventions ☐ Non-Public Schools
<p>GROUP III Priority 3</p>	<ul style="list-style-type: none"> ☐ Resident business organizations ☐ Resident special interest groups (*admission charged) ☐ Non-resident, non-profit organizations ☐ Community benefits/fundraisers are considered nonprofit ☐ *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.
<p>GROUP IV Priority 4</p>	<ul style="list-style-type: none"> ☐ Non-residents ☐ Non-resident business organizations ☐ Organizations located outside district boundaries whose participants equal less than 75% of district residents

INDOOR FACILITY RENTAL FEES

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Auditorium: Henry Sibley High School	\$25	\$75	\$150
Board Room: Henry Sibley High School	\$11	\$22	\$44
Cafeteria: All Locations	\$11	\$22	\$44
Classroom: All Locations	\$7	\$14	\$28
Dance Studio: Moreland Arts & Health Sciences	\$11	\$22	\$44
Gym: Elementary & Middle Schools	\$15	\$30	\$60
Gym-Large: Henry Sibley High School	\$25	\$50	\$100
Gym-Gymnastics: Henry Sibley High School	\$15	\$30	\$60
Gym-Wrestling: Henry Sibley High School	\$15	\$30	\$60
Music Room: Elementary & Middle Schools	\$11	\$22	\$44
Pool: Henry Sibley High School	See Aquatics Center Pool Rental (pg. 7)		
<i>Due to construction, some spaces will not be available through the 2021-22 school year.</i>			
Facility Supervisor Required Monday-Friday and for special circumstances Facility Supervisors provide assistance during your rental, discuss rental concerns and alert you for weather-related changes.	\$25 / location Covers one Facility Supervisor		
Custodial Coverage Weekend / Special Circumstances Custodial time starts 30 minutes prior to rental, and ends 30 minutes after rental group exits. Based on the size and needs of your group, additional custodians may be required.	\$45		
Optional Add-Ons			
Stage Technician	\$45 Mandatory for Auditorium rentals requiring sound & lighting equipment		
Microphone	\$15 / day		
Scoring Equipment	\$30 / day		
Snow Plowing District 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.	\$50		
TV/VCR/DVD	\$25 / day		

Fans	\$5 / day
Tables/Chairs Requests for items not already on-site must be approved in advance 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.	\$5 / table / day \$0.50 /chair / day

AQUATICS CENTER POOL RENTAL: HENRY SIBLEY HIGH SCHOOL

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Pool (8 Lanes) & Diving Well	\$120	\$165	\$180
Pool (8 Lanes)	\$100	\$150	\$165
Diving Well	\$40	\$55	\$65
Lifeguard see below	\$20 / guard	\$20 / guard	\$20/ guard
Custodial Coverage Special Circumstances Custodial time starts 30 minutes prior to rental, and ends 30 minutes after rental group exits. Based on the size and needs of your group, additional custodians may be required.	\$45		
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 District 197.		

Pool rentals require certified lifeguards staffed according to the following standards:

Number of Patrons	Number of Required Lifeguards
1-50	2
51-75	3
76-120	4
121-160	5
161-210	6
Bather Capacity: 379	

Lifeguards

Renters requesting lifeguard coverage through District 197 will be charged an hourly rate of \$20 per lifeguard, plus 15-minute setup and 15 minute clean up time. District 197 reserves the right to cancel a rental if it is unable to staff the correct lifeguard levels.

Facility Supervisor

A facility supervisor will be staffed for all rentals and is included in the rental rate. Their duties are limited to security of the building, administering emergency procedures and assisting renters with questions. They are not staffed to patrol or clean up locker rooms, remove user equipment or clean up the pool deck from items used or left by renters.

Equipment Use

Equipment use for renters is limited to lane lines, flags and starting blocks. Use of school equipment is prohibited. This includes but is not limited to; Colorado Timing System, kickboards, life vests, noodles or toys. Teams hosting swim events must supply their own timing system. All equipment must be removed from the site after rental is completed. Renters are not allowed to store items at the Aquatics Center.

Pool Clean up

Lane lines need to be pulled up, the pool deck cleared of equipment, garbage and personal items removed, and all showers and faucets must be turned off. A complete walk through the pool deck, locker rooms and rest rooms needs to be completed with renter and the Facility Supervisor at the end of pool rentals.

Spectators

Parents, spectators and fans should observe from the stands. Only athletes, coaches, and adult volunteers are allowed on the pool deck.

Water Temperature

The water temperature will be set for Minnesota State High School League (MSHSL) and NSIC (Northern Star Intercollegiate Conference) competitive swim seasons (August 10 - March 30). Requests to increase or decrease pool water temperatures will not be honored.

Pool Rules

Renters must follow all posted rules for locker rooms, pool, and diving boards.

Locker Rooms

- No cell phone use
- Turn off showers and faucets after use.
- Please clean up after yourself: trash, litter or spills

Pool Rules

- Swimmers must shower before entering the pool
- Signs of infection or open wound(s) are reasons for refusing entrance
- All pool users must be able to swim one length of the pool before allowed in deep water
- No inflatables
- No diving or flipping from the pool deck
- No running
- No horseplay
- No jumping in from the shallow end or diving area.
- No hanging on lane lines or buoys
- No swimming under the bulkhead

Diving Board Rules

- One person on the board at a time
- One bounce per dive
- Divers must wait for the previous diver to reach the pool edge before their turn.
- Dive directly in front of the board only.
- No large splash, dangerous or exhibition type diving
- No long dives to avoid collisions in deep water

BASEBALL / SOFTBALL FIELDS RENTAL

Our buildings and grounds staff strive to have fields in playing condition by April 15. However, weather determines our maintenance schedule. The availability of fields in April is determined by field conditions. Prior to April 15, maintenance cannot 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. **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.

Lining and dragging are not included in your rental.

Reservations requiring lining or dragging (fees apply) need to be submitted 48+ hours prior to rental date to karla.rapp@isd197.org.

Renters are not allowed to line or drag the fields.

Location		
Friendly Hills	Baseball/Softball Field 1	Baseball/Softball Field 2
Garlough	Softball 1	
Henry Sibley	9A Baseball/Softball: 60’ bases 9B Baseball/Softball: 60’ bases 10th Grade Field: 75’/90’ bases	JV Softball: 60’/75’ bases Varsity Softball: 60’ bases JV Baseball: 90’ bases Varsity Baseball: 90’ bases
Heritage	Matson North Baseball	

Location		
Mendota	Softball/T-Ball East	Softball/T-Ball West
Moreland	Softball 1	Softball 2
Pilot Knob	Field 1	

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Grass Fields	\$2	\$4	\$8

Facility Supervisor: All Fields Required Monday-Friday and for special circumstances Facility Supervisors provide assistance during your rental, discuss rental concerns and alert you for weather-related changes.	\$25 / location Covers one Facility Supervisor
Weekly Maintenance	\$45 / week / field Parent groups may share weekly fees among teams for the same field(s) only.
Early Entrance/Late Exit	\$10 / 10 minutes
Baseball/Softball Lining	\$22.50 / 30 minutes
Baseball/Softball Dragging	\$22.50 / 30 minutes

SOCCER & FOOTBALL GRASS FIELD RENTAL

Our buildings and grounds staff strive to have fields in playing condition by April 15. However, weather determines our maintenance schedule. The availability of fields in April is determined by field conditions. Prior to April 15, maintenance cannot 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. **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.

Fields are lined according to ISD 197 program needs and dimensions only.

Renter requests for lining dimensions outside of ISD 197 requirements will not be accepted.

Renters are not allowed to line the fields.

Soccer Locations		Soccer Locations (Continued)		Football Locations	
Friendly Hills	Soccer 1 (Lower) 150’ x 330’	Moreland	Soccer 1	Henry Sibley	Football Practice Field Stielow
Henry Sibley	Soccer 1 (Upper) 220’ x 360’ Soccer 2 (Lower) 192 x 330’	Pilot Knob	Field 1	Heritage	Matson Complex Matson North
Heritage	Matson Complex Matson North Matson South 180’ x 330’ V-10	Somerset	Field 1		
Mendota	Soccer 1				

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Grass Fields Heritage Matson Complex For more information: see Matson Complex Rental (pg. 12)	\$2 \$25	\$4 \$100	\$8 \$200
Facility Supervisor: All Fields Required Monday-Friday and for special circumstances Facility Supervisors provide assistance during your rental, discuss rental concerns and alert you for weather-related changes.	\$25 / location Covers one Facility Supervisor		
Field Initial Set-Up	\$247.50 / field / parent group One time fee per season / field		
Weekly Maintenance	\$35 / week / field Parent groups may share weekly fees among teams for the same field(s) only.		

WARRIOR FIELD RENTAL: HENRY SIBLEY HIGH SCHOOL

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Warrior Field Turf Stadium, Track and Stands Fee includes one Facility Supervisor. Based on the size and needs of your group, additional Facility Supervisors may be required.	\$75	\$200	\$325
Custodial Coverage Special Circumstances Custodial time starts 30 minutes prior to rental, and ends 30 minutes after rental group exits. Based on the size and needs of your group, additional custodians may be required.	\$45		
Optional Add-Ons Fees are per hour unless noted			
Press Box: PA, Video and Digital Scoreboard Fee includes PA Technician	\$60		
Stadium Lighting	\$75 / day		
Special Access Fee Rentals with complex management issues, or groups of 500+.	\$50		
Concession Stand	The concession stand is available during rentals. It is to be stocked, staffed and run through District 197 programs or clubs. Proceeds from concessions are the property of District 197.		

WARRIOR FIELD RULES

- No adult programs
- No glass of any kind
- No alcohol, smoking or use of smokeless tobacco products, including vaping
- No dogs or pets

- Certified service animals permitted in stands only
- No shelled seeds or nuts or gum
- Use of the PA system must end at 9:00 p.m.
- Use of stadium lighting must end at 9:00 pm.
- No locker room use

WARRIOR FIELD TURF RULES: all of the above plus:

- No food or beverage products (except water)
- 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 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

MATSON COMPLEX RENTAL: HERITAGE MIDDLE SCHOOL

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Matson Complex Grass Stadium, track and stands	\$25	\$100	\$200
Facility Supervisor Required Monday-Friday and for special circumstances Facility Supervisors provide assistance during your rental, discuss rental concerns and alert you for weather-related changes.	\$25 / location Covers one Facility Supervisor		
Custodial Coverage Weekends / Special Circumstances Custodial time starts 30 minutes prior to rental, and ends 30 minutes after rental group exits. Based on the size and needs of your group, additional custodians may be required	\$45		
Optional Add-Ons Fees are per hour unless noted			
Press Box: Press Box, Scoreboard Fee includes PA Technician	\$60		
Stadium Lighting	\$75 / day		
Special Access Fee	\$50		

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 District 197 programs or clubs. Proceeds from concessions are the property of District 197.

MATSON COMPLEX RULES

- No adult programs
- No glass of any kind
- No alcohol, 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
- Use of the PA system must end at 9:00 p.m.
- Use of stadium lighting must end at 9:00 pm.

TENNIS COURT RENTALS

Henry Sibley High School	Varsity Courts (9) JV/Middle School Courts* (3) *also lined for Pickleball
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Courts are available at no cost on a first-come, first-served basis when not in use by District 197.

To reserve a court in advance, a reservation and permit are required.

Individuals or groups charging a fee for their service are required to obtain a permit.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Tennis / Pickleball	\$5 / court	\$10 / court	\$15 / court

TENNIS COURT RULES

- No pets
- No food, beverages or gum
- No alcohol, use of tobacco or vaping products
- Rubber-soled shoes only
- No ball machines
- No bicycles, skateboards, roller-skates, or rollerblades