

## AUSTIN PUBLIC SCHOOL DISTRICT

### PROCEDURES FOR USE OF THE PACKER DOME

The following facility use charges shall apply when the Facilities Coordinator is making arrangements for the lease of the Packer Dome and Wescott Complex artificial turf fields. The procedures as stated herein shall be considered an amendment to existing policies and procedures governing use by both school and non-school groups of District facilities.

Facility use priority status and rental fees for the Packer Dome facilities are determined by a group's classification.

#### Priority Rental Classifications:

Group A – Austin Intermediate/Middle/High School curricular and co-curricular programs refers to 5 - 12 grade programs including: classroom offerings, fine arts rehearsals and events, interscholastic athletic practices and events, intramural sports and scholastic activities. This group will not be assessed rental fees. Austin School District Kindergarten, Elementary and Community Education programs refers to pre-K – 4 grade curricular and co-curricular offerings. This group will not be assessed rental fees.

\*Curricular shall be defined as activities related to a particular academic course and co-curricular shall be defined as activities that in some way complement what students are learning in school.

Group B – Organized Austin groups in the following order:

I. Non-profit Austin Youth Athletic Association/Club member teams (18 & under) that are composed of 75% Austin residents (Austin residents are defined as individuals who live in the Austin School District or who go to school in Austin). The Association or Club must annually provide the school district appropriate documentation regarding non-profit status, so that these documents may be available for public review.

II. Austin Community Education, Austin Park and Recreation and Riverland Community College refers to sponsored youth and adult recreation opportunities and special events open to all school district residents by these organizations.

III. Austin Youth Athletic Associations/Clubs and Austin School District revenue producing programs refers to clinics, camps, leagues and travel team tournaments that are sponsored by the association/club or school district.

These groups will be assessed rental charges in accordance with the rates provided in these procedures.

Group C – Organized Austin groups in the following order:

I. Nonprofit public service groups who use the facilities to raise money for the benefit of the entire community. These groups must annually provide the school district appropriate

documentation regarding non-profit status, so that these documents may be available for public review.

II. Businesses and neighborhood groups that use the facilities for recreational or educational purposes.

III. Private schools and religious organizations located in Austin.

IV. All other Austin groups that are comprised of at least 50% Austin residents who wish to use the facilities for personal use.

V. Non-Community group refers to non-profit groups, schools, colleges, universities, youth sport organizations and youth athletic associations that are not based in Austin.

VI. Non-Community refers to individuals, private groups or agencies and companies or vendors that use the facilities for personal and/or commercial purposes.

These groups will be assessed rental charges in accordance with the rates provided in these procedures.

#### Facility Rules and Regulations:

By signing the facility use application, the organization requesting facilities acknowledges acceptance of all Independent School District #492 (Austin, MN) district policies and rules and regulations regarding the use of school facilities including, but not limited to:

A facility supervisor, or an approved Austin Public school district employee, will be present at all times when the Packer Dome is open to render such services as the operation of lights, ventilation, and security of the facilities. The District representative on duty will be expected to supervise groups or activities. A facility supervisor is on duty to assist participants and maintain order in the facility.

Groups using the school facilities are restricted to the activity hours listed on their rental agreement and the master schedule. All activities must close in sufficient time to completely vacate the Packer Dome by the times approved on the schedule. If activities are not concluded by the time approved on the schedule, groups may be subject to additional charges.

An adult (age 18+) from the leasing organization must be present from the time of entry as stated on the schedule until all participants have left the premises. It is the organization's responsibility to maintain control of the behavior of all participants and spectators involved in the activity, and to ensure that they remain in the area authorized by your schedule.

The individual named on the rental agreement and the group in whose name the schedule is issued will be jointly responsible for their use of the facility as granted on the agreement, and will accept responsibility for injury to persons and any damage done to school property. Facility use applicants must be at least 21 years of age.

All groups are expected to leave the facility in same condition in which they found it. Any expenses incurred by the district as a result of activities will be charged against the user.

The user hereby agrees not to subcontract, assign, or sublet its right to use the facility pursuant to this agreement.

The School District's liability insurance does not provide protection to any organization using its facilities. The district will assume no liability or responsibility for any personal items or equipment of the individual or group, which is used or stored on district property.

Organizations renting the Packer Dome are required to provide a **certificate of insurance naming the District as an insured 30 days prior to the commencement of the rental agreement, or a completed waiver form provided by the school district**. An organization renting the facility on a regular basis may provide one certificate covering the November through April rental period.

School, City and State fire and safety regulations must be observed at all times.

School District policy prohibits all forms of sexual harassment and violence. In addition, gambling, drinking, smoking, or the possession of intoxicants and illegal chemicals in the school buildings or on school property is prohibited. These policies apply to anyone using school facilities. Copies of these policies are available in the School District's Human Resources Office.

When inclement weather or other emergencies force a school district representative to close the facilities, an alternative makeup date will be provided, at no additional charge, according to the priorities used in scheduling.

The Board of Education, or designee, reserves the right to reject any or all applications and the right to rescind, modify, or amend any or all rules or to make exceptions.

**PACKER DOME**

**FEE SCHEDULE FOR RENT OF DOME**

**EFFECTIVE 7/1/16**

**Charges:**

Based on the organizational classifications detailed in the procedures, users shall pay rental fees as shown below as well as applicable equipment and personnel charges.

Rental hours will be figured from when group members enter the building to when they depart.

Facility Supervisor hours are figured to include 15 minutes before the group is scheduled to enter and 15 minutes after the group leaves. Facility Supervisor and/or custodial charges will be waived for Group A youth activities when meeting during regular designated duty hours.

**Rates effective July 1, 2016 through June 30, 2017.**

**Full Field - Dome**

<b>Times</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>8:00 am - 3:00 pm</b>	<b>No Fee</b>	<b>185.00</b>	<b>225.00</b>
<b>3:00 pm - 10:00 pm (Weekends – 8:00 am – 6:00pm)</b>	<b>No Fee</b>	<b>245.00</b>	<b>285.00</b>
<b>10:00 pm – 8:00 am (Weekends – 6:00 pm – 8:00 am)</b>	<b>No Fee</b>	<b>110.00</b>	<b>130.00</b>

**Half Field - Dome**

<b>Times</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>8:00 am - 3:00 pm</b>	<b>No Fee</b>	<b>95.00</b>	<b>115.00</b>
<b>3:00 pm - 10:00 pm (Weekends – 8:00 am – 6:00pm)</b>	<b>No Fee</b>	<b>125.00</b>	<b>145.00</b>
<b>10:00 pm – 8:00am (Weekends – 6:00 pm – 8:00 am)</b>	<b>No Fee</b>	<b>60.00</b>	<b>70.00</b>

**Full Day-Entire Complex - Dome**

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>No Fee</b>	<b>1600.00</b>	<b>2000.00</b>

Batting Cage (softball, baseball, golf) – Hourly - \$25.00 Punch Card (5 hours) - \$100.00

**Rental of Artificial Turf Fields**

**Hass Stadium Field (Hourly)**

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>No Fee</b>	<b>65.00</b>	<b>105.00</b>

**Gilbertson Track Field (Hourly)**

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>No Fee</b>	<b>45.00</b>	<b>85.00</b>

**Lights (fields only)** \$10.00 per hour

**Custodial/Facility Supervisor** \$25.00 per hour

The Board of Education, or designee, reserves the right to modify all fees listed on the fee schedule at their discretion.