

# Community Use of Facilities Procedure Manual



St. Louis Park  
Public Schools

*Achieving success, one student at a time!*

## St. Louis Park Community Education Effective September 1, 2019

St. Louis Park Public Schools facilities are public buildings. A vibrant community uses its public facilities. School Board Policy #902 states: The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

Exceptions to use:

- Events which may be in any way prejudicial to the best interests of the schools or the educational system.
- Events for which satisfactory adult supervision is not provided.
- Events that may result in undue damage or wear or is inconsistent with the use for which the space is designed.

### Application Procedure:

- A Facility Use application must be filled out for each facility requested before a permit will be issued.
- Facility Use application forms may be obtained from [www.slpschools.org](http://www.slpschools.org) or in the Community Education Office.
- One application may be used for a series of meetings/games.
- Applications must be made at least ten calendar days prior to date of first use.
- Every application for use of a facility shall state the purpose of the meeting.
- The application must be signed by an authorized adult representative of the group and must list the person responsible during use.
  - If space is requested for a tournament and granted, a Tournament Form will be sent to you at least 9 days in advance of the tournament. In order to conduct your tournament, you must fill out the form and return it to the Facility Scheduler.
- The Director of Community Education may require certain operational procedures. These may include but are not limited to: use of certain doors, limitation of movement in building, restrictions on equipment, etc.
- We use a Priority system to determine fees and priority of scheduling. Priority order is explained on page 3.

### Permit Procedure

- Upon receipt of a Facility Use Application, the Facility Scheduler will:
  - Date and determine the priority order/fees of the request
  - Verify space is available – the school program must be established before space allocations can be made to community users. Every effort is made to accomplish this before the start of the school year.
  - Compute applicable costs and confirm liability insurance.

- Upon approval from the Director of Community Education, a permit will be issued.
- Copies of the permit will be sent to the applicant, the facility, and to the custodian at the building permitted.
- The permit is not valid until signed by the applicant and returned to the facility scheduler.
- Facility users with an unpaid balance will not be issued a permit until balance is paid in full.

### **Permit Application Fee**

- A fee of \$30 is required with the submission of the permit. Application fees will be forfeited by the applicant upon cancellation of a permit.

### **Rules and Regulations**

- The applicant agrees:
  - To comply with all rules and regulations regarding the use of school district facilities as proscribed by the school district.
  - To exercise utmost care in the use of school premises.
  - To protect, indemnify and hold harmless the St. Louis Park School District #283 and its officers and employees from any and all claims, damages, liabilities, or rights of action directly or indirectly growing out of the use of the premises covered by the permit.
- In the event of damage to school property, applicant shall accept the school district's estimate of the amount of same and shall pay all appropriate repair costs.
- Tobacco (including e-cigarettes – ref. School Board policy #419), alcohol (ref. School Board Policy #418), and weapons are prohibited on indoor and outdoor school district property.

### **Cancellations or Changes**

- The applicant shall notify the Community Education Department of any changes or cancellation of previously scheduled facilities at least 48 hours prior to the scheduled use. In all cases, the district will retain the permit fee. Failure to cancel will result in a No-Show Fee of \$50.
- An approved permit shall not be considered by the applicant as a lease. The school district reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage or expense whatsoever.

### **Liability Insurance**

- All organizations using school district facilities are required to furnish a certificate confirming liability insurance in the minimum amounts of \$500,000 per person and \$1,000,000 per occurrence.
- St. Louis Park School District #283 must be named as an additional insured and certificate holder.

**Priority will be determined as follows:**

**Group I**

(no fees with the exception of political caucuses and stadium supervisor for non-district groups)

- a) Required by Statute – elections/caucuses (caucuses will incur applicable fees)
- b) St. Louis Park School District
- c) St. Louis Park Community Education
- d) City of St. Louis Park

**Group II** (see fee schedule)

80% of participants must reside in St. Louis Park or the organization must be a municipally-recognized association. The location of the applicant's home or business is not taken into consideration.

- a) St. Louis Park youth athletic associations
- b) St. Louis Park youth character-building organizations, civic and charitable groups, public agencies or organizations
- c) St. Louis Park religious organizations for recreation or social purposes. This does not include fundraising or events/meetings where admission is charged or offerings are made.
- d) Federal, state, county, and municipal agencies conducting meetings of interest to St. Louis Park residents.
- e) Local political organizations. This does not include fundraising or events/meetings where admission is charged or donations are made.

**Group III** (See fee schedule)

- a) Local political organizations or religious organizations for worship, instruction or fundraising
- b) Non-profit groups originating from outside St. Louis Park

**Group IV** (See fee schedule)

- a) All for profit, commercial organizations

Custodial overtime may be charged to all groups for special set-up or clean-up for all activities that are not normally staffed with custodial personnel.

Stadium supervisor fees will be charged to all except school district applicants for use of the stadium.

**Groups attempting to secure space by using the priority level of another group may lose facility use privileges.**

**The District does not allow "sub-letting" of space. Groups that don't need the space/time they've been permitted should contact the Facility Scheduler to cancel.**

## **FEE SCHEDULES AND STAFF EXPECTATIONS**

### **Custodial Attention to Community Groups**

Basic responsibilities of the custodians shall be:

- To unlock all doors at established time and turn on lights in scheduled rooms.
- To check the permit for special services requested.
- To contact the group upon their arrival to inform them where they will be working and may be reached.
- Specially scheduled groups occasionally may need additional services such as set-up, extra equipment or clean-up. These groups will be informed and agree they are paying for an extra custodian to attend to their needs. The custodian will inform the group if they will be away from the area for any length of time and where they can be found.
- Groups using the Stadium will be required to pay for a stadium supervisor (fee schedule on page 6). Custodial overtime may be charged based on the size of the group and clean-up required.

### **Custodial Staffing**

Elementary schools

- Monday – Friday (after normal duty hours) \$50 per hour
- Saturdays \$50 per hour
- Sundays and Holidays \$65 per hour

Secondary schools

- Monday – Friday (after normal duty hours) \$50 per hour
- Saturdays (after normal duty hours) \$50 per hour
- Sundays (after normal duty hours) \$65 per hour
- Holidays \$65 per hour

### **Food Service**

Food may be served in school facilities under the following conditions:

- Food and coffee may be served only in the cafeteria or in other approved lounges or locations within the school building.
- Light refreshments and potluck dinners may be served in accordance with Hennepin County Health Department regulations.
- Functions requiring use of kitchen facilities and equipment may be used only with advance approval of the Food Service Supervisor and under the supervision of a food service employee. (see forms: District Kitchen Use Guidelines and Kitchen Use Request)

### **Food Service Staffing**

A minimum of one school district food service employee is required to be on duty to primarily supervise the use of kitchen facilities. Any additional work required by the food service staff will be discussed and negotiated at the time of permit application. Charges will be as follows:

- Monday – Friday after 2:30 p.m. \$50 per hour
- Saturdays \$50 per hour
- Sundays (school related functions) \$50 per hour
- Sundays (non-school related functions) \$60 per hour

Staffing on a callback basis (not contiguous to the normal period) shall include a minimum of two hours.

## Swimming Pool Facilities

Swimming pools may be rented to qualifying community groups. **A certified lifeguard must be on deck at all times.**

## Swimming Pool Fees and Staffing Charges

- Groups using the pool on a one-time basis
  - St. Louis Park groups \$38 per hour + Lifeguard
  - Groups from other communities \$49 per hour + Lifeguard
- Groups using the pool on a multi-use schedule during off hours and furnishing their own district-approved lifeguard
  - St. Louis Park Swim Clubs \$38 per hour
  - Non-St. Louis Park Swim Clubs \$49 per hour
- Fee Schedule

<u>Hours of Usage</u>	<u>Surcharge/year</u>	<u>Hourly Rate</u>
○ 0-50 hours/year	0	\$38 per hour
○ 50-100 hours/year	\$2,190	\$24 per hour
○ 101-175 hours/year	\$2,730	\$24 per hour
○ 176-250 hours/year	\$3,825	\$24 per hour
○ 251-325 hours/year	\$5,460	\$24 per hour
○ 326-400 hours/year	\$7,100	\$24 per hour
○ 401-500 hours/year	\$8,400	\$24 per hour
- Additional charges
  - WSI Lifeguard 22.00 per hour
  - Birthday Parties, etc. Contact Aquatics Coordinator

## Auditorium

The High School Auditorium is available for use on a limited basis.

- Rental fees apply for Groups III and IV. (see page 7)
- House lights and microphone can be made available.
- If the group needs are more complex, an auditorium technician will be required.
  - Auditorium Tech Fee: \$36 per hour

## Group II Fees

### Permit fees:

- Based on fiscal year July 1 – June 30
- Fees will not be refunded if cancelled by the applicant. Fees will be refunded if cancelled by the District.
- If applicant adds dates to a permit that puts them in a new fee category, they will be charged the additional amount.
  - 1 – 12 uses per year \$40
  - 13 – 25 uses per year \$75
  - 25 – 36 uses per year \$110
  - More than 36 uses per year \$150
- Youth sports associations and school sports clubs will be charged \$175 per individual team per fiscal year.

## Tournaments

- A completed Tournament Form will be sent by the Facility Scheduler and will be required to be returned 10 days before the first date of the tournament. If a Tournament Form is not on file by the deadline, the tournament will be cancelled.
- We will assess a tournament fee of \$200 per day per site. No tournament fee will be assessed for use of the stadium.
- The tournament no-show fee is \$250.
- All tournaments will be assessed a trash dumpster fee of \$90.

## Large Group Fee

For each use. Additional fees may be assessed for custodial services in accordance with policy.

- Groups over 50: \$30
- Groups over 100: \$60
- Groups over 250: \$120

## Stadium Fees

Hourly Rental Rates	Group I	Group II	Group III	Group IV
Stadium/field practice	N/C	\$40	\$75	\$165
Stadium/field games	N/C	\$60	\$110	\$275
Lights	N/C	\$25	\$50	\$100
Stadium Supervisor	\$20*	\$20	\$20	\$20

\*School District events do not require a stadium supervisor

- If stadium/field clean-up is necessary, a \$250 fee will be assessed to the group.
- Garbage haul-away fees may be assessed based on the size of the event.
- Lining the fields with any type of material is not allowed. Groups who line the field will be assessed a charge that will be determined on an individual basis.
- 2-hour minimum required.
- The group will pay stadium supervisor fees that include the permitted time plus ½ hour before and ½ hour after the permitted time.

Group III and IV Facility Fee Schedule  
 Rates are per hour

	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
<b><u>Elementary Schools and Lenox Community Center</u></b>			
1. Gymnasium/Auditorium	\$10	\$25	\$36
2. Cafeteria	\$10	\$25	\$36
3. Lenox Kitchen	\$10	\$15	\$20
4. Media/Music/Fireplace/Craft Room	\$7	\$20	\$32
5. Classroom	\$5	\$14	\$20
6. Lenox Little Theater	\$20	\$36	\$50
8. Lenox Lounge	\$10	\$28	\$36
<b><u>Middle School</u></b>			
1. Cafeteria	\$15	\$36	\$60
2. Kitchen (requires food service staff)	\$10	\$20	\$25
3. Gymnasium – Fieldhouse 1 & 2	\$20	\$40	\$60
4. Activity Center – Fieldhouse 3 & 4	\$20	\$40	\$60
6. Classroom	\$5	\$15	\$20
7. Computer Lab (requires IT approval)	\$25	\$50	\$75
8. Choir Room/Media 1/Media 2	\$12	\$25	\$36
<b><u>Central Community Center</u></b>			
1. Cafeteria	\$15	\$36	\$60
2. Gym A or Gym B or Small Gym (each)	\$20	\$36	\$60
3. Classroom	\$5	\$15	\$20
4. Kitchen	\$5	\$12	\$17
<b><u>High School</u></b>			
1. Auditorium	\$30	\$60	\$90
2. Gymnasium	\$20	\$42	\$60
3. Activity Center Gym 1, 2, 3 (each)	\$20	\$42	\$60
4. Small Gymnasium	\$10	\$25	\$36
5. Cafeteria	\$20	\$42	\$60
6. Kitchen	\$10	\$20	\$31
7. Band/Vocal Music/A204	\$12	\$25	\$36
8. Media Center C163 classroom	\$7	\$14	\$20
9. Classrooms	\$5	\$14	\$20
10. C350 Conference Room	\$20	\$36	\$53
11. High School Field	\$15	\$28	\$34
12. Track	\$15	\$31	\$42
13. Media Center	\$12	\$25	\$36
14. Computer Labs (requires IT approval)	\$25	\$50	\$75
16. Trash Dumpster	\$90	\$90	\$90
20. LCD/DVD Cart		\$36.00 per day	

**Stadium (see page 6)**

**Tennis court:** \$15.00 per hour.

Use of batting cage at the Senior High may require a service fee and/or a custodial fee.

## **Facility Hours**

Occupancy before or after these hours will be charged the custodial overtime fee as outlined on page 4. Facility fees will apply based on Priority (outlined on page 3).

### **School Year:**

#### **Weekdays**

Elementary Buildings	6:00 pm – 9:30 pm
Community Centers	6:00 pm – 10:00 pm
Middle School	6:00 pm – 9:30 pm
High School	4:00 pm – 10:00 pm

#### **Saturdays**

Central Community Center	7:30 am – 3:00 pm
Middle School	7:30 am – 3:00 pm
High School	7:30 am – 3:00 pm

#### **Sundays**

High School	7:30 am – 3:00 pm
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### **Stadium:**

Hours are based on availability, weather and season outside of the regular school day but will not be before 7:00 am and after 10:00 pm.

### **Summer:**

Hours are determined on an annual basis.