



## 902P Use of School District Facilities Procedure

### I. Fridley Public Schools Facilities Rental Guide

There is a Facilities Guide located on the District's website under Community Education > Rental Information > Facilities Guide

Created October 25, 2016  
Reviewed October 25, 2016  
Revised October 25, 2016



Fridley Community Education  
Facilities  
6085 Seventh Street NE  
Fridley, MN 55432  
763-502-5104

## Fridley Public Schools Facilities Rental Guide

The Fridley School District extends the use of school facilities for personal and organizational events and functions when the space is not in use for school-related activities. Rentals are handled by the Community Education Department.

### REQUESTING A PERMIT TO USE SCHOOL FACILITIES

- Permit requests can be filled out online at [www.fridleyeventservices.com](http://www.fridleyeventservices.com), by selecting “Facilities/Rental Request Form” or may be completed at the Fridley Community Center.

### PERMIT FEES, DEPOSITS and PAYMENT

- Every group/individual must pay a \$10 permit fee (non-refundable) when submitting a Facility Use Request Form. In Addition, a 25% NON-REFUNDABLE down-payment will be required to reserve the date of rental.
- For detailed pricing please see our **FEE SCHEDULE**.
- **A security deposit of \$150 will required of all groups/parties.** Deposits will be returned if all the rules of rental have been adhered to (see below).
- Extensive changes to the initial permit (i.e. setup changes/time changes, etc.) will result in an additional Reservation Change Fee of \$5.
- If a group has reserved space, but needs to cancel, they must do so at least 10 business days prior to the event to receive any refund of rental fees. The \$10 permit fee and the 25% down-payment is NON-REFUNDABLE.
- Any group which has paid rental fees for a space, but does not show, **will not** be issued any refund. In the event the no-show is the last or only rental of the day, staff will remain in the building for 1 hour from rental start time before closing the building.
- **Prices listed on permits are ESTIMATES.** Groups may be required to pay more or less for their rental based on actual rental times.
- Permits may be requested for single use or a series of dates.
- Single use requires prepayment of all fees two weeks in advance of the scheduled date of usage. Failure to pay rental balance by the due date could result in cancellation of rental and forfeiture of the down-payment.
- Groups/individuals renting space multiple rooms/locations and/or a series of dates should request a quote from the Facilities Coordinator. These charges will be billed monthly IN ADVANCE. Accounts not paid by the due date will incur a \$25 late payment fee for each month of non-payment.

### RULES OF RENTAL

- All facilities are tobacco free. Use of tobacco is NOT allowed in buildings or on District property.
- Alcohol, drugs and weapons are BANNED from ALL School District facilities and properties.
  - Alcohol use in any district buildings is misdemeanor offense.
    - <https://www.revisor.mn.gov/statutes/cite/624.701>
  - If Alcohol, drugs and/or weapons are found, a **\$500 fine will be assessed**.
    - Depending on the severity of the offense:
      - Police will be called and/or
      - The event will be canceled with no refunds issued.

- Building hours available for rental end at 10 PM on Monday-Saturday and 8 PM on Sunday. Extended hours may be requested (based on approval and staffing availability) but are not guaranteed and will be billed at 1.5 times the regular rate if approved.
- The timeframe booked should be as accurate as possible. Additional time for staff (custodial & building supervisors) and space rented will be billed accordingly and could include staff overtime charges.
- Permit holders must be at least 21 years old and must be present during the entire event.
- The District is not responsible for lost, stolen or damaged items.
- The District does not endorse or promote any rental or non-school event. All promotional materials, social media postings, and/or advertisements about your event must include a disclaimer stating that Fridley Public Schools does not promote or endorse any rental or non-school event. The facilities coordinator must receive proof that a disclaimer has been placed on all materials about your event.
- The District reserves the right to deny the use of its facilities to any individual, group or organization, including, but not limited to, cancellations resulting from concerns about safety. These cancellations may occur anytime, regardless of when the safety concerns arise. In lieu of cancellation, renters may also be asked to provide security from the Fridley Police Department at the renters' expense.
- The District may preempt and/or change scheduled use of district facilities. The District will give as much advance notice as possible and any money paid for use of the facilities will be refunded if an event is canceled.
- Children must be under the supervision of an adult at all times.
- Approved use of the facility for events and activities is limited to the space actually reserved, including the nearest bathroom facilities. Participants may not wander or loiter in other areas of the building.
- Groups are expected to leave the space clean and in good order. Tables should be wiped clean and all trash should be in receptacles. Rooms must be returned to the same arrangement they were in prior to use. Additional custodial charges will be billed for any excessive cleanup.
- All supplies and other property of the renter must be removed at the end of the event.
- Use of any copyrighted material (movies, visual aids, play productions, etc.) must carry proper rights to use the material as applicable under copyright law. The Facilities Coordinator must also receive proof that rights have been obtained prior to the event taking place.
- The renter is responsible for the acts, conduct, and damages caused by those attending their event and using the premises by their invitation. By signing the permit, permit holders accept responsibility for any injury to participants in their event.
- Renter will not nail or tape anything to District walls, causing damage.
- No helium balloons of any kind are allowed in any gymnasium or the district auditorium.
- No confetti or confetti balloons are allowed inside any buildings.
- No propane is to be used inside of any buildings.
- I have read and understand all terms and conditions listed in District Policy 902 and this Facilities Guide.

## **INSURANCE REQUIREMENTS**

- A Certificate of Liability insurance for \$1,000,000 naming the Fridley School District as the Certificate Holder will be required of:
  - All formally organized groups (including, but not limited to; businesses, churches, festivals, ect. All other groups required to have insurance will be determined by the Facilities Coordinator).
  - Any group holding an event that is athletic in nature.
- This Certificate must be provided at least one week prior to the event or the event may be cancelled.
- Private parties renting facilities will be required to sign a **Liability Waiver Form** in place of Liability Insurance.

## **FOOD**

- School District production kitchens are not available for rent to outside groups.
- The High School concession stand is not available for rent to outside groups. Associated booster clubs may be permitted by the district to use the concession stand in accordance to the license for the stand.

All food sold must be in accordance with the Minnesota Food Code adopted by Anoka County, events (non-private in nature) that serve food must meet these guidelines:

- Commercially prepared in a licensed facility or are pre-packaged in individual (single) servings;
- Prepared by Fridley District 14 Nutrition Services staff; or
- Proper licensing must be obtained from the City of Fridley and the Anoka County Health Department for any other foods served on district property. Groups may stage food sales in pre-determined locations at all district buildings (FMS School Store is not available for sales) with the following exceptions:
  - Home-prepared shared meals or baked items (potluck dinners) are allowed only if they are shared in a private group with family/friends and may not be sold or served at a ticketed event.
  - No raw meat, poultry or fish products may be brought into the facility.
  - No on site deep fried vendors or preparation in any school district facilities.

### **BUILDING SUPERVISION**

- Building Monitors are on duty for the service and safety of our renting customers, to secure the building, and to monitor events. **Permit holders should sign in and out with the Monitor on duty.**
- Monitors are assigned for ALL events unless stated otherwise.
  - Renters are responsible for paying the entire cost of for a building monitor during weekend events.
  - Renters are also responsible for the entire cost when they are they are the only rental in the building.
- The Building Supervision fee is \$20.00 per hour.

### **CUSTODIAL SERVICES**

- Events that require special or heavy set-up or clean-up, involve meals, are large enough to require the cleaning of public areas and/or rest rooms, or involve other issues requiring custodial support will have a custodian assigned and the group will be responsible for the cost.
- Cost is dependent on space rented, up to the daily rate of \$200.
- Renters scheduling events that extend beyond the custodian's normal work schedule will pay overtime at the rate of \$50/hr.

### **EQUIPMENT USE**

- Facility users may list equipment needs on the permit request such as the use of microphones, pianos, audio-visual equipment and other items. Additional fees may apply.
- Groups renting technology, audio/visual, or other special equipment in the Auditorium will be required to pay for a technician to facilitate their use of the equipment.

### **BUILDING ISSUES**

- The Fridley School District is not responsible for losses due to the unforeseen cancellation of permits resulting from inclement weather, natural disasters, building mechanical failure, safety concerns, or other unexpected events. In such cases, the District will make every effort to provide an alternate location or reschedule the event.
- NOTE: If there is a brownout, our utility program may require us to reduce electrical use, including the use of lights, air conditioning, etc.

### **POOL RENTAL**

- Pool Rental requires one lifeguard for every 20 people in the pool.
- The charge will be \$20/hr for each lifeguard needed (minimum of 2 lifeguards for each event), in addition to the pool rental charges.
- Additional staffing charges including custodial fees may be applicable to weekend rentals.

## **ATHLETIC FIELD RENTAL**

- Groups renting athletic fields will be required to have liability insurance on file (see above).
- Field lining is the responsibility of the group renting the field.
- Depending on the season the grounds crew may be able to line fields for a fee.
- There is a \$25 field maintenance fee assessed per event. Groups renting the field on multiple dates will be assessed a monthly fee based on the number of dates requested.
- There is a lighting fee of \$6/hr (if applicable).
- Fridley High School Stadium use is by special request only and is subject to approval by the Activities Director, Buildings and Grounds Director, and Community Education Director. For pricing see please see the Facilities Coordinator.

## **AUDITORIUM RENTAL**

- Every performance and theater event is unique. Rental quotes for your specific event will be prepared by the Facilities Coordinator.
- Hourly rental fee includes a basic full stage white wash (no color), one microphone, and house lighting.
- There are fees in addition to rental rates that are applied according to the needs of the renter.
- **Performance Package:** This package includes additional lighting, sound, and video projections. The daily rate is \$250.
- **Auditorium Coordinator:** The Auditorium Coordinator is the subject matter expert for all your Auditorium needs. He will be present at the initial meeting discussing the needs of your rental. A **minimum of two hours** of the Auditorium Coordinator's services will be billed at \$50/hr. Additional hours will be billed on an as needed basis.
- **Technicians:** Technicians handle lighting, sound, and any other needs during the rental event. A minimum of two technicians are billed at a rate of \$20/hr each.
- **Food and Beverage Policy:**
  - No Outside Food, pre-approved Concession Sales Only.
  - Closed Beverage Containers Only.
  - Approved concessions include:
    - Cookies, packaged candy and snack bars, packaged chips, fruit snacks, bottled beverages.
    - Popcorn sales require a clean-up detail to sweep up spilled popcorn.
    - Hot foods and meal type items can only be sold/consumed in the cafeteria and not in the lobby of the auditorium. This includes Nachos, hotdogs, walking tacos and other sandwiches. These items may not be brought from the cafeteria to the auditorium lobby.
    - Renters must ensure they are licensed properly to sell or serve any food and beverage items (See Food section above).

## **POLICE OR FIRE DEPARTMENT PERSONNEL**

At the discretion of the Director of Community Education, users may be required to hire appropriate public safety personnel for activities to provide a safe and secure environment for participants and to safeguard the facility. If required, these costs must be paid directly to the appropriate public safety agency.

## **SPECIAL SERVICES**

Groups with special needs may be required to pay for additional services necessitated by their activity. This could include such services as additional trash removal, kitchen staff, catering fees, electrician services for special hook-ups, etc.