

Community Use of School Facilities Guide

FACILITY		Non-profit	For profit/ other
Classrooms		\$10.00	\$20.00
Special Use Classrooms*		\$25.00	\$50.00
Cafeteria/Commons	Elementary	\$15.00	\$30.00
	Secondary	\$30.00	\$60.00
Gymnasiums (per court)		\$15.00	\$30.00
Pools (Ordean East/Lincoln Park)		\$50.00	\$75.00
Locker Room		\$15.00	\$30.00
Fields (elementary)		\$25.00	\$50.00
Multi-purpose Turf Fields		\$35.00	\$70.00
Multi-purpose Fields Washroom		\$50.00 flat	\$50.00 flat

*Special use classrooms include computer and science labs, libraries and media centers, technical center classrooms, etc.

- Additional costs for supervision, equipment, custodial, food service, technology and support may apply depending on usage and will be assessed accordingly.
- Rates are per hour unless otherwise noted, subject to change, and have been approved by the School Board.
- During hours that school buildings are not regularly staffed by custodial personnel, additional charges will apply for cleanup and supervision according to the present salary rate schedule.
- Lifeguards must be hired for all pool rentals, and will be in addition to the facility usage fee.
- Parking lot snow removal is not guaranteed, however can be arranged for an additional charge

PERSONNEL FEES*	Mon-Sat	Sundays/Holidays
Custodial Services	\$45.00	\$55.00
Food Services	\$25.00	\$30.00
Computer Tech	\$25.00	\$30.00
Auditorium Manager	\$35.00	\$45.00
Auditorium Tech	\$50.00	\$60.00
Stage Hand	\$20.00	\$30.00
Lifeguard	\$11.00	\$11.00
Gate Attendant (multi-purpose fields)	\$50.00 flat	\$50.00 flat
Site Manager (other than auditorium)	\$25.00	\$35.00
Electrician (if needed/auditorium)	\$300.00 flat	\$360.00 flat
Snowplowing	market	market

*Personnel rates per hour unless otherwise noted, subject to current salary schedules.

EQUIPMENT	Rate
Microphones	On Stand: \$10/day; Wireless: \$20/day
Portable PA	\$30.00
Spot lights	\$30.00 each
Organ	\$60.00
Scoreboard	\$25.00 flat
Computer Projector	\$20/day
Orchestra Shell	\$100
Choral Risers	\$50
Grand Piano	\$150 (includes tuning)

RENTAL RATES OF AUDITORIUMS					
Auditorium	Capacity	*Commercial Rates		Non-Commercial	
		M-Sa	Sun	M-Sa	Sun
Denfeld HS	1852	\$950	\$1140	\$475	\$625
Ordean MS	571	\$425	\$550	\$250	\$350
Lincoln MS	405	\$425	\$550	\$250	\$350
East HS	700	\$525	\$700	\$450	\$600

*Any non-school group charging admission fees or requesting donations will be classified as commercial users.

These rates are based on a four hour minimum rate. Add \$88.00 commercial, \$66.00 non-commercial per hour for permit time over four hours. Stage rehearsal and preparation time to be charged at the rate of \$50.00 commercial, \$33.00 non-commercial per hour Monday through Saturdays and \$66.00 commercial, \$44.00 non-commercial per hour on Sundays and Holidays. Additional costs for equipment, technical support and management may apply depending on use and will be assessed accordingly.

RENTAL RATES OF STADIUMS (Public Schools Stadium at Denfeld High School/ Ordean Stadium at East High School)

Commercial Full Use	\$175 per hour
Non-Commercial Full Use	\$150 per hour
Commercial Limited Use*	\$70 per hour
Non-Commercial Limited Use*	\$35 per hour

Limited and Full Use Extra Cost Features

Site Manager**	\$25/hour M-Sat/\$35 per hour Sundays & Holidays
Scoreboard (included in Full Use permits)	Flat \$25
Lights	Flat \$25
Sound System (included in Full Use permits)	Flat \$25
Team Rooms (included in Full Use permits)	Flat \$50
Washrooms (More than single bathroom) (included in Full Use permits)	Flat \$50

*One single bathroom will be open for Limited Use permits **Required for all Full Use permits
NOTES: Additional charges may apply for supervision, technical support and set up/tear down as per rate schedule.
Concession Building use may require certified personnel and will be assessed accordingly.



ISD
709
Duluth
Public Schools

COMMUNITY EDUCATION
215 North First Avenue East
Duluth, MN 55802

Phone: 218.336.8760
www.ISD709.org

SCHEDULING PRIORITY

Duluth school district facilities are available to all community groups. Requests are scheduled according to these prioritized guidelines:

1. Regularly scheduled preK-12 school activities and events.
2. School-related organizations, such as parent teacher student organizations and professional educational organizations.
3. Duluth Public Schools community education programs.
4. Non-profit community organizations (youth/adult).
5. For-profit, commercial and out of district groups.

APPLICATION PROCEDURE

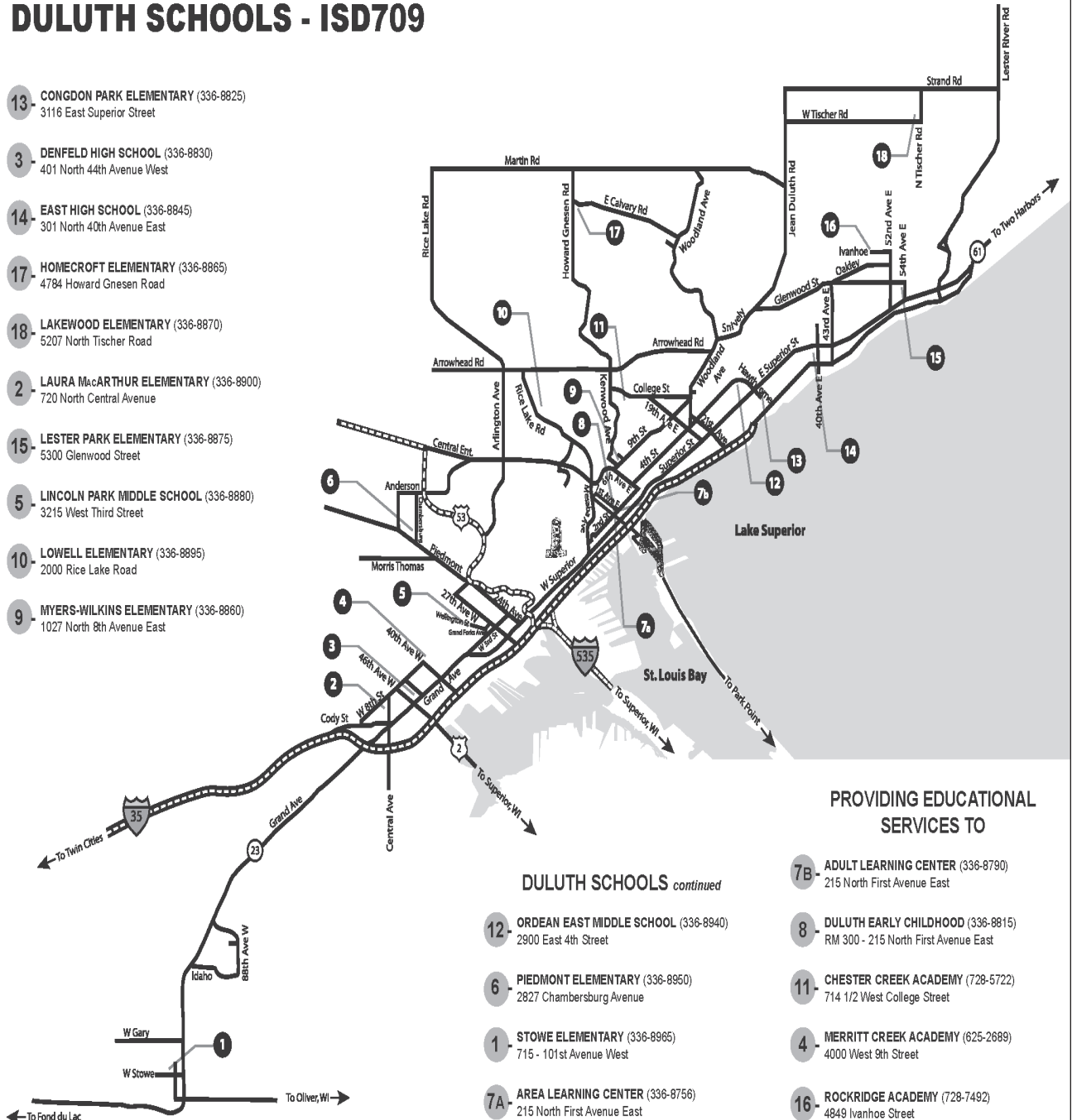
1. Complete application form (permit) for use of a school facility. Forms are available at www.ISD709.org, through each school, and as an eform for electronic processing.
2. Return signed form to principal's office or Community Education Office for approval at least seven (7) business days prior to event.
3. Community Education processes forms on a first come, space available basis. You will receive a Facility Use/Agreement by mail or electronically.
4. Payment for use (if applicable) should be sent payable to ISD 709 prior to event. Any additional charges will be billed after event.

RULES AND REGULATIONS

- When schools are closed due to weather or other emergencies, permit holders will be notified of any closures.
- Duluth Public Schools may refuse the use of certain facilities.
- The Duluth Public Schools will require a certificate of liability insurance for certain events.
- Use of tobacco and alcoholic beverages or liquor will not be permitted on school premises.
- The school reserves the right to pre-empt the building permit due to school events.
- Food concessions or sales are not allowed without prior approval. All necessary food permits from the City and/or County need to be obtained in advance by the group.
- There is limited use of district facilities on weekends, holidays and school release days and may require a supervisory or custodial service fee, etc.

DULUTH SCHOOLS - ISD709

- 13- CONGDON PARK ELEMENTARY (336-8825)
3116 East Superior Street
- 3- DENFELD HIGH SCHOOL (336-8830)
401 North 44th Avenue West
- 14- EAST HIGH SCHOOL (336-8845)
301 North 40th Avenue East
- 17- HOMECROFT ELEMENTARY (336-8865)
4784 Howard Gnesen Road
- 18- LAKEWOOD ELEMENTARY (336-8870)
5207 North Tischer Road
- 2- LAURA MacARTHUR ELEMENTARY (336-8900)
720 North Central Avenue
- 15- LESTER PARK ELEMENTARY (336-8875)
5300 Glenwood Street
- 5- LINCOLN PARK MIDDLE SCHOOL (336-8880)
3215 West Third Street
- 10- LOWELL ELEMENTARY (336-8895)
2000 Rice Lake Road
- 9- MYERS-WILKINS ELEMENTARY (336-8860)
1027 North 8th Avenue East



The above map showing Duluth Public Schools Building locations and addresses of school facilities is available for download at www.ISD709.org