

# Mounds View Public Schools Ends and Goals Regulation

## EG-5152 Public Use of School Facilities

The guidelines set forth in these regulations support Policy EG-5152. Mounds View Community Education Department coordinates the usage of the District #621 school facilities. Scheduling of district facilities is done by Community Education.

### I. Definitions & Priorities

#### A. Government activities

Elections, caucus meetings, public hearings, police, fire, military activities

#### B. School organizations/activities

To include school curricular, co-curricular, extra-curricular, school advisory groups, committees and all directly controlled school organization/activities.

#### C. Youth community organizations

To include recognized District 621 non-profit youth athletic associations, scout groups, 4-H, etc.

80% of roster/group must be district residents

#### D. Municipal youth activities

Youth activities that are offered by cities whose citizens are served by the School District.

#### E. Municipal adult activities: adult activities that are sponsored by cities whose citizens are served by the District.

#### F. Adult Community organizations: adult activities that are offered by non-profit School District resident groups. 80% of roster/group must be district residents

#### G. Non-resident, non-profit groups/organizations

Groups unable to meet the criteria established in items A-F will be charged non-resident, non-discounted fee. This includes high schools that compete directly with Irondale and Mounds View High School that reside outside the School District boundaries.

#### H. Commercial/Business groups

Groups which operate for profit will be charged a commercial fee.

#### I. Fundraisers

Activities which are fee oriented will be charged a commercial fee.

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### II. Designated available school usage hours in which custodial and services are routinely available:

Elementary schools are Monday through Friday from one (1) hour after the official day school dismissal time until 10:00 p.m.

Secondary schools from Monday through Friday from 5:00 p.m.-10:00 p.m., and on Saturdays from 8:00 a.m.- 4:00 p.m.

Additional times on non-school days or hours, and on weekends may be available on request.

### III. Guidelines For Facility Use Application

- A. All groups must have an approved permit prior to facility use.
- B. Facility requests shall be submitted to the Community Education Department at least **eight (8) days** prior to the first date facilities are to be used, and will be approved on the basis of priority established in Policy EG-5152. Request may be made using the district facility management software.
- C. Permits must be requested by a person 18 years of age or older who must be present during the scheduled activity.
- D. Permits may be requested for one-time usage or for a series of dates. Permits requested for a series of meeting dates must be scheduled within trimester periods, (September-December, January-May, June-August).

### IV. School and Organization Guidelines

It may be necessary when school emergencies arise to preempt usage. These guidelines are intended to encourage the practice of early planning to avoid conflicts with other organizations and to minimize the frequency of preemptions by school organizations which tend to negatively impact all community groups.

- A. School principals are required to provide to the Community Education Department a calendar of all known events and activities for the next school year not later than the last day of May of each calendar year.
- B. School principals may reserve school facilities to accommodate unplanned activities on an as needed basis with the approval of the Director of Community Education and the superintendent or Superintendent's designee.

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- C. School principals will notify the Community Education Department of changes or new reservations for school activities not included in the school activity calendar, and receive approval from the Director of Community Education or the Superintendent or Superintendent's designee before publicizing the activity.
- D. Building-wide activities (e.g. Back to School Night, etc.) or activities that require all available parking spaces are the only activities that will warrant scheduling use of the entire building.
- E. Director of Community Education or the Superintendent or Superintendent's designee will work collaboratively with the principal regarding rescheduling of any activities.
- F. Annual meetings of all District 621 youth athletic associations and municipal recreation departments will be scheduled each spring to review scheduling guidelines.

#### V.      Fees

##### A.      Usage Fees

Usage fees are based on one hour time periods. Permits are created based on 2 hour minimum rental periods for indoor facilities and stadiums. Rental periods include the full time a group occupies the space and may include fees for returning the space to usable condition for other groups.

##### B.      Change or Cancellation Fees

A minimum of two (2) business days' notice for cancellations or permit change requests is required. All associated permit rental fees are required to be paid if less than 2 business days' notice of changes or cancellations by the group is given to the Community Education office. A no show charge of \$30.00, in addition to the permit rental fees, may be applied to any group that does not show up for a rental and does not notify the Community Education office during business hours Monday-Friday 8am-4pm.

Permit change fees of \$5 may be applied to permits for excessive permit changes and repeated short-notice changes that impact staffing.

Community Education will request permit and space needs review with groups that hold permits for extended periods of time such as sports and activity season in an effort to confirm space needs and release or add space requests once registration and participation numbers are known and prior to the start of each season.

Clean up fees will be assessed for spaces left in poor condition as determined by a before and after usage inspection by the Building Supervisor or Custodian.

##### Clean-up Fee

\$25/classrooms minimum or hourly staff rate

\$50/gym, fields, pool, auditorium, cafeteria minimum or hourly staff rate.

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### Other

Rates for laboratories or other special facilities such as computer rooms, industrial tech and art rooms will be considered at the time of request depending on approval of equipment to be used.

Fees may be waived for a Youth Community Organization pursuant to an agreement for in kind upgrades to district facilities by that organization. The agreement must specify the in kind facility contribution and list the effective date and the expiration date of the agreement.

In addition, the school board reserves the right to deny use of any school facilities when deemed necessary to protect the public investment and the continued necessary maintenance to ensure quality facilities.

### C. Staffing Fees

Building Supervision, Custodial, Kitchen Supervision, Sound/Light Technicians, Grounds/Maintenance, Lifeguard, and overtime are not included in the hourly facility rental rates above. Fees adjusted annually based on employee contracts or agreements.

1. Building Supervisor - hourly fee is required for all indoor facility rentals.
2. Stadium Supervisor - hourly fee is required for all High School Stadium artificial turf and/or track rentals.
3. Custodial Maintenance, Building and Grounds Field Prep/Painting - hourly fees may apply. A Custodian must be present for all indoor facility rentals. A Custodian may be required for outside rentals-depending on the request.
4. Kitchen Supervision Fees - hourly fee is required for all school kitchen rentals
5. Sound/Light Technician - basic or advanced technicians-hourly fee is required for district auditorium/performance spaces.

### D. Equipment Fees

General - Basic classroom furniture and cafeteria tables and chairs when used in their assigned rooms will be furnished without cost. Additional furniture will be made available at the cost of custodial overtime. If additional setup time is needed, custodial fees will be added to the facility use request

Athletic - Volleyball nets, standards and basketball backboard will be provided without charge based on their availability. Rates for additional athletic equipment such as basketballs, volleyballs, floor games will be considered at the time of request, depending upon approval of equipment to be used.

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Recreation Departments may be allowed use of athletic balls, nets, standards, and other equipment etc., upon proper arrangements with the Community Education Department.

Special Services - Rates for equipment such as projectors and auditorium sound and lighting will be constructed at the time of request, depending on approval of equipment. Equipment for a specialized nature will be made available only with authorized personnel to supervise its operation, set-up and storage.

### E. Auditorium/Performance Space

1. Down Payment: \$50 or 10% of permit expenses may be required to hold a facility permit.
2. 60 Days Out: 40% of permit expenses may be due 60 days prior to scheduled event.

### VI. School Facility Usage Responsibilities

The acceptance of a permit issued for the use of school facilities constitutes an acknowledgment by the organization or group of the following conditions:

- A. An adult group supervisor (permit holder) must be present from the time of entry into the facility until the time of departure. The leader must identify him/herself to the Building Supervisor present in the building.
- B. The responsibility and liability for injury to persons or damage to property must be assumed by the organization and/or the individual responsible for making the application. Outside organizations using the School District facilities are required to furnish a Certificate of Insurance confirming liability coverage in the minimum amount of \$1,000,000 per person and \$2,000,000 per occurrence. We also require that District 621 be named as the certificate holder. If the insurance certificate is not provided by renter at least five working days before the event, the permit will be revoked.
- C. Groups are responsible for setting up and returning rooms and equipment used to the same location and arrangement they were in prior to usage. Additional staff fees may apply if groups request that setup and take down are completed by School District staff, or if groups do not return the space and equipment to the condition prior to using the space.

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**D. Cancellation or Changes:**

Permit revisions must be requested two (2) business days in advance and will be subject to available space and time. Permit times, facility and equipment may be changed only with the approval of the Community Education Department.

All building permits are subject to cancellation for the following reasons:

1. Inclement weather, safety concerns, facility/field conditions.
2. Infraction of regulations governing facility usage.
3. Failure to use a permitted facility for two (2) successive sessions without advanced notification to the Community Education Department.
4. Preemption by a government or school activity usage.
5. Inappropriate behavior of facility users (including spectators).

E. Applicants shall be responsible for any special supervision as deemed necessary by the Community Education Department, (i.e., additional supervisor, police protection, parking supervision, etc.)

F. Smoking, tobacco use and/or vaping in school buildings or on school property is prohibited.

G. Food and beverage may be served only in designated areas and must be authorized on the building usage permit. Additional permits from Ramsey County Health Department may be required. Permit Holder is responsible for contacting and obtaining permits.

H. Gambling and drinking or the possession of intoxicants within school buildings or on school property is specifically prohibited by law.

I. User groups are responsible for following specific facility use guidelines within each individual school.

1. Specific rules for use of special areas such as gymnasiums, swimming pools, kitchen and lunchroom facilities must be adhered to by the user.
2. Use of posters, advertising materials, or decorations on floors, walls or other parts of a building is prohibited without specific approval.
3. Decorations shall be fireproof and shall be erected in a manner that will not be destructive of school property.

J. Animals are not permitted in any District facility, except Seeing Eye Dogs or district-approved service animal pursuant to district Regulation EG-2100 – Learning Environment and Climate.

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#### Facility Fees Effective July 1, 2022

	District Discounted Youth Rate	District Discounted Adult Rate	Non-Resident Non-profit Rate	Commercial Regular Rate Rate
Small Gymnasium	\$7.00	\$15.00	\$45.00	\$85.00
Large Gymnasium	\$10.00	\$25.00	\$70.00	\$120.00
Cafeteria/ Multipurpose	\$10.00	\$15.00	\$45.00	\$85.00
Kitchen	\$10.00	\$15.00	\$55.00	\$110.00
Classroom	\$5.00	\$11.00	\$30.00	\$60.00
Forum/Commons	\$10.00	\$15.00	\$45.00	\$90.00
Music/Band Room	\$10.00	\$15.00	\$55.00	\$110.00
ID, MV, Chippewa Auditorium	\$25.00	\$35.00	\$75.00	\$15.00
HV, EW Performance Stage	\$20.00	\$30.00	\$60.00	\$120.00
Pool	\$25.00	\$35.00	\$75.00	\$120.00
Fields*	\$10.00	\$20.00	\$45.00	\$90.00
Stadium**	\$30.00	\$45.00	\$75.00	\$125.00
Tennis Courts (4-5 Courts)	\$20.00	\$40.00	\$140.00	\$240.00
Tennis Courts (8 Courts)	\$40.00	\$80.00	\$280.00	\$480.00
Concessions	\$10.00	\$15.00	\$30.00	\$60.00

*\*Striping or mowing beyond the regularly scheduled weekly maintenance of the fields by Mounds View School District is based on time and materials. Portable Restroom fees may apply.*

*\*\* Additional Stadium policies and Fees: Stadium supervisor is required-fee will be added to permit. Lights are an additional charge of \$20 per hour. Stadium clean up charges will be assessed at the actual cost of custodial time. Permits will be granted upon review of the Community Education and the High School Activities Director. All billing for stadium use will be managed by Community Education.*

Revised: June 30, 2022