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Saint Paul Public Schools Procedure 902.00.1

902.00.1 PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

The administrative procedures for community use of school facilities consists of two sections. Section I provides for step-by-step procedure to be followed for obtaining a permit to use school facilities. Section II identifies the five categories of use; all applicants will be assigned to one of these categories.

SECTION I: Permit Application Process

1. Category I Permit Use

- a. All Category I permits require approval of the Building Administrator and, if the use does not require custodial overtime or a change in custodial hours, the building permit will be issued by the Building Administrator or designee. An in-house building permit is needed for all building use occurring after 6:00 p.m. on regular school days and after 3:30 p.m. on non-school days.
- b. All Category I permit requests which are outside regular operating hours, or require custodial overtime or a change in custodial schedules, **MUST** be submitted to the Permit Clerk for prior approval by the Facilities Operations and Maintenance Department.

2. Category II, III, IV and V Permit Use

- a. Individuals/organizations requesting to use school facilities will be provided an "Application for Use of Public School Facilities." the applicant will also be provided with a "Schedule of Charges" and a copy of the "Rules and Regulations Governing the Use of School Facilities" by the Permit Clerk or the Building Administrator/designee.
- b. The applicant must complete fully and accurately the "Application for Use of Public School Facilities." This includes indicating all furniture, equipment and special set-up requirements.
- c. Applicant must obtain signature of approval from the Building Administrator or designee on the application form. (If Building Administrator elects to delegate this responsibility, the name of the designee must be submitted to the Permit Clerk and updated annually, as appropriate).
 - Signature of the Building Administrator/designee indicates approval for the permit use and also **confirms that the activity has been scheduled in the requested school facility space(s) for the dates/times requested on the application.**

- Building Administrator/designee may indicate any conditions of approval such as policy/security requirements, etc. This should be noted by the Building Administrator/designee on the application form.
 - If use is for grounds or athletic fields, application must also be approved by the Grounds and Labor Supervisor.
- d. If it is claimed to be a Community Education activity, the applicant must also obtain a signature of approval of the area Community Education Coordinator on the application.
- The Community Education Coordinator will indicate on the "Application for Use of Public School Facilities" if the permit use will be sponsored/funded by Community Education. If so, the Community Education Coordinator will ensure that the permit use is within the building operating hours, OR after arranging necessary overtime with the Office of Facility Operations and Maintenance.
 - The Community Education Coordinator forwards the "Application for Use of Public School Facilities" with the above information noted to the Permit Clerk for processing.
- e. For all non-Community Education activities, the applicant must return the completed and signed application form to the Permit Clerk.
- f. Applications must be received at least ten (10) working days in advance of the date a facility is to be used.
- g. The Permit Clerk will review the application and determine, based upon established criteria, the assigned Category of Use and level of supervision required. The Permit Clerk will indicate on the permit the level of supervision required based upon the following:
- Self-Supervised - all participants must be adults (age 18 or over)
 - Adult-Supervised -- school activity supervised by district staff OR, for other groups, supervision of a minimum of one (1) adult for every 25 participants. Exceptions: Testing events such as ACT, PSAT, SAT, I.B., competency testing, etc.; religious services, open houses. For these exceptions, the only requirement is that an adult supervisor must be present and must remain until all participants have left the building/grounds.
 - Adult-Supervised and Police Presence Required:
 - Large group (over 100) activities (such as performances, celebrations, etc.) may be subject to providing police/security supervision based upon the type of event, number of people and related factors, as determined by the District. (1 police for 100 participants.)
 - The Building Administrator/designee has the authority to adjust these requirements for any and all permit activities he/she approves for a facility. Criteria for requiring more stringent supervision may include the nature of the event,

number of people participating, security considerations of individual buildings and past experience.

- h. After assigning the Category of Use, the Permit Clerk will inform the applicant of the assigned category and the charges for the requested permit. (NOTE: Permit Clerk will also establish and maintain on file in the Permit Office a comprehensive listing of charge category assignments.)
 - i. Permit Clerk issues Building Permit and invoice for permit charges to the applicant. For Category III use, Permit Clerk arranges any necessary custodial overtime with Facility Operations and Maintenance before issuing permit.
 - j. Permits may be denied if, in the judgment of the administration, the applicant's use is in conflict or competition with an existing or proposed school district sponsored program.
 - k. Building Administrators, Community Education Coordinators, Central Security and Head Engineers will receive copies of all permits issued for their facilities.
 - l. Applicant must send payment made out to "Independent School District #625" to the Permit Clerk, Community Education, 360 Colborne, St. Paul, MN 55102. All billing, follow-up, receipt of payments and processing of payments to Accounting will be done by the Permit Clerk.
 - m. Payment is due at the time of approval of the application by the Permit Clerk. Additional charges will be applied to unpaid bills.
 - n. Repeated or serious violations (e.g. failure to comply with security, drinking, smoking regulations, vandalism, etc.) will result in the user being barred from use of district facilities for at least one year.
3. Changes in Permits
- a. All changes in permits (i.e., specified space to be used, hours of use, etc.) require prior approval of the Building Administrator/designee. If custodial overtime is involved, prior approval of Facility Operations and Maintenance is also required.
 - b. All requests for changes in permits and permit cancellations must be made at least forty-eight (48) hours in advance. Full charges will be applied for failure to cancel.
 - c. The Permit Clerk will issue a "Notice of Change or Cancellation of Building Use Permit."
4. Appeals Procedure
- a. All Category II applicants requesting sponsorship or funding through Community Education shall direct their requests to the Director of Community Education. Use in this category is subject to review process by the local Community Education Advisory Council.
 - b. The Permit Clerk will determine placement of applicants in appropriate charge categories based upon established criteria. The

Director of Community Education may provide consultation in interpretation of a group's placement in a charge category based upon established criteria. The Director of Community Education may grant exemptions, waivers or reductions in fees to groups requesting permit use of district facilities if both of the following criteria are satisfied. (1) The Director of Community Education determines that the fees charged based on the established criteria and charge schedule would create an undue hardship to the user; AND (2) the permit activity will provide significant benefit to the district's students, staff and/or residents of the City of St. Paul.

- c. Applicants dissatisfied with their charge category placement may appeal their placement to the Community Relations Committee of the Board of Education. The Community Relations Committee will review the appeal in terms of the appropriateness of placement of the applicant in the assigned charge category based upon the established criteria. In those cases where the category placement appears somewhat ambiguous, the Committee shall make a determination and assign the applicant to the category it determines most appropriate for the specific activity/use requested by the applicant. The Community Relations Committee may also review and make a decision on appeals made concerning the Director of Community Education's decision on requests for waivers, exemptions or reductions in fees.

5. On-Site Permit Changes

- a. The building custodian on duty shall have the responsibility and authority to restrict permit activity to the conditions (i.e., hours, spaces, etc.) specifically authorized by the permit. The building custodian on duty may expand permit conditions (i.e., space, hours) to meet groups' needs but must complete an "On-Site Permit Change Form" and report such changes to the Permit Clerk the following work day.
- b. Permit users who exceed the time and/or space use covered by the permit will be charged for the additional cost.

SECTION II: Permit Charge Categories

1. Category I: Space Use Activities Supported by the General Fund

- a. **CRITERIA: Must meet at least one of the following criteria:**
 - Early childhood through grade 12 and adult literacy activities of ISD 625's approved and budgeted educational program.
 - All parent/community activities that are a part of the general education program (including monthly PTA/PTO and/or site based council meetings).
 - Conferences related to students, such as parent/teacher, social agency conferences, counselor conferences.
 - School-approved extra-curricular activities of students including interscholastic athletics, school dances, plays, concerts, etc.

- Public health functions (i.e., inoculations)
- School-sponsored fund raising activities supporting school related functions in which all proceeds after expenses (not a portion/percentage) goes to the school/district.
- Political caucuses and elections.

b. LIMITATIONS

- Activities may be subject to administrative restrictions in terms of frequency, location or hours based upon budgetary considerations.
- School activities occurring outside regular building operating hours must cover custodial costs (except school-approved extra-curricular activities, as defined in the "Terms and Conditions of Professional Employment between the District and the Saint Paul Federation of Teachers").
- In buildings whose regular operating hours do not extend beyond 6:00 p.m. PTA/PTOs and/or site-based councils may use a building up to six (6) hours per month weekdays outside regular building operating hours -- up until 9:30 p.m. Monday through Thursdays and up until 6:00 p.m. on Fridays -- for meetings as Category I use. Other facilities may be used during regular operating hours at no charge. Any use beyond that will require payment of all custodial costs.

c. ASSIGNMENTS

- Parent conferences
- PTA meetings (subject to above limitations)
- Site-based councils
- Interscholastic athletics, meets, debates
- School dances, plays, concerts
- Public health functions
- Political caucuses and elections
- Fund raising activities in which all proceeds after expenses go to the school/district
- District employee training
- School health fairs/clinics
- **Odyssey of Mind**

2. Category II: Space Use Activities Supported by Community Education. Space Use Activities by Non-Profit Groups

a. CRITERIA: **Must meet ALL of the following criteria:**

- Seventy-five (75) percent or more of participants are Saint Paul residents
- Fees are not profit motivated.
- Meets Monday through Friday (Monday through Saturday for Community Education) during regular individual building operating hours as established by the Office of Plant Planning and Maintenance.

- Use of space (frequency/amount) is appropriate for size of group.
- Use does not involve more than a nominal charge for participation.

b. **AND must meet AT LEAST ONE of the following criteria:**

- Group is sponsored/funded through Community Education budget, and the program/activity is part of the published Community Education course offerings (if not published, must be approved by Director of Community Education), and, as such, use is in accordance with the following requirements:
 - (1) Provides direct benefits to residents of Saint Paul
 - (2) Has open enrollment policy
 - (3) Use is subject to review process by local Community Education Advisory Council

Community Education funding/sponsorship may cease due to Community Education budgetary limitations, misrepresentation by group, failure of group to participate in local Community Education process or change in category status.

OR

- Groups administered or funded directly by City, County, State or Federal governments, including:
 - (1) All City of Saint Paul departments, State of Minnesota and Ramsey County uses, including public meetings and hearings
 - (2) District Planning Councils
 - (3) Public education classes sponsored by State of Minnesota Colleges and Universities. Educational courses conducted by all State institutions, including courses for which tuition is charged (use must occur during regular building operating hours).

OR

- Non-profit organizations which are either:
 - (1) Registered with the Secretary of State as a non-profit group

OR

 - (2) The following youth service organizations for Saint Paul youth whose fees/activities are not profit motivated. Scouts, Camp Fire, Boys and Girls Clubs, Junior Achievement and educational service groups for district students as approved by the administration.

c. **LIMITATIONS**

Community Education activities/use occurring outside regular building operating hours must cover custodial costs.

d. **ASSIGNMENTS**

- Community Education classes or events

- District Council meetings
- City of Saint Paul meetings, activities, testing, etc. (including Parks and Recreation)
- State of Minnesota meetings/activities, testing, etc. (including Community Colleges), Ramsey County meetings/activities, etc.
- University of Minnesota Tuition Free Programs
- Inver Hills Community College classes
- Educational courses offered by State institutions
- Boy and Girl Scouts
- Camp Fire
- Boys and Girls Clubs of Saint Paul
- Junior Achievement
- Rosettes Color Guard
- Saint Paul YMCA/YWCA
- Community meetings/Neighborhood block clubs
- Religious activities NOT involving free will offerings, fund raising, donations, etc.

3. Category III: Space Use Activities

a. INCLUDES:

All for-profit organizations, private functions, political organizations or functions not meeting the criteria of Category I or Category II use; and all weekend use and use outside building operating hours for Category II groups. (This includes Category II groups charging more than a nominal fee, OR charging no more than a nominal fee but whose permit use occurs outside regular building operating hours.) Groups using large spaces and classrooms will be charged Category III rates for all large spaces and Category II rates for classrooms. Groups using multiple classrooms will be charged Category III rates for the first classroom and Category II rates for all other classrooms.

b. ASSIGNMENTS

- Winter Carnival activities
- Political conventions and other functions except caucuses and elections
- ACT, SAT, PSAT testing

4. Category IV: Space Use Activities by Other Groups

a. INCLUDES:

- Groups using school facilities wherein profits are generated through admission charges or sale of materials. this includes: school-related fund raising activities not meeting the criteria for Category I sue; activities for which admission will be charged; activities which will include sale of good; and/or activities in which there will be "free will offerings" or collections taken.
- Groups using large spaces and classrooms will be charged Category IV rates for all large spaces and Category II rates for

classrooms. Groups using multiple classrooms will be charged Category IV rates for the first classroom and Category II rates for all other classrooms.

b. ASSIGNMENTS

- Activities involving free will offering, fund raising, donations, etc.
- Fund raising activities in which none or only a portion of the proceeds after expenses go to school/district.

5. Category V: Space Use Activities by Other Groups

a. INCLUDES:

Use clearly not fitting the criteria of Categories I, II, III or IV use. The Director of Community Education will negotiate fees for Category V use. Example: Movie company filming at a district site.