ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

COMMUNITY USE OF SCHOOL FACILITIES

School District facilities are available for use by community members through St. Michael-Albertville Community Education. Please review all of the rules and policies carefully.

Cameron Goude

Community Education Director

(763) 497-6511

Jim Mauss

Facilities & Activities Coordinator

763-497-6560 ext. 8011

Adopted: 07/01/2022

PHILOSOPHY

The philosophy of the School Board is to encourage the use of school facilities by groups and organizations whose purpose and objectives contribute to the school program or to the community.

REGULATIONS

1. Facility Use Requests - Requests for facility use must be submitted by all groups to the Facilities Coordinator at least seven working days prior to the intended date.

2. Scheduling - The Facilities Coordinator maintains a complete schedule for use of the district's facilities after school hours. Priority for use of facilities is given to school events including Community Education activities.

   Occasionally it is necessary to cancel permits as a result of unforeseen circumstances. If a conflict occurs, every effort will be made to find an alternate facility for the non-District group.

3. Rental Agreement and Fees - All non-school groups requesting the use of school facilities must sign a rental agreement, and pay the rental fee at least five working days prior to the event. The rental fee charged will vary depending on the nature of the sponsoring organization or group, and the type of facility requested. Quotes for fees are approximate, not all charges can be anticipated.

   - A certificate of **liability insurance** will be required from applicants who use school facilities.
   - Food permit is required for selling non-packaged food items.

   The group or organization may cancel the agreement without penalty provided notice is given at least five working days prior to the scheduled rental. Rental agreements are non-transferable. There will be a 2 hour custodial fee charge if no notice is given and full rental agreement will be charged.

4. General Conditions for Rentals

   a. The sponsoring leader of the group or organization using facilities must be present to supervise. If the expected participation is over 20, a Community Ed Building Supervisor may be required and group will be charged the fee.

   b. All facilities must be returned in their original condition. This includes moving chairs, tables, AV equipment, etc.

   c. Organizations must provide their own equipment. (Basketballs, volleyballs, coffee makers, etc.)

   d. The school district's facilities will be made available to non-school affiliated organizations or groups from 3:30pm to 10:00pm Monday - Friday without a custodial fee. Facilities are also available on the weekends, but would include the fee of $45.00 per hour for a custodian to be on duty.

   e. All STMA buildings and grounds are tobacco and chemical free. State Fire laws must be observed at all times. Emergency exits shall remain visible and accessible at all times. All illegal activities are prohibited.

   f. Larger events may require an additional fee for garbage removal. This is at the discretion of the Facility Coordinator.

   g. Children must be supervised at all times (including the halls and restrooms)

   h. No food or drink in ANY carpeted area or gymnasium (except water)

   i. Unloading of any large equipment must happen at the loading dock.

   j. Posters/Signs must be pre-approved by the Community Education Director. All advertising must have the disclaimer, "This event is not sponsored by St. Michael - Albertville Schools".

   k. Every group, organization, agency and individual using of school facilities or equipment shall be responsible for any personal injuries, and facility or equipment damage that may take place on school property while they are scheduled in a facility and/or equipment and to provide adequate supervision for the specific activity.

STAFFING
Groups/individuals using District 885 facilities are responsible for staff charges resulting from their use.

a. Custodial – This could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed. Custodial time is charged at a rate of $45.00 per hour. Holiday custodial fee is determined by the contract.

b. Food Service – A food service employee must be present when use of kitchen is requested. There is an additional charge of $42.00 per hour for this service.

c. Building Supervisor – A building supervisor may be placed by the district to protect and oversee the facility. There is an additional charge of $20.00 per hour for this service.

d. Lighting/Sound Technician – Use of the High School PAC, and MSW Auditorium lights and sound require a technician. The fee is $40.00 per hour for this service.

WEEKEND AND SUMMER USE
There is limited use of district facilities on weekends, holidays and any school release days. Use of facilities during these times may result in any group being assessed a custodial service fee.

INCLEMENT WEATHER
If school buildings are closed due to inclement weather, all evening activities are canceled. To check for school closings or late starts, please tune into these TV stations: KARE 11, WCCO, FOX 9, or KSTP or call the Community Education weather line at 763-497-6550 ext. 2.

RENTAL GROUPS
Organizations desiring facility use are classified into four groups. Rental fees are determined by group classification.

Group 1

- Local youth and adult nonprofit community organizations located in District 885
  Yearly Fee of $25.00 will be charged for regularly scheduled meetings.
- Political Caucuses
- Non Public Schools in District 885
- Homeowners Associations

Group 2

- District/Non District residents/businesses providing activities for youth
- Church Services
- Sporting organizations outside District 885
- Colleges/University events and classes

Group 3

- Local commercial/business groups located in District 885

Group 4

- Business organizations located outside District 885
- Negotiable

Additional Charges

Garbage Pickup	$45.00
Upright Piano Fee	$20.00 per event
Electrical hook up	$20.00 per day
Extra mowing of fields	Overtime rate

RENTAL RATES

General Rooms (All Schools)	Group 1	Group 2	Group 3
Any Classroom	$25.00/hr	$35.00/hr	$70.00/hr
Choir/Music Room	$30.00/hr	$50.00/hr	$80.00/hr
Media Center	$30.00/hr	$50.00/hr	$80.00/hr
Locker Rooms	$15.00/hr	$50.00/hr	$40.00/hr
Parking Lot	$15.00/hr or $150/day	$15.00/hr	$15.00/hr

Albertville Primary, Big Woods, Fieldstone, and St. Michael Elementary	Group 1	Group 2	Group 3
Gym-per court	$15.00/hr	$55.00/hr	$110.00/hr
Cafeteria	$30.00/hr	$45.00/hr	$90.00/hr
Media Center	$30.00/hr	$40.00/hr	$80.00/hr

High School	Group 1	Group 2	Group 3
Gym-per court	$20.00/hr	$60.00/hr	$110.00/hr
Cafeteria	$30.00/hr	$55.00/hr	$100.00/hr
Media Center	$35.00/hr	$50.00/hr	$100.00/hr
Wrestling Room	$20.00/hr	$25.00/hr	$50.00/hr
Tennis Courts	$100.00/hr	$150.00/hr	$140.00/hr

Tournament Fees	Group 1	Group 2	Group 3
Activity Center-per court	$15.00/hr	$35.00/hr	$45.00/hr
Gym-All Courts	$350.00 for 10 hours	$45.00/hr	$175.00/hr
Activity Center-all 6 courts	$450.00 for 10 hours	$150.00/hr	$200.00/hr
Activity Center & Gym	$650.00 for 10 hours	$200.00/hr	$250.00/hr

*For information on renting the HS PAC or MSW Auditorium, please see the PAC or MSW brochure.
*For information on renting the STMA Dome or the stadium field, please see the STMA Dome brochure.