

2024-2025 RENTER AGREEMENT



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District 197 facility rentals are available to our wider community when school programs are not in operation. The District 197 Community Education office serves as the operations and service center for all community use of district facilities in the areas of scheduling, billing, and building supervision. This document outlines the process for obtaining a rental permit, rental priority groups, fees and expectations for use.

Weekday rentals are available from 6:00 pm-9:30 pm. Weekend rentals are available from 8:00 am-9:30 pm.

Applications for rentals will be confirmed after District 197 events are processed. **See Rental Priority Categories** for scheduling groups and timelines.

For questions or clarifications, contact:

Eric Sherden, Community Education Coordinator / 651-403-8520 / Facilities@isd197.org

PROCESS & PROCEDURES FOR SCHEDULING FACILITIES

A facility permit is required to secure the use of district facilities. The initial step in the process is the completion of the online facility request.

To start this permit process, go to <https://www.isd197.org/community/facilities-rental>

1. Prior to using school district facilities, a non-district applicant must apply for a permit at least 14 days prior to requested use.
2. Applications for permits must be submitted by an authorized adult representative of the organization or individual applying for the use.
3. A submitted application constitutes acceptance of the terms and conditions, fees, district policies, rules and regulations regarding facility use.
4. If the application is approved, the district will issue a permit to the applicant via email, or mail a copy if email is not available. Facilities are not reserved until the user group receives a permit by the facility use office.
5. Permit changes after approval are not guaranteed. All change requests require written notice 48 business hours in advance and incur a \$15 change fee.
6. Facilities are to be used strictly for purposes for which the space was requested. Permit holders cannot transfer or sublet to other organizations or individuals. Doing so nullifies an approved permit. District staff may request the organization or individual leave the facilities or grounds if they are not the approved permit holder.
7. All groups requesting use of District 197 facilities must sign the rental agreement, and pay the applicable fees.

A permit will not be granted for any use that in the judgment of the district administration (1) may conflict with the mission of the district, or (2) for which satisfactory sponsorship or adequate adult supervision is not provided.

DISTRICT 197 LOCATIONS

District 197 Aquatic Center 1897 Delaware Avenue, Mendota Heights, MN 55118

Friendly Hills Middle School 710 Mendota Heights Road, Mendota Heights, MN 55120

Garlough Environmental Magnet School 1740 Charlton Street, West Saint Paul, MN 55118

Heritage E-STEM Magnet School 121 Butler Avenue, West Saint Paul, MN 55118

Mendota Elementary School 1979 Summit Lane, Mendota Heights, MN 55118

Moreland Arts & Health Sciences Magnet School 217 West Moreland Avenue, West Saint Paul, MN 55118

Pilot Knob STEM Magnet School 1436 Lone Oak Road, Eagan, MN 55121

Somerset Elementary School 1355 Dodd Road, Mendota Heights, MN 55118

Two Rivers High School 1897 Delaware Avenue, Mendota Heights, MN 55118

TERMS AND CONDITIONS SIGNATURE

1. Applicants agree to protect, indemnify and hold harmless District 197 and its employees from any and all claims, liabilities, damages, or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit. District 197 assumes no liability in connection with the use, loss, damage or destruction of equipment or personal property belonging to the renter.
2. Proof of insurance is required with School District 197, 1897 Delaware Ave, Mendota Heights, MN 55118 listed as a certificate holder. The coverage amount, per statute, is a minimum of \$500,000 per occurrence/\$1,500,000 aggregate
3. Occasionally, district events must be rescheduled, which supersede permit holders. District 197 reserves the right to nullify rental agreements that conflict with school activities even though such activities may be scheduled after validation of the rental agreement. Renters accept this risk.
4. Organizations must provide their own sports equipment. Use of school equipment is prohibited without consent. All equipment must be removed from the site after rental is completed. Any damage to district property occurring from renter use, either unintentional or by intentional misuse, will be repaired by the district at the renter's expense.
5. The user organization is fully responsible for the safety and supervision of the specific space they are using and will assume full liability for any damages. All activities must be under competent and responsible adult supervision with an on-site supervisor provided by the renter. This applies for the duration of all weekday and weekend rentals. The organization's site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event. Propping doors to let participants into the building is strictly prohibited. Youth must be supervised at all times and cannot be left unattended at the end of a permit.
6. Rental agreements are non-transferable. Subleasing is not allowed. Doing so nullifies an approved permit. School district employees or groups may not block out facilities for use by other district or non-district users.
7. Set-up, tear-down, clean up, and coach/parent/athlete discussion time is billable time and should be built into your permit time. Groups that arrive early or stay late will have their permit times adjusted at the hourly rental rate, with additional early entrance/late exit fees. This is strictly enforced.
8. No-shows or cancellations incur rental and staff fees based on the time of notice. **See Permit Fees/Cancellations.**
9. The district reserves the right to cancel or withhold use privileges if rules and regulations are violated, there is negative impact of use, or the renter is not adhering to facility use expectations. The district may cancel a facility permit for reasons including, but not limited to:
 - a. Inadequate group supervision as determined by the building administrator or designee.
 - b. Misuse or disrespect of district property, equipment or facilities.
 - c. Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee. Permits will be canceled immediately if the administration or designee judges continuation to be potentially harmful, dangerous, or the program or participants' actions are not equivalent to that generally accepted by the community
 - d. Facilities being used for games of chance, lotteries, or activities classified as gambling. Use of alcoholic beverages, tobacco products, smoking, or vaping.

In the event of the cancellation or revocation of a permit, there will be no claim or right to damages or compensation on account of any loss, damage or expenses whatsoever.
10. In emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical), the decision to close the school will be made by the superintendent or designee. When school is closed for emergencies, and district scheduled co-curricular and curriculum events are canceled, rental groups must follow suit. Renters will receive full refunds for space and staff fees when the decision to close school operations is made by the district. There are no refunds on indoor or outdoor rentals for weather unless, and until District 197 issues a weather-related school day cancellation.
11. Review site supervision and required personnel guidelines carefully. Services or assistance for set-up or takedown must be negotiated in advance and noted on your permit. The district personnel on duty supervise the operation of facilities, but are not required to supervise the group, its activities, or assist with technology or rental clean up. All rentals must have responsible adult supervision provided by the renting organization. Renters are responsible for setting up and tearing down any additional equipment used during rentals (chairs, tables, scoring equipment, etc.). If custodial cleaning time is required after your rental, your group will be billed accordingly.
12. No glitter allowed. Additional charges for equipment damage may apply.

13. Renters will be invoiced at the completion of the permit date(s). Fees are due within 30 days of billing. Late fees will be applied for overdue balances. Prepayment may be required for permits over \$750. A damage deposit may be required. Failure to pay will result in future permits being denied.
14. Only Certified Service Animals are allowed inside or on District 197 grounds. Domestic pets of any kind are not allowed on fields, grass areas, inside Matson Complex, or Warrior Field.
15. Signs posted directing people to your location must use blue painters tape only. Any damage to the walls or chipped off paint will result in additional fees.
16. LIVEGREEN is the district's sustainability program that promotes energy saving, recycling and other green initiatives throughout the district. See <https://www.isd197.org/resources/livegreen> to learn more about supporting this effort.

By signing below, I agree to the terms and conditions for District 197 facility rental use. Failure to comply may result in termination of future permits and/or additional charges.

User Signature _____ **District Signature** _____

User Printed Name _____ **District Printed Name** _____

User Organization _____ **District 197 Facility Rental** _____

Date _____ **Date** _____

RENTER APPLICANT CHECKLIST

- Reviewed Permit Fee/Cancellations on page 6.
- Reviewed site supervision and required personnel guidelines on page 7.
- Submitted a facility request here: <https://www.isd197.org/community/facilities-rental>
- Submitted a Certificate of Insurance listing District 197, 1897 Delaware Ave, Mendota Heights, MN 55118 as a certificate holder to Facilities@isd197.org.
- Submitted signed Terms and Conditions to Facilities@isd197.org.
- Reviewed Permit for scheduled dates, unavailable dates, and canceled dates.

RENTAL PRIORITY CATEGORIES

Organizations using district facilities are classified into four categories to determine scheduling priority and fees based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision are constant for all user groups regardless of organizational differences.

If multiple groups or organizations at the same priority level are requesting the same space, whichever serves the highest number of District 197 students and/or residents will receive the higher priority status.

When applying for a permit, rental organizations or individuals will be categorized based on the criteria listed below. Supporting documentation may be requested to clarify and confirm the correct priority category.

<p>GROUP I Priority 1</p>	<ul style="list-style-type: none"> <input type="checkbox"/> District 197 School Events, Athletics and Activities <input type="checkbox"/> District 197 Community Education programs <input type="checkbox"/> District 197 School sanctioned booster organizations <input type="checkbox"/> Meetings sponsored by local civic and tax supported agencies which are of general interest, educational, and open to the public with free admission
<p>GROUP IIA Priority 2 Youth</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Resident non-profit youth organizations with 75%+ District 197 students <input type="checkbox"/> Resident Parks and Recreation youth events or programs <input type="checkbox"/> Non-Public Schools inside district boundaries
<p>GROUP IIB Priority 2 Adult</p>	<ul style="list-style-type: none"> <input type="checkbox"/> District residents (non-commercial), resident non-profit organizations <input type="checkbox"/> Organized community services, citizens and civic groups (Lions, Rotary, Legion, etc.) <input type="checkbox"/> Political party meetings and conventions
<p>GROUP III Priority 3</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Resident business organizations <input type="checkbox"/> Resident special interest groups (*admission charged) <input type="checkbox"/> Non-resident, non-profit organizations <input type="checkbox"/> Non-Public Schools outside district boundaries <input type="checkbox"/> Community benefits/fundraisers are considered nonprofit <input type="checkbox"/> *Legally designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Director of Community Education indicating proceeds from the event will be used locally for charitable purposes. If no letter is submitted, the group will be considered a for-profit organization.
<p>GROUP IV Priority 4</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Non-residents <input type="checkbox"/> Non-resident business organizations <input type="checkbox"/> Organizations located outside district boundaries whose participants equal less than 75% of district residents

APPLICATION TIMELINE

Permit requests for non-district organizations are accepted throughout the year, using group priority status timelines. The timeline fits the high school sports seasons to allow increased organization and reduce the number of cancellations. Groups may submit applications for seasonal facility use using the calendar dates below. Groups may submit after their priority deadline has passed, but do not receive priority over other permits that have been approved in the meantime.

Dates of Use	Space Request Acceptance Dates		
	Group IIA	Group IIB	Groups III & IV
*Fall: August 12-November 10 2024	May 1	May 15	May 30
Winter: November 11-March 9 2025	June 1	June 15	June 30
Spring: March 10-June 8 2025	Dec. 1	Dec. 15	Dec. 30
*Summer: June 9-August 10 2025	Apr. 1	Apr. 15	Apr. 30
*Fields are offline for one week in June and four days in October for spraying. Field rentals are not allowed during spray weeks.			

PERMIT FEES/CANCELLATIONS

A facility permit is required to secure use of district facilities. Requests for permit approval must be submitted at least 14 days before the event. Permit application, changes and cancellation fees apply.

Permit Application Fee	\$20 / permit 14+ days before event
Expedited Permit	\$35 / permit 1-13 days before event
Permit Changes	\$15 / change Permit changes must be made 48 business hours in advance Change requests are not guaranteed
Permit Cancellations	Day of event: 100% of space, staff and maintenance fees 1-2 days prior to event: 100% of space and staff fees, plus maintenance fees if performed prior to cancellation (ex: field maintenance) 3-14 days prior to event: 100% of space fee, plus maintenance fees if performed prior to cancellation (ex: field maintenance) 15-29 days prior to event: 50% rental space fees 30+ days prior to event: \$15 fee
Late Payment	\$15 / month

Permits are invoiced at the completion of rental date(s), with exception of required prepayment for permits over \$750. Balances are due within 30 days of receiving an invoice. Late fees will be applied. A damage deposit may be required. Failure to pay will result in future permits being denied.

REQUIRED RENTER SUPPLIED SUPERVISION

The user organization is fully responsible for the safety and supervision of the specific space(s) they are using and assume full liability for any damages. All rentals must be under competent and responsible adult supervision via an on-site supervisor supplied by the rental group. This applies for the duration of all weekday and weekend rentals. **The organization's on-site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event.** All accidents occurring while using district facilities must be reported to the facility supervisor or custodian on duty as well as in writing to Facilities@isd197.org for follow up.

Renters are responsible for setting up and tearing down their equipment add-ons (including desks, chairs, tables and scoring equipment) and returning the facility to its original state before leaving. The renter's on-site supervisor is responsible for group cooperation for this policy, not the custodian. Renters are expected to return the facility to its original state before leaving.

Facility users must supply and assume the cost of any special supervision required, such as police security or parking supervision, as determined by the facility scheduler. Tournaments may require additional school district facility supervisors. District employees will report back to the community education administration when adult supervision is not adequate, and take appropriate action.

REQUIRED DISTRICT 197 PERSONNEL

All rentals require varying levels of staff coverage depending on the type of use. Required staff is coordinated through the Community Education Coordinator. Fees for staff are assessed to the renter. District 197 personnel fees are the same across all user groups regardless of organizational differences. If personnel has to stay longer or arrive earlier than planned, it will be billed to the renter.

Facility Supervisors

District 197 facility supervisors are staffed to circulate the district when facilities are in use by renters. They are responsible for ensuring spaces are unlocked, prepped for use based on the rental requirements, removing non-scheduled users, problem solving issues prior to the start of your rental, and alerting users of weather-related changes. They are not responsible for the safety and supervision of group activities or individuals, arranging equipment or rooms (chairs, tables, desks), technology assistance, or clean up.

Group IIA, IIB, III & IV	Fee
Monday-Friday 6-9:30pm for indoor use and some outdoor *Special events	\$25/hour Covers one facility supervisor

*Special events such as dance recitals, tradeshow or tournaments may require additional facility supervisors at the renters expense.

Custodial

Organizations and individuals incur the cost of all custodial service for facility use beyond regular custodial duty hours at \$45/hr. This includes permit use beyond 9:30 pm Monday-Friday, and all weekend hours.

Custodians arrive 30 minutes prior to permit start times to turn on HVAC, prep spaces as outlined on the permit, deliver approved equipment add-ons, and secure areas not included in the permit. Custodians remain onsite 30 minutes after groups have vacated to tear down, clean rented spaces and restrooms, and perform a building security check before setting the alarm. The building is inaccessible to renters during opening and closing procedures. This is billed to renter.

The custodian on duty is responsible for the operation of facilities. They are not responsible for the safety and supervision of the group or its activities, arranging rooms (spectator chairs, tables, desks, scoretables) before or after use, or technology assistance. Renters are responsible for setting up and tearing down their equipment add-ons, and returning the facility to its original state before leaving. The renter's on-site supervisor is

responsible for group cooperation for this policy, not the custodian. Facility users will be assessed custodial fees of \$45/hour if the use of a facility requires significant clean up.

Group IIA, IIB, III & IV	Fee
Monday-Friday after 9:30 pm Saturday-Sunday	\$45/hour + opening and closing time. Covers one custodian

Based on the size and needs of your group, additional custodians may be required for special events or tournaments.

Lifeguards

Renters of the Aquatic Center require Red Cross certified lifeguards, staffed through District 197. [Please see Aquatic Center Rentals.](#)

Audio / Visual Technicians

A trained district media technology employee must be on duty when the operation of sound and/or lighting systems is required. This applies to all performing arts use in the auditorium.

Group IIA, IIB, III & IV	Fee
Monday-Sunday	\$34 / hour + 15 min before and 15 min. after permit timeslot Covers two student techs.

Optional Add-On	Fee
Monday-Sunday	\$45 / hour Covers District 197 Lead AV Coordinator

Food Service / Kitchen / Cafeterias

A food service/nutrition District 197 employee must be on duty whenever kitchen facilities are used. The user is responsible for covering all personnel expenses. When serving food, refer to the Compost and Recycling Standards for District 197, ensuring all trash is disposed of properly in the containers provided. All uses of food & beverage in cafeterias must be included in the application request as it will likely involve cleanup fees.

Concessions

District 197 Boosters hold the rights for use of concession areas in district facilities. The district may approve outside groups to operate concessions on a case by case basis in advance through the facility use office. All health and food permits as required by the City of Mendota Heights or City of West St. Paul, must be obtained by the user prior to sales or distribution. When serving food, refer to the Compost and Recycling Standards for District 197, ensuring all trash is disposed of properly in the containers provided.

EQUIPMENT USE & FEES

The use of district-owned equipment for private purposes either on or off district property is prohibited. Use of district-owned physical education supplies or equipment is not permitted. Equipment of a specialized nature will be made available only when approved by the Community Education Coordinator.

In the event of damage to district property, the applicant will pay all appropriate repair costs as determined by the district. If damage is not reported, it could result in revocation of future facility usage.

The district will not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property.

Group IIA, IIB, III & IV	Optional Add-Ons
Tables/Chairs Requests for items not already on-site must be approved in advance to ensure availability of items and arrange staff coverage. Additional custodial fee of \$45 per hour will apply to complete the request for table and chair delivery and set-up.	\$5 / table / day \$0.50 /chair / day
Scoring Equipment	\$30 / day
Microphone	\$15 / day
TV/VCR/DVD	\$25 / day
Snow Plowing District 197 plows as needed for regular school use, but does not provide snow removal for rentals unless requested with appropriate fees included in your permit.	\$50

INDOOR FACILITY RENTAL FEES

Rental fees are calculated on a per hour basis and begin at the approved entry and exit times.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Aquatic Center: Two Rivers High School	See Aquatic Center Pool Rental		
Auditorium: Two Rivers High School	\$25	\$75	\$150
Black Box Theater: Two Rivers High School	\$25	\$75	\$150
Board Room (A264 or A330): Two Rivers High School	\$11	\$22	\$44
Cafeteria: All Locations	\$11	\$22	\$44
Classroom: All Locations	\$7	\$14	\$28
Dance Studio: Moreland Arts & Health Sciences	\$11	\$22	\$44
Gym: Elementary & Middle Schools	\$15	\$30	\$60
Gym-Main (3 courts): Two Rivers High School	\$25	\$50	\$100
Gym-South (3 courts): Two Rivers High School	\$25	\$50	\$100
Gym-Gymnastics: Two Rivers High School	\$15	\$30	\$60
Gym-Wrestling: Two Rivers High School	\$15	\$30	\$60
Music Room: Elementary & Middle Schools	\$11	\$22	\$44

AQUATIC CENTER POOL RENTAL: TWO RIVERS HIGH SCHOOL

Rental fees are calculated on a per hour basis and begin at the determined and approved entry and exit times.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Pool (8 Lanes) & Diving Well	\$120	\$165	\$180
Pool (8 Lanes)	\$100	\$150	\$165
Diving Well	\$40	\$55	\$65
Lifeguard see below	\$20 / guard	\$20 / guard	\$20/ guard
Facility Supervisor (Required)	Included in the hourly fee listed above.		
Custodial Coverage Special Circumstances	See Required District 197 Personnel		

Lifeguards

Renters of the Aquatic Center require Red Cross certified lifeguards, staffed through District 197. Permits will incur an hourly rate of \$20 per lifeguard, plus 15-minute setup and 15 minute clean up time. Pool rentals require certified lifeguards staffed according to the following standards:

Number of Patrons	Number of Required Lifeguards
1-50	2
51-75	3
76-120	4
121-160	5
161-210	6
Bather Capacity: 379	

District 197 reserves the right to cancel a rental if it is unable to staff lifeguard coverage. You will be notified of this decision 72 business hours prior to your rental by email. For long term rental groups, alternative agreements may be put in place if coaching staff has proof of current lifeguard certification from the Red Cross.

Facility Supervisor

A facility supervisor will be staffed for all Aquatic Center rentals and is included in the Aquatic Center rental rate. Their duties are limited to security of the building and administering emergency procedures. They are not responsible for the safety and supervision of group activities, individuals, unattended athletes or spectators, locker room patrol, or equipment and pool deck clean up. .

Equipment Use

Equipment use for renters is limited to lane lines, flags and starting blocks when available. Use of school equipment is prohibited. This includes but is not limited to; Colorado Timing System, kickboards, life vests, noodles or toys. Teams hosting swim events must supply their own timing system. All equipment must be removed from the site after rental is completed. Renters are not allowed to store items at the Aquatic Center.

Pool Setup/Takedown

First group in the lap pool each day will setup the lane lines and flags as needed. The last group in the lap pool each day is responsible for removing all lanes lines and flags. At the end of each rental the pool deck needs to be cleared of equipment, garbage and personal items removed, and all

showers and faucets must be turned off. A complete walk through the pool deck, locker rooms and rest rooms needs to be completed with renter and the Facility Supervisor at the end of pool rentals. The Facility Supervisor will deploy the pool covers after the last group in the pool each day.

Spectators

Parents, spectators and fans should observe from the stands. Only athletes, coaches, and adult volunteers are allowed on the pool deck.

Water Temperature

The water temperature will be set for Minnesota State High School League (MSHSL) and NSIC (Northern Star Intercollegiate Conference) competitive swim seasons (August 10 - March 30). Requests to increase or decrease pool water temperatures will not be honored.

Pool Rules

Renters must follow all posted rules for locker rooms, pool, and diving boards.

Locker Rooms

- No cell phone use
- Turn off showers and faucets after use
- Clean up your trash, litter or spills

Pool Rules

- Swimmers must shower before entering the pool
- Signs of infection or open wound(s) are reasons for refusing entrance
- All pool users must be able to swim one length of the pool before allowed in deep water
- No inflatables
- No running / horseplay
- No jumping in from the shallow end or diving area
- No hanging on lane lines or buoys
- No swimming under the bulkhead

Diving Board Rules

- One person on the board at a time
- One bounce per dive
- Divers must wait for the previous diver to reach the pool edge before their turn
- Dive directly in front of the board only
- No splash, dangerous or exhibition type diving
- No diving or flipping from the pool deck

BASEBALL / SOFTBALL FIELDS RENTAL

All users of Varsity baseball and softball fields must attend mandatory field training prior to use. Field training will be held in-person each spring. Organizations with multiple teams using the Varsity fields must have a representative or coach from each team in attendance.

Spring fields open on April 15. However, field availability is determined by field conditions surrounding weather and district maintenance schedules. Fields must be maintained for longevity. In the event of inclement weather or saturated ground, fields will be closed to ensure the safety of participants and to prevent field damage. Damaged fields may be closed for extended periods for repair and restoration. Prior to April 15, maintenance cannot be guaranteed. Game dates should not be scheduled prior to April 15. Teams should allow for flexibility in their schedules to accommodate District 197's ability to have fields in proper playing condition. **The use of cleats is prohibited until after May 6th.**

Rental fees are calculated on a per hour basis within the approved entry and exit times. Early entrance/late exit fees apply.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Grass Fields (Required)	\$2	\$4	\$8
Facility Supervisor (Required for gated fields)	\$25 / hour See Required District 197 Personnel		
Weekly Maintenance (Required)	\$45 / week / field Parent groups may share weekly fees among teams for the same field(s) only.		
Early Entrance/Late Exit	\$10 / 10 minutes		
Optional Add-Ons	Group IIA, IIB	Group III	Group IV
Baseball/Softball Lining*	\$22.50 / 30 minutes		
Baseball/Softball Dragging*	\$22.50 / 30 minutes		

*Lining and dragging will be provided upon request **for games only** (fees apply). Game schedules requesting these services should be submitted and noted at the time of your permit request. Changes to game schedules required lining & dragging must be submitted 48+ business hours in advance to karla.rapp@isd197.org. **Renters are not allowed to line or drag the fields.**

Location		
Friendly Hills	Softball 1 (South)	Softball 2 (North)
Two Rivers	Softball 9A: 60' bases Softball 9B: 60' bases Softball JV: 60'/75' bases *Softball Varsity: 60' bases	Baseball Freshman: 75'/90' bases Baseball JV: 90' bases *Baseball Varsity: 90' bases
Heritage	Matson South (Baseball)	

Location		
Mendota	Softball/T-Ball East	Softball/T-Ball West
Pilot Knob	Field 1	

*Varsity fields are limited to 14U and above play after approval from the Athletics & Activities Department.

SOCCER & FOOTBALL GRASS FIELD RENTAL

Spring fields open on April 15. However, field availability is determined by field conditions surrounding weather and district maintenance schedules. Prior to April 15, maintenance cannot be guaranteed. Game dates should not be scheduled prior to April 15. Teams should allow for flexibility in their schedules to accommodate District 197's ability to have fields in proper playing condition. **The use of cleats is prohibited until after May 6th.**

Fields must be maintained for longevity. In the event of inclement weather or saturated ground, fields will be closed to ensure the safety of participants and to prevent field damage. Damaged fields may be closed for extended periods for repair and restoration.

- Fields are lined according to District 197 programming needs, MSHSL and Middle School field dimension requirements for play. **Renters are responsible for modifying and adapting their field play within existing District 197 field lining with temporary cones, field marking tape or other creative measures.**
- Renter requests for lining dimensions outside of District 197 requirements will not be accepted.
- Renters are not allowed to line the fields.
- Fields are lined in one color only.
- Overlaying field requests will not be accepted (perpendicular soccer fields lined over existing football field)

Rental fees are calculated on a per hour basis within the approved entry and exit times. Early entrance/late exit fees apply.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Grass Fields (Required)	\$2	\$4	\$8
Facility Supervisor (Required)	\$25 / hour See Required District 197 Personnel		
Field Initial Set-Up (Required)	\$247.50 / field / parent group One time fee per season / field		
Weekly Maintenance (Required)	\$35 / week / field Parent groups may share weekly fees among teams for the same field(s) only.		

Soccer Locations	
Friendly Hills	Soccer 1 (Lower) 150' x 330' Soccer 2 (Upper) 170' x 330'
Two Rivers	Soccer 1 (Upper) 220' x 360' Soccer 2 (Lower) 192 x 330'
Heritage	North West (V-10) Matson Complex Matson South (Baseball) 180' x 330'

Soccer Locations (Continued)	
Mendota	Soccer Field
Moreland	Soccer Field
Pilot Knob	Field

Football Locations	
Two Rivers	Football Practice Field Stielow
Heritage	Matson Complex Matson North

WARRIOR FIELD RENTAL: TWO RIVERS HIGH SCHOOL

Rental fees are calculated on a per hour basis within the approved entry and exit times. Early entrance/late exit fees apply.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Warrior Field (Required) Turf Stadium, Track and Stands	\$75	\$200	\$325
Facility Supervisor (Required)	Included in the hourly fee listed above.		
Custodian (Special Circumstances)	\$45 / hour See Required District 197 Personnel		
Optional Add-Ons	Group IIA, IIB	Group III	Group IV
Press Box: PA, Video and Digital Scoreboard	\$60 / hour Fee includes PA Technician		
Stadium Lighting	\$75 / day		
Special Access Fee	\$50 / hour Rentals with complex management issues, or groups of 500+.		

WARRIOR FIELD RULES

- No adult programs
- No glass of any kind
- No alcohol, smoking or use of smokeless tobacco products, including vaping
- No dogs or pets
- Certified service animals permitted in stands only
- No shelled seeds or nuts or gum
- Use of the PA system must end at 9:00 p.m.
- Use of stadium lighting must end at 9:00 pm.
- No locker room use

WARRIOR FIELD TURF RULES: all of the above plus:

- No food or beverage products (except water)
- No sharp objects such as tent stakes, corner flags, and poles that may penetrate or damage the turf
- No chairs or benches (these can puncture the turf and cause damage)
- No portable heaters or any open flame
- No metal cleats or high heeled shoes
- No golfing or throwing activities such as hammer, shot, discuss or javelin
- No suntan lotions, oils, creams of any kind: please apply sunblock prior to entering the turf
- Renters must bring their own equipment
- Do not drag goals and equipment. These should be lifted and carried
- Use only goals / nets specified for your sport. Ex) soccer balls should not be kicked into lacrosse nets

MATSON COMPLEX RENTAL: HERITAGE MIDDLE SCHOOL

Rental fees are calculated on a per hour basis and begin at the determined and approved entry and exit times.

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Matson Complex (Required) Grass Stadium, track and stands	\$25	\$100	\$200
Facility Supervisor (Required)	\$25 / hour See Required District 197 Personnel		
Custodian (Special Circumstances)	\$45 / hour See Required District 197 Personnel		
Optional Add-Ons Fees are per hour unless noted			
Press Box: Press Box, Scoreboard Fee includes PA Technician	\$60		
Stadium Lighting	\$75 / day		
Special Access Fee Rentals with complex management issues, or groups of 500+.	\$50		

MATSON COMPLEX RULES

- No adult programs
- No glass of any kind
- No alcohol, smoking or use of smokeless tobacco products, including vaping
- No dogs or pets
- Certified service dogs permitted in stands only
- No shelled seeds or nuts (due to allergies)
- No portable heaters or any open flame
- Use of the PA system must end at 9:00 p.m.
- Use of stadium lighting must end at 9:00 pm.

TENNIS COURT / PICKLEBALL RENTALS

Two Rivers High School	Varsity Courts (9) JV/Middle School Courts* (3) *also lined for Pickleball
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- Courts are available at no cost on a first-come, first-served basis when not in use by District 197.
- To reserve a court in advance, a reservation and permit are required.
- **The use of district-owned property and equipment for private purposes is prohibited. Individuals or groups charging a fee for services such as clinics, camps, or private coaching are required to obtain a permit with applicable fees.**

Fees are per hour unless noted	Group IIA, IIB	Group III	Group IV
Tennis / Pickleball	\$5 / court	\$10 / court	\$15 / court

TENNIS COURT RULES

- No pets
- No food, beverages or gum
- No alcohol, use of tobacco or vaping products
- Rubber-soled shoes only
- No ball machines
- No bicycles, skateboards, roller-skates, or rollerblades