

PRINCETON PUBLIC SCHOOLS 902 - PROCEDURES FOR FACILITY USE

The Community Education Director and the School Board Policy Committee will review these administrative guidelines annually. Should revisions be made, the approval of the Superintendent and the Board will be necessary before the changes take effect.

Facilities Available and Hours of Operation

Most district facilities are available for use, as guided by school board policies.

District facilities are available for use according to the following hours of operation.

District Center	Mon. - Fri.	6:00 am - 10:00 pm
Family Center	Mon. - Fri.	6:00 am - 10:00 pm
Primary School	Mon. - Fri.	6:00 am - 10:00 pm
Intermediate School	Mon. - Fri.	6:00 am - 10:00 pm
Middle School	Mon. - Fri.	6:00 am - 10:00 pm
High School	Mon. - Fri.	6:00 am - 10:00 pm

Usage outside of these hours of operation may be requested and are dependent on staffing availability. Additional staffing charges will be incurred based on needs.

Designated Contract Holidays

- Memorial Day*
- Presidents' Day*
- Juneteenth*
- Labor Day*
- Good Friday*
- Independence Day
- Thanksgiving Day
- Day-after Thanksgiving*
- Christmas Eve
- Christmas Day
- New Year's Eve*
- New Year's Day
- Other Dates - as determined by the School Board

***Exceptions:**

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings on the following Designated Contract Holidays:

All events held on these days must follow the requirements outlined below:

1. Practice and Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Only events with a valid Facility Use Permit issued by the Community Education Department are allowed on these days.
4. The holder of the permit is responsible for securing the facility during and at the conclusion of the event.
5. Onsite Supervisors must be trained in securing the building.
6. Any expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
7. Programs or events that do not comply with these guidelines will be denied the privilege of further building use on these Designated Contract Holidays.
8. Should the need to schedule events (i.e. games, performances etc.) at these times be unavoidable a special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event.

User Group Classifications and Priorities for Use of Facilities

To make maximum use of school facilities with minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities are classified as 1 through 4, with Class 1 having highest priority for use when developing the annual master calendar.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities.

Examples of users in each classification have been listed.

1. Sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization directly and completely coordinates, funds, plans, and operates.
2. Co-sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization, through a joint arrangement with another agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.
3. The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities. Wednesday evenings are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored K-12 student programs or meetings must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm.

<u>Class 1</u> School Sanctioned Events	Princeton Public Schools sponsored activities and events; including all athletic, extracurricular and Community Education activities, and school support organizations meetings including staff meetings, student meetings, PTO meetings, and booster club non-event meetings.
<u>Class 2</u> Resident Nonprofit Groups and Public	Public Agencies, booster club major events, youth nonprofit organizations, and nonprofit civic and service groups with nonprofit tax status.

Agencies	(Nonprofit Filing Number issued by the Secretary of State is required.)
<u>Class 3</u> Resident Individuals and Groups	Individuals, groups, and organizations that have headquarters within the Princeton Public Schools boundaries.
<u>Class 4</u> Out-of-District Groups	Nonresidents, groups, and organizations whose headquarters are outside the Princeton Public Schools boundaries.

Priorities will be given in the following order:

1. PK - 12th grade instruction
2. Current programming for all school sanctioned programs
3. Off-season programming for all school sanctioned programs
4. In district corporations, businesses, and user groups
5. Out-of-district corporations, businesses, and user groups

The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.

General timeline for requests:

The school district has established this general rule of thumb to meet and respond to requests to avoid conflicts:

Class 1 - Generally scheduled 4+ months prior (games and practice times)

Class 2 - Scheduled 3 months prior to event

Class 3 - Scheduled 2 months prior

Class 4 - Scheduled 1 month prior

Process and Procedures for Scheduling Facilities

1. A person requesting use of district facilities or grounds must submit an online application through Community Education.

If you are an existing user and already have an account:

- A. Log in to your Arux account at <https://isd477.arux.app/>
- B. For individual use, select the facility account under your name.
- C. For users of Organizations, select the account under the organization's name (organization will appear if you have been given scheduling and/or invoicing rights from the Community Education office for this organization).

If you are a new user and do not have an account:

- A. Create an Arux account at <https://isd477.arux.app/>
 - B. After you have an account set up, navigate to the facility tab to request your facility.
 - C. If you are scheduling on behalf of an organization, please reach out to the Community Education office to connect your personal account to the organization.
 - D. If you need any help with scheduling, please reach out to the Community Education Office at 763-389-6198.
2. Community Education staff will review the request and establish costs according to the Facility Use Policy. The district reserves the right to revoke any permit, without liability, should the revocation be deemed necessary. The School Board reserves the right to refuse or

approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
 - B. Determine the requester's classification.
 - C. Determine estimated cost of application.
 - D. Determine method of fee collection.
3. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and sent back to the applicant's email on file within Eleyo. Other parties that may be impacted such as the Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used will be communicated to.
 4. Community Education will prepare billings for charges or fees pursuant to this policy.
 5. If the request is to be denied, the requester needs to be informed with reason(s). They may appeal by calling, writing or meeting with the Community Education Director. If the Director upholds the decision, the requester can appeal to the Superintendent, who will review the request and make a final decision.
 6. Facilities calendar is available at <https://isd477.arux.app/facilities/calendar> for Building Principal, Buildings and Grounds Coordinator, Lead Building Custodian, and general public.

Permits are non-transferable and are restricted to the stated hours and intended use of the facility as stated on the Facility Use Permit. The requester is responsible for notifying Community Education when their group wants to make changes to a confirmed permit.

Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.

Indemnification and Liability Insurance

1. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) must agree to indemnify and hold harmless the district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the district, its officers and employees in connection with defending any actions relating thereto.
2. All commercial and nonprofit organizations that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability insurance in the minimum amounts of \$1,000,000 for bodily injury and \$1,500,000 property damage.

Cancellations, Changes, and No-Shows

Changes or cancellations must be made in writing through the Community Education Department at least five business days in advance of scheduled use to receive a full refund. Application fees will not be refunded for any reason. Any direct costs already incurred on the user's behalf must be paid in full.

No-Shows will be responsible for all estimated charges and will be assessed a \$50 No-Show Fee. All charges for No-Shows must be paid prior to further use of facilities.

The district reserves the right to cancel facility use if required by weather conditions. Local media stations and the district website will carry announcements of school closings and, when possible, Community Education will notify the facility user.

All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the Community Education Director with notification to the user within 48 hours or sooner, if possible.

Site Supervision and Other Required Personnel

Building custodial personnel or designated site supervisor will supervise the use of facilities. Community Education will inform the facility user and building custodian of the rules and regulations specific to each facility.

The district reserves the right to require police supervision at any event as deemed necessary by the District Administration or Community Education. The requester will pay for the police supervision. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and cocurricular supervisors during the time they are supervising students assigned to their co-curricular assignment. Cost for the school district employee and other charges may be billed to the user.

Overnight Use

Overnight use by local groups are not encouraged but are permitted by the district. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. The visiting agency or group will have a roster of all participants available at all times.
3. No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms).
4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.
5. Doors should not be propped open and left unsecured.

Weekend Use

Weekend use by local groups are permitted by the district. Facilities use on the weekends must follow the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. If an event does not involve the public, custodian staff are not required to be present (i.e. athletic teams or activity groups practicing) as long as district employee(s) are present with the group requesting weekend use. The staff member needs to be trained on building alarm and proper building procedures and proctors for use.
3. If an event does involve the public being present in the building, custodian staff will need to be

present for a minimum of 2 hours per call in and be present the entire length of the event. Custodian staff will have a set rotation to share these duties and responsibilities. If a custodian on site is not available, custodians from another site can be used if needed.

4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.
5. Doors should not be propped open and left unsecured.

Rules for District Facilities and Equipment Use

The following rules must be observed in the use of school district facilities and equipment.

1. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement.
2. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the PreK -12 school program.
3. All facilities and grounds of the Princeton School District are tobacco-free/E-Cig free. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated. Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited.
4. All local and state ordinances and laws of the police and fire department must be observed.
5. The requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility. Any person found willfully damaging or defacing property belonging to the district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charges may be filed against the offender. If the individual offender is not known, the group/requester is liable for damages and costs. If the group refuses to make payment, it will not be allowed to use district facilities again. **NO PROPPING EXTERIOR DOORS OPEN, doing so may result in loss of future space rental/use.**
6. The school district is not responsible for lost or stolen items.
7. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
8. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.
9. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.
10. Only events with a valid Facility Use Permit issued by the Community Education Department are allowed at these times. Programs or events that do not follow these guidelines will be denied the privilege of further building use at these times. Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and may be charged a \$100 fee per instance of unauthorized usage.
11. The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is

reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except when included as part of the facility use agreement.

Specific Facilities Use

Kitchens - Food Service Guidelines

Use of kitchen facilities and/or equipment before and after the regular school day may be permitted, subject to the following conditions:

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.
6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to the group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk coolers or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all non production equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.
10. Dinners and banquets may be catered through the district catering service or by an outside catering service. The Food Service Director must approve any requests for food service.
11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct personnel costs for a district function.
12. If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.
13. Community Education will collect all fees aside from food service fees for non district functions (community use).

Classrooms

1. Classrooms in elementary and secondary schools may be used for purposes and activities appropriate to the facility.
2. Each building will be notified prior to community use to ensure storage of materials.

3. Users will be expected to respect the teacher's and students' equipment, supplies, and materials.
4. Users also will be expected to leave the classroom in the same (if not better) condition than they found it.

Media Centers

1. Media centers may be used for approved use, meetings, and quiet study.
2. Materials are to be requested in advance.
3. Materials are not to be removed from the media centers.

Multi-Purpose Rooms and/or Gymnasiums

1. School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility.
2. Gym shoes are required of participants in all active sports and games.

Outside Areas

1. The use of outside areas (football, softball, baseball and soccer fields, tracks, parking lots) will also require completion of the Facility Use Application form.
2. Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.
3. Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices, and games.
4. All non district outdoor practices, games, and activities may be canceled when it rains to prevent damage to the fields.
5. Community Education may rotate use of fields for aeration, drainage, re-seeding, and maintenance.
6. Fields may be fenced off by the Maintenance Department to prevent use and signs will be posted to prevent trespassing and use.

Performing Arts Center (PAC)

1. The PAC may be used for purposes and activities appropriate to the facility.
2. Groups requesting use of an auditorium will need to list in detail their equipment needs when making a request.
3. School principals or appropriate administrators will verify all requests for the PAC use by internal users.
4. No food or beverages are allowed in the PAC.
5. The requester is required to check permanent equipment with the PAC Director and designee at the start of usage to determine any previous damage. Such damage is to be documented on the Walk-Through form and shown to the PAC Director and designee. If the requester refuses or fails to complete the Walk-Through, they will be denied use of the school district facility, as stated on the Walk-Through form.
6. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.
7. Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by no less than two adults and be included in the facility use agreement. Requestor will be charged custodial time and tuning of the

piano after it is returned to the PAC stage.

Swimming Pool

1. Properly certified lifeguards are required anytime the pool is in use. Community Education will determine proper certification standards for lifeguards (Basic standards, current Lifeguard, First Aid & CPR certifications.)
2. The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide their own certified lifeguard. Certified personnel must be on duty at all times during the rental.
3. Community Education must grant approval for all lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education.
4. In-district users are required to have properly certified lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Facility Use Rental Rates

Extra charges for other special services may be added to these charges.

- Class 1:** No Rental Charge
Class 2: 30% of established Rental rate
Class 3: 60% of established Rental rate
Class 4: 100% of established Rental rate

<u>Facility Types</u>	<u>Hourly Rate</u>
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Rates are listed under class 4, but are eligible for class discounts:

Classroom	\$20
Cafeteria/HS Commons	\$100
Kitchen	\$100
Media Center	\$100
Hallway	\$20
Computer Room	\$200
Band Room	\$40
Choir Room	\$40
Gymnasium	
Primary School (per gym)	\$60
Intermediate School (per gym)	\$60
Middle School (per court)	\$60
High School (per gym)	\$120
Wrestling Room	\$40
Stadium	\$300
Track	\$100
Swimming Pool (No Lifeguards Included)	\$80
Concession Stand	\$20
Ballfield	\$20
Tennis Court/Court	\$10
Locker Room	
Weight Room	\$200
Ballfields - Tournament Use	\$50
PAC - Performance/Tech/Dress Rehearsal Use	\$200

PAC - Non-Performance Use \$100

Additional Fees (Not subject to class discounts)

Lifeguard	\$20 hour, 2-hour minimum
Application Fee Permit	\$15 Non-refundable
Building Monitor	\$22/hour, 2-hour minimum
Custodian	\$46/hour, 2 hour minimum
Kitchen Staff	\$32/hour, 2-hour minimum
PAC or Tech Manager	\$35/hour, 2-hour minimum
Additional PAC Tech Student Staff	\$15/hour, 2-hour minimum
Riser/Platform	\$15/use
Resuscitation Annie	\$35/use
Rescheduling Fee	\$10 Non-refundable
No Show Fee	\$50 Non-refundable

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. Worktime for a custodian is between 6am - 10pm. Two hours of clean up time following an event will be charged for larger events on non school days.
2. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charges. A damage deposit may also be required.
3. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
4. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
5. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup. Any direct personnel, equipment costs or damages may be assessed to the activity.
6. The Superintendent, or his/her designee, has the authority to alter the fees for the use of Princeton Public Schools facilities and equipment. However, in no instance will the school district incur additional expenses to accommodate a request for facility use.
7. A damage deposit may be required for a user group depending on the space and event taking place.
8. A 50% deposit may be required of any outside user group with the other 50% to be paid in full two weeks following the event.
9. All fees for services and rentals must be paid in full two weeks following the event.

Multi-Hour Discount

For groups that use Princeton Public Schools facilities for multiple days and hours within a fiscal year, ISD #477 Community Education will follow the below chart and will discount a group's total rate at the end of the request base on this sliding scale:

2022-23:

- i. 0-99 total hours, prices say as policies state
- ii. 100-199 total hours, 10% discount on top of class discount
- iii. 200-299 total hours, 20% discount on top of class discount
- iv. 300-399 total hours, 30% discount on top of class discount

- v. 400-499 total hours, 40% discount on top of class discount
- vi. 500+ total hours, 50% discount on top of class discount
- vii. Weekend charges will be maxed at \$1000 per day/site and \$2500 per weekend/site.

2023-24:

- i. 0-99 total hours, prices say as policies state
- ii. 100-199 total hours, 5% discount on top of class discount
- iii. 200-299 total hours, 10% discount on top of class discount
- iv. 300-399 total hours, 15% discount on top of class discount
- v. 400-499 total hours, 20% discount on top of class discount
- vi. 500+ total hours, 25% discount on top of class discount
- vii. Weekend charges will be maxed at \$1000 per day/site and \$2500 per weekend/site.

For 2024-25 and beyond, there will no longer be a discount for multi-hours.

- Weekend charges will be increased by \$50 for weekend dates and \$25 for Friday night dates.
- Therefore, \$1050 will be the site max per day/site on Saturday/Sunday. \$525 will be the max per site on a Friday evening.
- Site maxes will increase 3-5% to keep up with growing inflation costs each year.
- Site maxes are only for Class 2 programs.

Practices and Procedures for Memorial Service Requests

1. Requests must be submitted via the process outlined by the ISD #477 District Policy 902 (Use of School District Facilities, Grounds and Equipment) by a funeral establishment, crematory, mortician or funeral director licensed by the Minnesota Department of Health (MDH) Mortuary Science Section (Minnesota Statute 149A; Funeral Industry Law).
 - a. Once a request is submitted, approval will be determined following the review of ISD #477 District Administration
2. Funeral Establishment (or other, listed above) will be required to provide the proper Liability Insurance, as listed in District Policy 902.
3. Requests for a Memorial Service on ISD #477 District property will be accepted by those individuals who have a current or past affiliation with the School District.
4. Users will be responsible for any rental, custodial, supervision or cleaning expenses incurred, as approved by ISD #477 District Administration
5. The ISD #477 District reserves the right to limit or deny allowing a corpse or urn on District Property.
6. Users renting ISD #477 District facilities for the use of a memorial service are required to abide by all rules and regulations outlined in District Policy 902 in its entirety.