



## FACILITY USE PROCEDURES (effective July 1, 2026)

The St. Anthony-New Brighton School Board encourages maximum use of school district facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. The classes outlined below also indicate prioritization of facility use.

Policy 902 is available online: [www.isd282.org/sites/default/files/policies/902PublicUseofBuildings.pdf](http://www.isd282.org/sites/default/files/policies/902PublicUseofBuildings.pdf)

- All users of school district and city facilities are required to furnish proof of liability insurance according to Minnesota State Statute 466.03, Subd. 23.  
**Private Rentals:** A copy of homeowners or renter's insurance will be collected with the minimum amount of personal liability coverage totaling \$1,500,000.  
**Organizations/Groups:** A Certificate of Liability Insurance stating St. Anthony-New Brighton Community Services as a certificate holder will be collected with the minimum amount of general liability coverage totaling \$3,000,000.
- Non-profit organizations are required to maintain a current IRS tax-exempt status as as searchable through: <https://apps.irs.gov/app/eos/>

### Step 1: Review Availability of Space

Visit <https://stanthony.ce.eleyo.com/facilities/calendar> to look at space availability or call 612-706-1172.

### Step 2: Review the Purpose of Your Request with the Classes of Facilities Users

#### Class 1:

- ISD 282 school district sponsored activities and City of St. Anthony sponsored activities including caucusing and elections
  - *Individual School District or City staff members, who are utilizing school district or city facilities outside their work day for personal use that may or may not involve charging a fee, are required to rent the space, provide insurance and pay fees in accordance with Class 4 or 5, depending on their address of residence.*
- St. Anthony-based organizations where all funds raised benefit SAMS and SAVHS student activities and students or are deposited into the High School student activity account.
- Saint Anthony-New Brighton Education (SANBE) Foundation including WPPA

**Note for class 2, 3, 4 and 5:** Weekend use and weekdays when custodians are not working require a building supervisor at the current hourly rate. Circumstances may require additional fees, such as custodial personnel, and hours depend on the set up and clean up needs of the event.

#### Class 2:

- St. Anthony Village Sports Boosters
  - Class 2 fees apply to ["in season" sports which is defined in this Sports Boosters policy language](#). Class 4 fees apply to "out of season" sports for the remaining months of the year.
  - Ten (10) weeks before the 'in season' starting date, camps and clinics can be held for a maximum of 50 hours and will not be prioritized over existing facility reservations. Additional hours will be charged as Class 4.



**Class 3**

- Non-profit youth development organizations (Scouts organizations) composed of 75% or more school district students
  - Class 3 fees apply to 24 hours per year.
  - Additional hours will be charged as Class 4.
- Any requests beyond the parameters listed above become private rentals, requiring an organization to pay fees in accordance with Class 4 or 5, depending on their registered organizational address.

**Class 4**

- District 282 resident rentals
- St. Anthony youth sports organizations that are not St. Anthony Village Sports Boosters
- ‘Out of season’ St. Anthony Sports Boosters sports including camps or clinics that exceed 50 hours or are more than 10 weeks prior to the start of the Sports Booster ‘in season’ starting date
- Non-profit organizations with registered 501(c)3 addresses and St. Anthony civic organizations
- Businesses and commercial groups located in District 282
- Churches and religious organizations located in District 282

**Class 5:**

- Non-District 282 resident individual rentals
- Non-St. Anthony sports organizations
- Businesses and commercial groups not located in District 282
- Churches and religious organizations not located in District 282
- All other rentals

**Timeline for Facility Reservations by Season for Class 2, 3 and 4**

*Class 2 ‘in season’ sports will have priority when requests are submitted during the timelines indicated below.*

Winter Season (use in November-February):

Facility requests due to Community Services by October 1 to be confirmed by October 30.

Spring/Summer Season (use in March-July):

Facility requests due to Community Services by February 1 to be confirmed by February 28.

Fall Season (use in August-October):

Facility requests due to Community Services by July 1 to be confirmed by July 30.

**Step 3: Determine Rental Fee**

<b>High School/Middle School (Hourly Rates)</b>					
<b>Space</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>(HS/MS) Auditorium</b>	Free	\$14	\$14	\$55	\$110
<b>HS/MS Auditorium Foyer</b>	Free	\$3	\$3	\$10	\$20
<b>Upper Gymnasium</b>	Free	\$12	\$12	\$60	\$120
<b>Lower Gymnasium</b>	Free	\$12	\$12	\$40	\$80
<b>(HS/MS) Commons</b>	Free	\$9	\$9	\$30	\$60



**St. Anthony**  **New Brighton**  
INDEPENDENT SCHOOL DISTRICT 282

<b>(HS/MS) Classrooms</b>	Free	\$2	\$2	\$25	\$50
<b>(HS/MS) Pool 1-25</b>	Lifeguard charges only	\$25	\$25	\$100	\$150
<b>Community Center (Hourly Rates)</b>					
<b>Space</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>(CC) Multipurpose Room</b>	Free	\$5.50	\$5.50	\$20	\$40
<b>(CC) Lobby</b>	Free	\$8.25	\$8.25	\$30	\$60
<b>(CC) Room CS9</b>	Free	\$6.85	\$6.85	\$25	\$50
<b>(CC) Gymnasium</b>	Free	\$5.50	\$5.50	\$20	\$40
<b>Wilshire Park Elementary (Hourly Rates)</b>					
<b>Space</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>(WP) Multipurpose Room</b>	Free	\$3	\$3	\$20	\$40
<b>(WP) Cafeteria</b>	Free	\$4	\$4	\$20	\$40
<b>(WP) Classroom</b>	Free	\$2	\$2	\$25	\$50
<b>(WP) East Gymnasium</b>	Free	\$7	\$7	\$20	\$40
<b>(WP) West Gymnasium</b>	Free	\$10	\$10	\$40	\$80
<b>(WP) Soccer Field</b>	Free	\$12	\$12	\$25	\$50
<b>(WP) Baseball Field</b>	Free	\$12	\$12	\$25	\$50
<b>Park Fields &amp; Amphitheater (Hourly Rates)</b>					
<b>Space</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>Fields:</b> Central Park C1, C2, C3, C4 Emerald & Silver Point Parks	Free	\$12	\$12	\$25	\$50
<b>Water Tower Park</b> <b>Tennis Courts</b>	Free	\$12	\$12	\$25	\$50
<b>Stadium</b> *Building supervisor required	Free	\$25	\$25	\$75	\$150
<b>Salo Park Amphitheater</b>	Free	\$12	\$12	\$30	\$60

<b>Park Shelters (Half day 9 AM - 3 PM or 4 PM - 9PM, Full Day 9 AM - 9 PM)</b>					
<i>All users pay a \$30 cleaning fee for use of indoor shelters.</i>					
<i>*Class 1, 2 &amp; 3 rates apply Monday-Friday, May-September; summer weekend use is Class 4 or 5.</i>					
<b>Space</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>Central Park Inside &amp; Outside Shelter Half Day</b>	Free	\$25*	\$25*	\$100	\$200
<b>Central Park Inside &amp; Outside Shelter Full Day</b>	Free	\$50*	\$50*	\$175	\$350
<b>Emerald Park Inside Shelter Half Day</b>	Free	\$10*	\$10*	\$60	\$120
<b>Emerald Park Outside Shelter Half Day</b>	Free	\$10*	\$10*	\$15	\$30
<b>Emerald Park Inside Shelter Full Day</b>	Free	\$20*	\$20*	\$120	\$240
<b>Emerald Park Outside Shelter Full Day</b>	Free	\$20*	\$20*	\$30	\$60
<b>Personnel</b> (Hourly Rates subject to change based on wage agreements)	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>AV Supervisor (Auditorium or Stadium)</b>	\$23/hour	\$23/hour	\$23/hour	\$23/hour	\$23/hour
<b>Building* or Stadium Supervisor</b>	\$23/hour	\$23/hour	\$23/hour	\$23/hour	\$23/hour
<b>Custodian** (Sundays)</b>	\$90/hour	\$90/hour	\$90/hour	\$90/hour	\$90/hour
<b>Custodian** (Saturdays)</b>	\$65/hour	\$65/hour	\$65/hour	\$65/hour	\$65/hour
<b>Lifeguard***</b>	\$25/hr/lifeguard	\$25/hr/lifeguard	\$25/hr/lifeguard	\$25/hr/lifeguard	\$25/hr/lifeguard
<b>Park Cleaner</b>	\$30/Reservation	\$30/Reservation	\$30/Reservation	\$30/Reservation	\$30/Reservation
<p>*Building supervisors are required for facility use at St. Anthony Community Center, Wilshire Park, St. Anthony Middle School/Village High School. Weekend use and weekdays when custodians are not working require a building supervisor at the current hourly rate.</p> <p>**1 custodian is required for every 50 people.</p> <p>***1 Lifeguard is required for every 25 people</p>					



<b>Equipment (Hourly Rates)</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
<b>Air conditioning</b> (upon request)		\$15/hour	\$15/hour	\$15/hour	\$15/hour
<b>Gym Equipment</b>	Free	\$10 flat fee	\$10 flat fee	\$10 flat fee	\$10 flat fee

#### **Step 4: Provide Proof of Insurance**

##### **INSURANCE REQUIREMENTS**

2012 State Statute 466.03 Subd. 23: **“Recreational use of school property and facilities.”**

(a) Any claim for a loss or injury arising from the use of school property or a school facility made available for public recreational activity.

(b) Nothing in this subdivision:

- (1) limits the liability of a school district for conduct that would entitle a trespasser to damages against a private person; or
- (2) reduces any existing duty owed by the school district.

Any individual or group using a school district facility is required to furnish proof of liability insurance.

**Private Rentals:** A copy of homeowners or renter’s insurance will be collected with the minimum amount of personal liability coverage totaling \$1,500,000.

**Organizations/Groups:** A Certificate of Liability Insurance stating St. Anthony-New Brighton Community Services as a certificate holder will be collected with the minimum amount of general liability coverage totaling \$3,000,000.

##### **DAMAGE DEPOSIT**

Class 2, 3, 4, or 5 users renting district facilities may be required to provide a damage deposit. The deposit is fully refundable upon inspection of the facility after use.

##### **OTHER FEES**

Additional fees may be incurred depending on the type of use as well as group needs. Additional fees may include, but are not limited to the following: equipment (recreational, electronic, A/V), personnel, air conditioning, field maintenance, etc.