

RICHFIELD PUBLIC SCHOOLS

COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

I. GOAL OF RICHFIELD PUBLIC SCHOOLS REGARDING COMMUNITY USE OF SCHOOL FACILITIES

It is the desire of the Richfield school board that school facilities be made available for cultural, recreational and educational activities.

II. DEFINITIONS

A. School grounds consist of the area outside the school buildings and include, but are not limited to parking lots, athletic fields, tennis courts and running track.

B. Centennial, Sheridan Hills and R-STEM fields are designated as open areas. Unless previously scheduled, these areas are available for use by individuals or small groups on a casual, recreational basis without a permit.

C. Richfield High School stadium, baseball field and tennis courts, Richfield Middle School Fields and Lyndale Fields are designated as secure areas, available for use on a permit basis.

D. For the purposes of this policy:

1. A Richfield group, organization or activity shall consist of 75% or more of school district residents and/or enrolled RPS students.
2. A large group consists of 30 or more people
3. A small group consists of fewer than 30 people

III. RULES AND REGULATIONS

A. Permits will be issued on a one hour minimum basis.

B. Groups Permitted to Request Use of Facilities:

The category of a group using school space will be determined by the Facilities Use Office. If a group disagrees with the level assigned, they can request a review by the superintendent or District Office designee. The assigned level will be reviewed, and the superintendent will make a final determination of the group's category for the purpose of implementing this policy.

Access to District facilities by group is categorized as follows:

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1. *Category 1 - Richfield Public Schools/City of Richfield*
(Highest priority listed first)
 - a. School-sponsored activities
 - b. Community Education
 - c. School building and/or district parent involvement programs
 - d. Functions of school-related organizational meetings
 - e. Richfield Public Schools reunions and other approved alumni events
 - f. City government use
 - g. Parks and recreation
 - h. Essential community activities, including city-wide elections and party caucuses/primaries on sanctioned dates
 - i. Emergency services, including disaster relief
2. *Category 2 - Richfield Youth Organizations and Activities*
 - a. Richfield youth organization activities for small groups after school
 - b. Richfield youth organizations (e.g. Richfield Baseball, Inc., Richfield Basketball Association, Richfield Soccer Association, etc.)
 - c. Youth athletic organizations as recommended by athletic director and approved by the superintendent (athletic feeder programs, etc.)
3. *Category 3 - Richfield Non-Profit Community Organizations and Activities*
 - a. Richfield special interest groups
 - b. Richfield youth organization activities for large groups
 - c. Richfield organizations
 - d. Richfield faith communities
 - e. Resident personal use
 - f. Political conventions and meetings, not on sanctioned dates
4. *Category 4 - Other Non-Profit Organizations*
 - a. Non-Richfield organizations
 - b. Non-Richfield interest groups
 - c. Universities, colleges, vocational/technical schools
5. *Category 5 - For Profit Organizations*
 - a. For profit groups that want to use buildings or grounds for educational or recreational activities

Buildings and grounds may NOT be used for advertising, to make a profit, or for commercial enterprise.

C. Fundraising Activities and Events

Any category 3 or 4 user group will be charged the category 5 rates for fundraising activities and events that occur on Saturday, Sunday or holidays, when an admission fee is charged.

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D. Permit Required

1. Buildings are not to be opened or equipment provided unless a permit has been signed and approved and the equipment needed has been requested in the permit.
2. Cancellation of a building use permit should be made at least 72 hours before the event or facility rental charges and staffing costs will be assessed.
3. The permitted use of school facilities is offered on an hourly basis during periods when they are not being used. Permit use is not intended to govern long-term rental of excess school space. Such use is covered in Board Policy 803: Leasing School Space. Persons interested in leasing school property should contact the Chief HR & Administrative Officer.
4. After the request has been approved, it becomes a contract with the applicant and/or organization. It may not be sublet or transferred to another individual or organization.

E. Approving of Permits

1. Permits for athletic spaces are approved in 4-month cycles to ensure category 1 and category 2 permits are fulfilled. July-October permit requests will be reviewed on/or before June 1. November–February permit requests will be reviewed on/or before October 1. March-June permit requests will be reviewed on/or before February 1.
2. Permits for non-athletic spaces will be reviewed on/or before June 30 for the upcoming school year. This ensures all Richfield Public Schools requests are fulfilled for the year.
3. Priority will be given first to Richfield Public Schools, then to groups requesting use of the same space and timeframe they have scheduled in previous years, then to category 1 and category 2, and then by the date of application. The activities director may approve a different prioritization on a case-by-case basis if approved by the superintendent.
4. There may be circumstances when a Richfield Public Schools activity needs to be rescheduled. If this happens and a conflict occurs, the District activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual. Resolution of conflicts will be handled between the building administration and the Facilities Use Office. No group other than Richfield Public Schools will be allowed to displace a previously confirmed group from their scheduled space.

F. Closing of Playgrounds

1 Playgrounds, playing fields, and spectator stands located on Richfield Public
 2 Schools property are open for public use only during the hours that school is
 3 not in session and no other school-sponsored activities are taking place in
 4 these locations.

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 6 All public playgrounds, playing fields, spectator stands, or other recreational
 7 facilities located on Richfield Public Schools property shall be closed to the
 8 public at 11 p.m. every day.
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 11 **IV. CHARGES**

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 13 A. No facility use fee or rental charge will be assessed for groups identified in
 14 category 1, unless there is a special agreement in place.
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 16 B. The Facilities Use Office will determine the staffing needed for events, and it
 17 will be communicated on the approved permit. Each group is required to
 18 cover the cost of the staff assigned, regardless of category.
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 20 C. Facility use fees for defraying operating costs for categories 2, 3, 4 and 5 are
 21 as follows:
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	Category 1	Category 2	Category 3	Category 4	Category 5
	Richfield Public Schools / City of Richfield	Richfield Youth Group Organizations and Activities	Richfield Non-Profit Community Organizations and Activities	Other Non-Profit Organizations including Universities, colleges and vocational schools	For-Profit Organizations
All listed charges are per hour unless otherwise specified.					
Permit Fee		\$20.00/season	\$25.00	\$25.00	\$30.00
Classrooms					
General Classroom	No Charge	\$5.00	\$10.00	\$20.00	\$40.00
Large Classroom/ Choir/Band	No Charge	\$5.00	\$15.00	\$30.00	\$60.00
Computer Lab	No Charge	\$5.00	\$25.00	\$50.00	\$100.00
Media Center	No Charge	\$5.00	\$25.00	\$50.00	\$100.00
Conference Room	No Charge	\$5.00	\$10.00	\$20.00	\$40.00
Flex Space	No Charge	\$5.00	\$10.00	\$20.00	\$40.00
Gymnasiums					
Elementary	No Charge	\$10.00	\$15.00	\$30.00	\$60.00
Middle School/ RSTEM	No Charge	\$10.00	\$25.00	\$50.00	\$100.00
High School Small	No Charge	\$10.00	\$25.00	\$50.00	\$100.00
High School Large	No Charge	\$10.00	\$35.00	\$70.00	\$140.00
Locker Room	No Charge	No Charge	\$20.00	\$40.00	\$80.00
Wrestling Room	No Charge	\$10.00	\$25.00	\$50.00	\$100.00
Weight Room	No Charge	\$10.00	\$25.00	\$50.00	\$100.00
Cafeteria					

Elementary	No Charge	\$10.00	\$15.00	\$30.00	\$60.00
Middle School	No Charge	\$15.00	\$25.00	\$50.00	\$100.00
High School	No Charge	\$15.00	\$25.00	\$50.00	\$100.00
Kitchen					
Elementary	No Charge	\$10.00	\$20.00	\$40.00	\$80.00
Middle / High School	No Charge	\$15.00	\$30.00	\$60.00	\$120.00
Auditorium					
Middle School	No Charge	\$20.00	\$40.00	\$80.00	\$160.00
High School	No Charge	\$25.00	\$50.00	\$100.00	\$200.00
Indoor Pool	No Charge	\$20.00	\$50.00	\$80.00	\$150.00
Swim Meets	No Charge	\$20.00	\$50.00	\$150.00	\$150.00
Special Agreement: City of Richfield, \$45.00/hour					

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Outdoor Sport Areas	Category 1	Category 2	Category 3	Category 4	Category 5
Track Only	No Charge	\$10.00	\$25.00	\$30.00	\$50.00
Tennis Courts	No Charge	\$10.00	\$25.00	\$30.00	\$50.00
Grass Field	No Charge	\$20.00	\$25.00	\$30.00	\$50.00
Softball Diamond	No Charge	\$10.00/game (approximately 1.5 hours)	\$25.00/game (approximately 1.5 hours)	\$30.00/game (approximately 1.5 hours)	\$50.00/game (approximately 1.5 hours)
Baseball Diamond	No Charge	\$15.00/game (approximately 3 hours)	\$40.00/game (approximately 3 hours)	\$50.00/game (approximately 3 hours)	\$75.00/game (approximately 3 hours)
Richfield High School Baseball Field	No Charge	\$25.00/game (approximately 3 hours;	\$75.00/game (approximately 3 hours)	\$100.00/game (approximately 3 hours)	\$150.00/game (approximately 3 hours)
Special Agreements: Richfield Girls Fastpitch & Richfield Baseball, Inc.: \$10.00/day					
Spartan Stadium	No Charge	\$40.00	\$85.00	\$115.00	\$150.00
Equipment Charges	Category 1	Category 2	Category 3	Category 4	Category 5
Score Board Pool	No Charge	No Charge	\$25.00/day	\$25.00/day	\$25.00/day
Score Board Gym	No Charge	No Charge	\$25.00/day	\$25.00/day	\$25.00/day
Volleyball Standards/Nets	No Charge	No Charge	\$5.00/court	\$5.00/court	\$10.00/court
Bleachers	No Charge	No Charge	\$10.00/section	\$10.00/section	\$10.00/section
Concession Stand		No Charge	\$25.00/day	\$50.00/day	\$100.00/day
Auditorium Equipment Charges	No Charge	No Charge	\$50.00/day	\$50.00/day	\$50.00/day
Microphone / Battery Pack	No Charge	No Charge	\$10.00/day	\$10.00/day	\$10.00/day
Scrim	No Charge	\$75.00/event	\$75.00/event	\$75.00/event	\$75.00/event
Risers	No Charge	\$30.00/event	\$30.00/event	\$30.00/event	\$30.00/event

Portable Stage	No Charge	\$40.00/event	\$40.00/event	\$40.00/event	\$40.00/event
DVD / VCR / TV	No Charge	No Charge	\$25.00/day	\$25.00/day	\$25.00/day
LCD Projector	No Charge	No Charge	\$50.00/day	\$50.00/day	\$50.00/day
Projection Screen (portable)	No Charge	No Charge	\$15.00/event	\$15.00/event	\$15.00/event
Piano	No Charge	No Charge	\$15.00/event	\$15.00/event	\$15.00/event

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2 D. A Richfield Public Schools employee must be on duty whenever facilities are
3 in use by categories 3-5. This may include: custodians, kitchen supervisors,
4 auditorium managers, lifeguards, and/or event supervisors. Category 2
5 groups will require an employee on duty when hosting public events on the
6 weekend inside the high school gymnasiums and for all indoor weekend
7 events in all other District facilities. The Richfield Public Schools employee
8 will supervise the facility, but not the facility user or its activities.

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10 E. Events that have excessive trash will be assessed a trash removal fee of \$50.

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13 V. USE OF EQUIPMENT

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15 Facility users in categories 2, 3, 4 and 5 are expected to supply all their own
16 equipment, such as basketballs, volleyballs, bats, balls, etc. If school equipment
17 is to be used, it needs to be requested at the time of the permit request and
18 equipment charges may be applied. Any unauthorized use of school equipment
19 may result in cancellation of future use of District facilities.

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21 Organizations or individuals using District facilities and equipment assume
22 responsibility for any damage and will be billed accordingly if damage is caused by
23 participants or spectators.

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26 VI. INSURANCE

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28 A. Prior to approval of any use permit, the applicant must provide the District
29 with evidence of liability insurance as required below, and proof of non-profit
30 status and proof of workers' compensation insurance if applicable.

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32 B. Insurance Requirements

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34 Prior to approval of any use permit, the applicant must provide the District
35 with evidence of liability insurance as required below, naming Richfield Public
36 Schools, Independent School District 280, as an additional named insured.
37 Failure to provide the District with evidence of such coverage shall not relieve
38 the permit holder of the obligation to maintain such insurance for the benefit
39 of the District. The superintendent or designee may waive the certificate of
40 insurance requirement for events designed to benefit District students.

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42 Coverage shall be provided by an insurance company licensed to do
43 business in the State of Minnesota with AM Best ratings of A or above.
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1 The applicant shall provide a certificate of insurance specifying amounts of
2 coverage equal to or greater than the minimum required limits of liability
3 stated below. All certificates shall provide the District with thirty (30) days of
4 notice of cancellation, material change, or non-renewal. The certificate must
5 be altered to eliminate the words "endeavor to" and "but failure to make such
6 notice shall impose no obligation or liability of any kind upon the company, its
7 agents or representatives."
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9 1. Commercial General Liability

10	Bodily Injury Including Death	\$1,000,000 Each Occurrence
11	Personal Injury	\$1,000,000 Each Occurrence
12	Products/Completed Operations	\$1,000,000 Each Occurrence
13	General Aggregate	\$1,000,000
14	Products/Completed Operations Aggregate	\$1,000,000
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17 2. Workers' Compensation

18	Statutory	
19	Employers Liability	\$100,000 Each Accident
20		\$500,000 Disease Policy Limits
21		\$100,000 Disease Ea. Employee
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25 VII. LIMITATIONS OF USE

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27 A. Possession or use of alcohol, drugs, or tobacco in the building or on school
28 property is prohibited. It is the permit holder's responsibility to communicate
29 these restrictions to the participants and the spectators. If the group violates
30 this rule, the group will be asked to leave the building and the permit holder's
31 right to future use will be forfeited.
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33 1. In accordance with Policy 105: Tobacco-Free Environment, an adult
34 Native American may use tobacco as part of a traditional Native
35 American spiritual or cultural ceremony. A Native American student may
36 carry a medicine pouch containing loose tobacco intended as
37 observance of traditional spiritual or cultural practices.
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39 2. Any burning of sage or other materials for cultural purposes must be
40 done in a location and manner that does not create a fire hazard. Any
41 non-Richfield Public Schools groups who wish to burn sage or other
42 materials for cultural purposes must have approval from the
43 superintendent for this activity and must coordinate with the director of
44 facilities to ensure that fire alarms will not be activated.
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46 B. School property must be treated with care; the permit holder is responsible for
47 all damages.
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49 1. Any damage to school property must be reported to the Facility Use
50 Office within 24 hours. Failure to report any damage may result in
51 cancellation of future use of District facilities.

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2 2. If satisfactory replacement or payment for any loss or damage is not
3 made, the permit holder's right to future use will be forfeited. The District
4 assumes no liability for loss of personal effects of participants.
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6 C. Appropriate athletic shoes are required for gymnasium use.
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8 D. Rooms or facilities that are not specified and authorized by the permit may not
9 be used.
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11 E. The permit holder is responsible for the conduct of both participants and
12 spectators. To ensure the safety of facilities and participants, all children must
13 be under competent and responsible adult supervision at all times.
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15 F. Adherence to the hours of use designated in the contract is required. If the
16 group does not vacate by the time indicated on the permit, additional charges
17 will be assessed to the permit.
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20 **IX. APPLICATIONS AND CANCELLATIONS**
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22 Applications for use of buildings must be made electronically through the online
23 building reservation system. The application, if approved, becomes a contract, but
24 the contract may be canceled by either party 72 hours in advance. An application
25 for use of school facilities should be submitted at least two weeks in advance of the
26 scheduled use. Requests made with less than two weeks are difficult to
27 accommodate and may be denied.
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29 Permits should be completed with precise dates and times (including set-up and
30 tear down as well as set-up diagrams). Permits will be reviewed and approval or
31 rejection will be communicated in 10 business days by email through the online
32 reservation system.
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34 All buildings will be required to submit their building curricular and co-curricular
35 schedules to the Facilities Use Office by May 15 of each year to block off dates on
36 the master calendar for those requesting use of building facilities. The Chief HR &
37 Administrative Officer will provide lease agreement information to the Facility Use
38 Office by May 15 for inclusion into the master calendar.
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40 Requests for building use outside of the hours specified below are excluded unless
41 approved by the building principal and/or superintendent. Requests may be
42 submitted for the following hours:
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- 44 • All outdoor spaces: 4 – 11 p.m.
- 45 • Elementary and middle school indoor spaces: 6 – 11 p.m.
- 46 • Richfield Middle School pool: 5 a.m. – 11 p.m.
- 47 • High school indoor spaces: 4 – 11 p.m.
- 48 • District Office boardroom: 7 – 8:30 a.m. and 4 – 11 p.m.
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1 In the event that the requestor needs to cancel, they must do so by contacting the
2 Facility Use Office at least 72 hours prior to the event.
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5 *Legal References:*
6 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool
7 Purposes; Closings)
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9 *Cross References:*
10 Policy 105: Tobacco-Free Environment
11 Policy 413: Staff Use of School Facilities
12 Policy 801: Student Use of Secondary School Facilities
13 Policy 803: Leasing School Space
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16 RATIFIED BY THE BOARD OF EDUCATION: September 7, 1982
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18 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: October 20, 1986
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20 REVISED BY THE BOARD OF EDUCATION: July 21, 1986; December 7, 1987; June
21 18, 1990, November 21, 1994, September 3, 1996, August 11, 1997, May 15, 2000,
22 March 5, 2001, May 7, 2001; April 19, 2004, April 18, 2005; July 11, 2005; December
23 17, 2007; February 1, 2010; November 12, 2013; March 18, 2019; November 7, 2022;
24 December 16, 2024
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