INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating, developing, and inspiring our students for lifelong success.

Series Number **801.5AR** Adopted **January 1977** Revised **June 2026**

Title **Community Use of District Facilities**

1. **Calendar**

1.1 A master calendar with all school events for the coming year will be kept by the Community Education Facility Services Center.

1.2 Each school principal will turn in her or his schedule of events to the Facility Services Center by May l.

1.3 Notice of any changes made after May 1 will be sent to the Facility Services Center. After May 1, if a school activity date must be added or changed to a time when a community activity is already scheduled, priority will be given to the community group and Facility Services Center staff will work with the school to resolve the conflict.

2. **Request for Facilities**

2.1 Community groups or individuals must submit their request to use district facilities or equipment to the Facility Services Center.

2.2 Access to district facilities will be prioritized as follows:

2.2.1 First priority – K-12 activities;

2.2.2 Second priority – Activities sponsored by the Community Education Department;

2.2.3 Third priority – City park and recreation departments, community athletic associations and other non-school community groups (such as Scouts, 4-H, swim clubs, etc.);

2.2.4 Fourth priority – Individuals and groups that use facilities for non-commercial purposes, and non-profit organizations, and

2.2.5 Fifth priority – Individuals, private agencies, companies or vendors that use facilities for commercial purposes or profit.

2.3 Applications for use of district facilities for events at which 200 or more people are expected to attend, must be received by the Facility Services Center at least six weeks prior, but not more than one year prior, to the event. A deposit may be required.

2.4 Applications for use of fields and grounds must be received by the Facility Services Center each year by February 1 for spring and summer use, and by June 1 for fall use. Applications received after the above dates will be accepted if space is available.

2.5 All other facility use requests must be received no less than three weeks prior to the date of requested use. Any exceptions to the stated deadlines must be approved by the Community Education Manager.

2.6 When a facility use application is approved, the applicant will receive a facilities permit, drafted by the Facility Services Center, defining the times, fees, cancellation provisions and a copy of the District's Building Use Rules and Regulations related to facility use.

2.6.1 The facilities permit must be signed and returned to the Facility Services Center to complete the reservation process.

2.7 The Facility Services Center will send each school principal and the building chief a weekly schedule of activities for his or her school.

3. **Scheduling Priorities**

3.1 Middle schools are considered the major centers for Community Education Department activities and classes.

3.2 High schools are to be scheduled for classes and community use only if particular equipment or space is needed and available at the high school buildings. High school activity centers will be scheduled during regular community use hours in the evening and on weekends after high school activities and events are scheduled.

3.3 Elementary school gyms, cafeterias, multi-purpose rooms and media centers/libraries may be scheduled for community use as school activities permit. Classroom space may be made available to meet special needs with the permission of the school principal.

4. **Athletic and Fine Arts Camps, Clinics and Tournaments**

4.1 Camps, clinics and tournaments may be sponsored and/or conducted by area athletic associations, school-recognized booster clubs, District 196 schools, District 196 employees or outside entrepreneurs. For camps, clinics and tournaments other than those described in section 4.2, below, the sponsoring individual and/or group must apply for a facility use permit and satisfy all facility use and insurance liability requirements.

4.2 Camps and clinics run by school employees (not sponsored by booster clubs or other outside groups) in district facilities may operate in one of the following ways. Regardless of which option is chosen, the camp coordinator must provide the Facility Services Center with information about the dates and times of the activity, which option will be used for running the activity, and a copy of the camp or clinic flyer.

4.2.1 Option 1 – The camp or clinic will be set up as a totally separate operation from District 196 or a district school.

4.2.1.1 The activity will be classified as a Class IV user of district facilities and will be subject to all Class IV responsibilities and fees. (See sections 8 and 9 for more details.)

4.2.1.2 Community Education will pass on half of the Class IV fees it receives from employee-run camps and clinics to the athletic department of the school at which the employee is employed. The school athletic director will determine appropriate use of the money for the school's athletic programs.

4.2.2 Option 2 – The camp or clinic will be run as a school district activity.

4.2.2.1 The summer or school year camp or summer clinic will be run through the Community Education Department. The Community Education Department will be responsible for collecting registrations and payment, hiring and paying staff according to board approved rates and for all other administrative tasks.

4.2.2.2 The school year clinic will be run through the school hosting the clinic. The school will be responsible for collecting registrations and payment, hiring and paying the staff according to board approved rates and for all other administrative tasks. Camps and clinics that primarily take place in high school weight rooms may operate under this paragraph even if they take place over the summer.

5. **Limitations of Use**

5.1 Smoking and Tobacco Products – Smoking and use of tobacco or tobacco products and possession of activated electronic delivery devices (e.g., liquid or electronic cigarettes, vaping devices) are prohibited on District 196 property, in buildings and on grounds, except for use by an adult in a traditional Indian spiritual or cultural ceremony.

5.2 Alcoholic Beverages and Mood-Altering Chemicals – Alcoholic beverages and other mood- altering chemicals are not permitted on district property at any time.

5.3 Firearms – Firearms are prohibited on district property except in the following situations:

5.3.1 When possessed by active licensed peace officers, or military personnel or students participating in military training who are on duty, performing official duties;

5.3.2 When possessed by persons authorized to carry a firearm in accordance with state law while in a motor vehicle or outside of a motor vehicle to directly place the firearm in, or retrieve it from, the trunk or rear area of the vehicle;

5.3.3 When possessed by persons who keep or store pistols or other firearms in a motor vehicle in accordance with state law;

5.3.4 When used in firearm safety or marksmanship courses or activities conducted on school property;

5.3.5 When dangerous weapons, BB guns or replica firearms are possessed by a ceremonial color guard;

5.3.6 When a gun or knife show is held on school property;

5.3.7 When possessing dangerous weapons, BB guns or replica firearms with written permission of the school principal or other person having general control and supervision of the school, and

5.3.8 By persons who are on unimproved property owned or leased by a school or school district, unless the person knows that a student is currently present on the land for a school-related activity.

5.4 Hours – Use of district facilities through the Community Education Department is limited to non-school use times between 6-10 p.m., Monday-Friday, and 8 a.m.-4 p.m., Saturday, and occasional Sundays (varying hours) unless otherwise approved by the Community Education Manager.

5.5 Liability – The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold the district harmless from any expense or costs in connection with the use of district facilities. The district may require the applicant and/or organization to furnish a certificate of insurance to guarantee the conditions of the facility use agreement or any liability incurred by it and to name the district as an additional insured. District 196 may not be held liable for loss or destruction of personal items.

5.6 Cancellation – The user accepts responsibility for their costs and liabilities should their event be canceled due to scheduling conflicts or inclement weather. The Community Education Department will refund any rental or labor fees already paid if the event cannot be rescheduled.

5.7 Signage – Lawn signs related to the permitted event may be placed on the lawn of the scheduled building one day prior to and the day of the event. The user is responsible for the removal of the signs. Signs or banners posted on district property for events must not violate any city ordinance or any relevant district policies (e.g. advertising tobacco, alcohol or political advertising).

5.8 Photographs/Video – The user and their invitees may take photographs and create videos while using district facilities, but may not include images identifying the school district or a school (e.g., a photograph including the school signage) if the photographs or videos are to be used for commercial or political campaign purposes.

6. **Supervision**

6.1 Community Education-approved supervision must be in place each time schools are used for activities scheduled through the Community Education Department. General hours of operation during the school year are 6-10 p.m., Monday-Friday, and 8 a.m.to 4 p.m., Saturday. The Community Education Manager may approve use of district facilities beyond these hours, which will result in additional supervisory and rental charges.

6.2 The Facility Services Center will inform the Facilities Department or building chiefs when additional custodial hours are needed and will also determine when a custodian is needed for weekend activities. When custodial overtime is necessary, the Facilities Service Center will contact the school building chief with the information and the building chief will schedule the appropriate staff.

6.3 The Facility Services Center will inform the Food and Nutrition Services Department when a permit is issued to use school kitchen facilities. At least one school employee designated by the Coordinator of Food and Nutrition Services must be present when a school kitchen is used.

6.3.1 When a school or school group requests use of kitchen facilities, the Facility Services Center will refer them to the Food and Nutrition Services Department to determine costs. Food Services will confirm details regarding kitchen use with the Facility Services Center.

6.3.2 When a non-school group requests use of kitchen facilities, the Facility Services Center will make arrangements with the Food and Nutrition Services Department for appropriate staffing, and bill the group accordingly.

6.3.3 For more information about use of school kitchen facilities, refer to Administrative Regulation 710.2.3AR, Use of School Kitchens.

6.4 American Red Cross-certified lifeguards employed by District 196 and approved by Community Education must be on duty for all pool rental activities and public swimming. Certified lifeguards will be provided by the Community Education Department to meet lifeguard/swimmer ratios. Community swim clubs that provide documentation of liability insurance may provide their own American Red Cross- certified lifeguards, subject to approval by the Community Education Department.

6.4.1 Organizations that use the pools may be required to furnish male and female locker room attendants.

6.4.2 The Community Education Department will designate a person responsible to supervise the pool operation. The designated person must be on site when the pool is in use.

6.5 The Facility Services Center will confirm use of the high school theaters with the appropriate theater managers. A theater manager or approved technician must be on duty for all events scheduled in the high school auditoriums.

7. **Request for School Equipment**

7.1 Requests for school equipment must be included in the application for a facilities permit. Equipment may not be removed from the buildings.

7.1.1 Specific audio visual equipment may be available and a fee will be assessed as noted in the Fees for Facility Use table. Use of audio visual equipment in a high school theater will require that an audio visual technician be hired. Fees will be charged to the building user.

7.1.2 General physical education equipment is available for use to include volleyball standards and gymnastic mats where available. Use of other physical education equipment is not available.

7.1.3 Community groups will be responsible for any damages to school equipment while the equipment is being used. Movement of a school piano may result in an additional fee to cover the cost of re-tuning the piano.

8. **Classification for Use of Buildings, Grounds and Equipment**

8.1 **Class I** includes the following groups:

8.1.1 School organizations and parent-teacher groups;

8.1.2 Community Education Department-sponsored activities;

8.1.3 District or school-recognized booster group activities at home school (other than summer camps and clinics sponsored by booster groups--see section 8.4.2);

8.1.4 City park and recreation programs;

8.1.5 Local, state and national election polls and caucuses;

8.1.6 School Board activities, and

8.1.7 District 196 Foundation.

8.2 **Class II** includes the following groups:

8.2.1 Community athletic associations;

8.2.2 Non-profit, non-school community and youth groups that mostly benefit District 196 residents (such as Scouts, 4-H, Lions Clubs, swim clubs, etc.), (may require proof of district residency) and

8.2.3 Governmental agencies serving mostly District 196 residents.

8.3 **Class III** includes the following groups:

8.3.1 For-profit organizations and/or private groups which provide educational, civic, recreational or charitable activities and do not charge admission;

8.3.2 Religious organizations;

8.3.3 Colleges and universities, and

8.3.4 Group activities or non-profit, non-school community groups that benefit mostly non-District 196 residents.

8.4 **Class IV** includes the following groups:

8.4.1 Individuals, private agencies, companies and vendors that use district facilities for commercial purposes or profit.

8.4.2 Summer camps and clinics sponsored by booster groups.

9. **Fees for Facility Use**

9.1 The following hourly rates will be assessed for facility use. The minimum use on weekdays, weekends and other non-school days is one hour. The minimum use on holidays is two hours.

9.2 Users will be charged a one-time fee for each permit processed. Multiple dates and/or facilities for the same group or activity may be submitted on one request.

9.3 Class II-IV users who do not use their scheduled times and do not cancel within five days of the event will be billed regular rental fees.

9.4 **Facility Use Permits**

- Class I: No charge
- Class II: $19
- Class III: $19
- Class IV: $19

9.5 **Elementary School Spaces** (fees are per hour)

Full Gym

- Class I: No charge
- Class II: $19
- Class III: $19
- Class IV: $19

Cafeteria

- Class I: No charge
- Class II: $16
- Class III: $25
- Class IV: $50

Half Gym

- Class I: No charge
- Class II: $16
- Class III: $16
- Class IV: $32

Kitchen

- Class I: Staff costs
- Class II: $16
- Class III: $36
- Class IV: $72

Classroom
- Class I: No charge
- Class II: $16
- Class III: $26
- Class IV: $52

Room less than 100 sq. ft.
- Class I: No charge
- Class II: $2
- Class III: $3
- Class IV: $5

9.6 **Secondary School Spaces** (fees are per hour)

High School Single Gym Court (includes Activity Centers)
- Class I: No charge
- Class II: ~~$~~22
- Class III: ~~$~~35
- Class IV: ~~$~~60

High School Gym Locker Rooms
- Class I: No charge
- Class II: $14
- Class III: $24
- Class IV: $50

High School Theater
- Class I: No charge
- Class II: $17
- Class III: $155
- Class IV: $310

High School Theater Rehearsal
- Class I: No charge
- Class II: $16
- Class III: $26
- Class IV: $54

Middle School Single Gym Court
- Class I: No charge
- Class II: $17
- Class III: $25
- Class IV: $50

Middle School Auxiliary Gym
- Class I: No charge
- Class II: $16
- Class III: $20
- Class IV: $42

Middle School Gym Locker Room
- Class I: No charge
- Class II: $16
- Class III: $25
- Class IV: $50

Middle School Theater
- Class I: No charge
- Class II: $17
- Class III: $52
- Class IV: $102

Cafeteria / Student Center
- Class I: No charge
- Class II: $16
- Class III: $40
- Class IV: $78

Classroom
- Class I: No charge
- Class II: $16
- Class III: $28
- Class IV: $54

Kitchen
- Class I: Staff costs
- Class II: $16
- Class III: $36
- Class IV: $72

Lecture Room
- Class I: No charge
- Class II: $16
- Class III: $32
- Class IV: $62

Pool
- Class I: No charge
- Class II: $24
- Class III: $45
- Class IV: $75

9.7 **Outdoor Spaces at Secondary Schools** (fees are per day except when noted)

Athletic Fields
- Class I: No charge
- Class II: $5 / day / field
- Class III: $30 / day / field
- Class IV: $50 / day / field

Tennis Courts
- Class I: No charge
- Class II: No charge
- Class III: $2 / court / hour
- Class IV: $4 / court / hour

9.8 **Turf Fields at High Schools** (fees are per hour)

Practice Field
- Class I: No charge
- Class II: $30
- Class III: $75
- Class IV: $150

Stadium Field
- Class I: No charge
- Class II: $30
- Class III: $75
- Class IV: $150

Lights

- Class I: No charge
- Class II: $25
- Class III: $25
- Class IV: $25

Press Box

- Class I: No charge
- Class II: No charge
- Class III: $25
- Class IV: $25

9.9 **Fees for Swimming Pools (rental with lifeguard)**
Minimum pool use is two hours unless it is consecutively scheduled with another group.

9.9.1 For 10-50 people
Total Cost: $99/hour
Cost Breakdown: $55 / hour rental fee + $44 / hour for two lifeguards ($22 / hour per lifeguard)

9.9.2 For 51-75 people
Total Cost: $121/hour
Cost Breakdown: $55 / hour rental fee + $66 / hour for three lifeguards ($22 / hour per lifeguard)

9.9.3 For 76-100 people
Total Cost: $143/hour
Cost Breakdown: $55 / hour rental fee + $88 / hour for four lifeguards ($22 / hour per lifeguard)

9.9.4 For 101-125 people
Total Cost: $165/hour
Cost Breakdown: $55 / hour rental fee + $110 / hour for five lifeguards ($22 / hour per lifeguard)

9.10 **Fees for Extended Leases** – The District may negotiate rental rates with non-profit organizations providing services to District 196 resident children in District buildings through seasonal or annual lease agreements.

9.11 In addition to the above fees, charges may be assessed for additional staff costs for custodians, supervision, lifeguards, food and nutrition services employees, theater technicians and/or audio-visual/media technicians.

9.12 Fees will be assessed for the following AV equipment (fees are per day, where available)

9.12.1 Projector - $30

9.12.2 Microphone – $15

10 **Evaluation** – This regulation on community use of school facilities will be evaluated and updated (as needed) each year by the Community Education Department.

10.1 Annual reports will be filed with the Minnesota Department of Education. These reports will contain the number of participants, type of activity and number of facility requests.

10.2 The Community Education Department will document all major problems that occur during community use of the schools.

References:
- Minnesota Statute 123B.35, General Policy
- Minnesota Statute 124D.19, subd. 11, Community Education Programs; Advisory Council
- Minnesota Statute 144.4165, Tobacco Products Prohibited in Public Schools Minnesota Statute 609.66, subd. 1(d), Dangerous Weapons
- Minnesota Statute 624.714, Article 2, Public Safety Regulatory Provisions