



INDEPENDENT
SCHOOL
DISTRICT 728

ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN

Facility Use Policy 902

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

Use of School District Facilities and Equipment

Facility Use

Procedures & Fees

Updated September 2026

ISD 728 Facilities Office
Handke Center
1170 Main Street, Elk River
763-241-3400 x5539
Facilities@isd728.org

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<https://ce.isd728.org/facility-use>

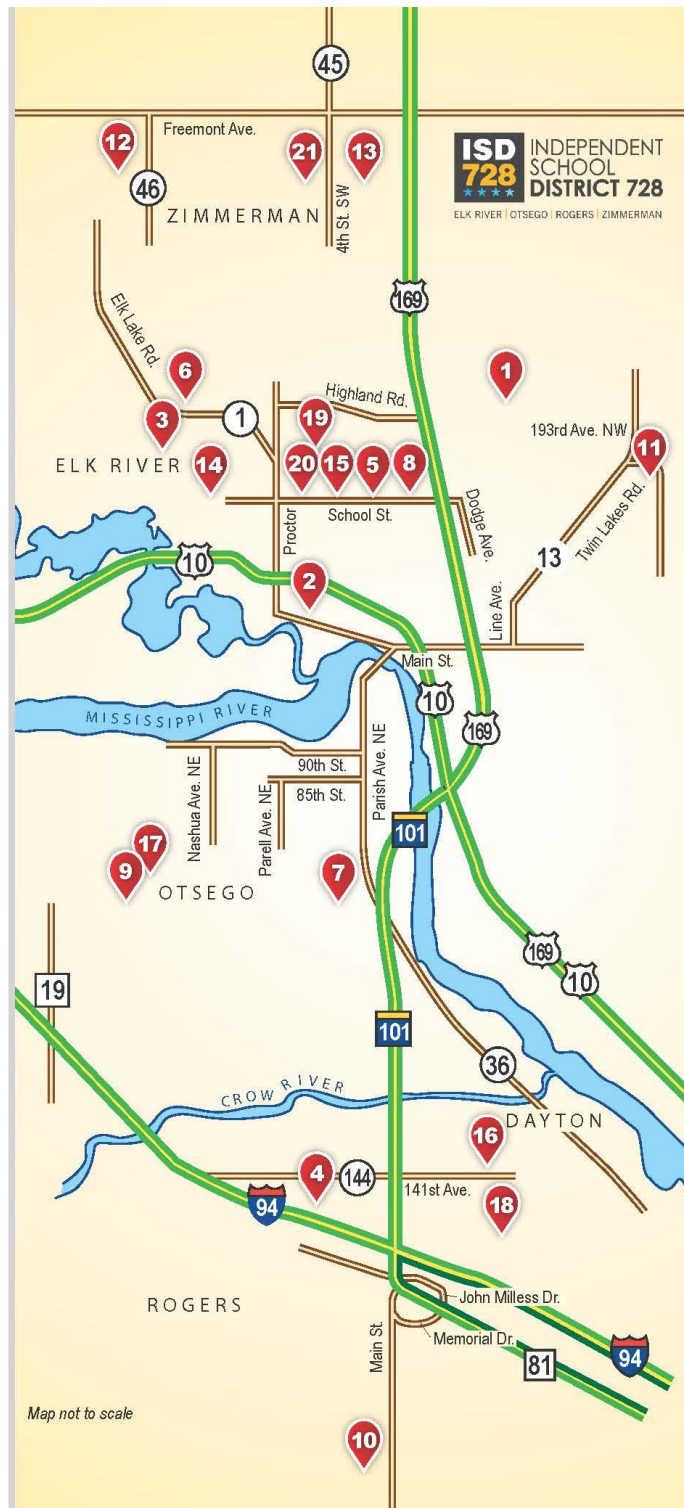
Submit online requests at least 7 days
prior to requested use.



ISD 728 is Tobacco Free
and the use of tobacco is
prohibited on all School
District property. This
includes all school buildings,
grounds, and in all school vehicles.

ISD 728 BUILDINGS

- 1 ISD 728 District Office**
11500 193rd Avenue NW, Elk River, MN 55330
- 2 Handke Center/Community Education**
1170 Main Street, Elk River, MN 55330
- 3 District Service Center**
19072 Triangle Road NW, Elk River, MN 55330
- 4 Hassan Elementary School (K-4)**
14055 Orchid Avenue, Rogers, MN 55374
- 5 Lincoln Elementary School (K-5)**
600 School Street, Elk River, MN 55330
- 6 Meadowvale Elementary School (K-5)**
12701 Elk Lake Road, Elk River, MN 55330
- 7 Otsego Elementary School (K-4)**
8125 River Road NE, Otsego, MN 55330
- 8 Parker Elementary School (K-5)**
500 School Street, Elk River, MN 55330
- 9 Prairie View Elementary (K-4)**
12220 80th Street NE, Otsego, MN 55330
- 10 Rogers Elementary STEM Magnet School (K-4)**
12521 Main Street, Rogers, MN 55374
- 11 Twin Lakes Elementary School (K-5)**
10051 191st Avenue NW, Elk River, MN 55330
- 12 Westwood Elementary School (3-5)**
13651 4th Avenue South, Zimmerman, MN 55398
- 13 Zimmerman Elementary School (K-2)**
25959 West 4th Street, Zimmerman, MN 55398
- 14 Ivan Sand Community High School (9-12)**
1232 School Street, Elk River, MN 55330
- 15 Elk River High School (9-12)**
900 School Street, Elk River, MN 55330
- 16 Rogers High School (9-12)**
21000 - 141st Avenue, Rogers, MN 55374
- 17 Prairie View Middle School (5-8)**
8300 Maciver Ave NE, Otsego, MN 55330
- 18 Rogers Middle School (5-8)**
20855 - 141st Avenue, Rogers, MN 55374
- 19 Salk Middle School (6-8)**
11970 Highland Road, Elk River, MN 55330
- 20 VandenBerge Middle School (6-8)**
948 Proctor Road, Elk River, MN 55330
- 21 Zimmerman Middle-High School (6-12)**
25900 - 4th Street West, Zimmerman, MN 55398



Entrances are labeled by letters or numbers at each school building. Please note the entrance that has been designated for your group and inform all participants of where to park and enter for your activity.

ISD 728 FACILITY USE PROCEDURES

“District Premises”, as referred to in this document, will include all District owned facilities, buildings, grounds, parking lots, athletic fields and vehicles.

Priorities for Facility Use:

Applications for the use of facilities will be processed and scheduled in the following order:

1. School District #728 events, Community Education activities, and governmental elections and caucuses.
2. Civic, service, non-school youth groups and community groups (composed of 75% or more school district residents).
3. Local government use for communities within ISD 728.
4. Local religious organizations.
5. Local commercial/business groups.
6. Groups and organizations that serve a regional, state or national clientele.
7. Non-local commercial groups.

ISD 728 always has priority when scheduling these spaces. Public requests will be processed for the school year after the district events have been scheduled. District events for the upcoming school year are processed in June with public events being processed in July/August. All requests received before July 1 will be date-stamped as submitted on July 1. Requests received after July 1 for the following school year will be processed in the date order received.

Occasionally, non-school scheduled activities may conflict with events planned by a District program. If a conflict occurs, every effort will be made to find an alternate facility for the non-District group; but, ISD 728 programs have priority of facility use at all times.

APPLY TO USE A FACILITY

All use of District facilities before and after the normal school day, weekends, summers, vacations, and holidays, must be scheduled through the Community Education Facilities Office, this includes District-sponsored events and activities and use by District staff for non-District activities. To make application:

Apply to use facilities!

<https://ce.isd728.org/facility-use>

1. Submit facility requests online at <https://ce.isd728.org/facility>.
2. **Phone & email requests will not be accepted.**
3. The Community Education Office must receive your online request at **least seven business days prior to your requested date of use**. Incomplete requests will be returned.
4. Requests are processed based on priority and in the order they are received. Your request is not approved until you receive an email notification from the facilities office.

5. An estimate of applicable costs is not included with the usage permit but can be requested.
6. District equipment usage requests (i.e., recreation, audiovisual, chairs, etc.), as well as setup times and needs, must be included on the application.
7. The Facility Scheduler will arrange for staffing if use of the facility occurs at a time when custodians are not on duty, or if additional services are needed, and/or the nature of the activity dictates such staffing. All staffing costs are the responsibility of the user.

DENIAL OF ACCESS

Facility use may be refused or cancelled due to the following reasons:

1. The planned activity, in the judgment of ISD 728, may be in any way prejudicial to the best interests of the schools or the educational system.
2. ISD 728 may modify, deny, cancel, or revoke any or all facility use applications or permits at any time for any reason.
3. Non-payment of fees for current or previous events.
4. Misrepresentation of the user, the nature of the group or its activities, or the number of participants to avoid fees, charges or other use policies.
5. A history of the group and/or individual of being uncooperative or disrespectful to district staff or other facility users.
6. Non-compliance of District Facility Use Procedures by users, including internal staff, may result in user being asked to leave the facility and may result in denial of future access.
7. History of failure to comply with District Procedures regarding scheduling of facility use.

LIABILITY

ISD 728 assumes no responsibility or liability for damage, loss, or personal injury resulting from use of District facilities.

- The individual or group whose name the permit is issued to is responsible for their use of the facility and must accept responsibility for the payment of fees and/or other charges, including damages.
- The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators.
- Upon request and before use of facilities, the user shall provide a Certificate of Liability Insurance listing the district as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$3,000,000 aggregate. Waivers may not be substituted for a valid certificate of insurance. Usage may be cancelled by the district if the Certificate of Liability is not received when requested.

Certificate of Liability
will be requested if required.

RULES & GUIDELINES FOR USE

Rules and regulations exist to protect the public's investment in ISD 728 facilities. All groups using the buildings/grounds must observe the following rules.

1. All local and state ordinances and laws pertaining to use of public buildings and facilities must be observed.
2. The use of tobacco or vaping on district premises is always forbidden, including outdoor grounds. ISD 728 is tobacco-free.
3. The possession and/or use of alcohol or controlled substances on District premises are prohibited.
4. Candles are not permitted.
5. Latex balloons are not permitted. If you're planning to use balloons that **look like latex but are latex-free**, we ask that you bring the original packaging with you to confirm with building staff that they have no latex content.
6. Competent adult supervision (age 21+) must be provided by the group and on site during the entire use. The group supervisor(s) is responsible for compliance with rules, general behavior and safety.
7. Use is limited to those areas of the building that are specifically approved on the permit and includes the nearest drinking fountain and restrooms.
8. The facilities office determines staffing needs for each facility use based on the nature of the event, the number of participants/attendees and history of use. A custodian or building supervisor will be present throughout your use; cooperation with these staff members is essential.
9. Equipment brought in and its manner of use is subject to approval by the custodian in charge, Manager of Facilities, the Community Education Director, or the Facilities Scheduler.
10. District equipment may be used if advance arrangements have been made with the Facility Scheduler or the Auditorium Manager (if using theater/auditorium equipment). Charges for the equipment may be assessed.
11. Groups are responsible for their own setup when applicable (i.e., tables, chairs, etc.). School staff will assist with setup of school district specialty equipment (i.e., scoreboards, smartboards, etc.). Charges for staff time for setting up may be assessed.
12. All groups shall leave the school facility in the same condition in which they found it, returning all furniture, equipment, etc. to their original order. Charges for staff time may be assessed, depending on the extent of cleaning needed.
13. If food and/or drink are served inside facilities during the event, this information must be included on the Facility Use Application and will be permitted only in designated areas and when applicable, with the appropriate licensing.

14. If food and/or drink are to be served outside on district property (including, but not limited to, concession tents and food trucks) this information is to be indicated on the Facility Use Application and will be permitted only in designated areas with the appropriate licensing.
15. Groups selling concessions or food during their event must follow [ISD 728 Rules & Procedures for Selling Concessions](#). If food licensure is required, a copy of the license obtained by the group from the MN Department of Health must be on file with the facilities office prior to the date of the event. Non-compliance of these rules and procedures may result in cancellation of the event.
16. **Guidelines for Use Documents** available outlining expectations when using specific spaces:
- [School Kitchens](#)
 - [Pool](#)
 - [Gyms](#)
 - [Classrooms](#)
 - [Hosting a Tournament](#)
 - [Auditorium](#)
 - [Turf Stadium](#)
 - [Selling Concessions \(sold during an event\)](#)

These documents can also be found on the Community Education website under facilities.

16. Organizations or participants of organizations who drive vehicles of any type on fields will be charged a \$100 fine to the organization, plus any repair, supply or maintenance fees required to restore fields to district standards or repair of the irrigation system.
17. District facilities may be rented to churches operating within ISD 728 boundaries for worship purposes. However, District facilities are not intended to be used as long-term facility solutions, and a church may be requested to provide ISD 728 with its plan for a more permanent facility.
18. Groups or individuals approved to use District facilities may not assign, sublet, or transfer their approved facility use to any other group or individual. This includes sales by vendors during tournaments and/or performances; vendors need to make their own facility use arrangements.
19. Groups or individuals using the facilities may display banners, signs, streamers and materials of an advertising nature on District premises only during the hours scheduled for the event. These displays/signs may not cause damage to or deface district premises and must meet all requirements imposed by other governmental agencies. Promotional signs posted inside district facilities must clearly identify the sponsoring organization, contact person and phone number and have prior approval to post by the Assistant Superintendent's office. All materials must be removed from District property at the end of the event.

Please view the specific
Guidelines for Use Documents
(#16 above) on our website at
[https://ce.isd728.org/facility-
use/district-facility-procedures](https://ce.isd728.org/facility-use/district-facility-procedures)

**Is a food license is
required if you are
selling concessions?**

Do I need to cleanup?

**Who runs the
lights and
sound in the
theater and
auditoriums?**

CANCELLATIONS / NO SHOW

- The facilities office must be notified of cancellation at least 5 business days prior to scheduled use. *Failure to provide adequate notice within this timeframe will result in the assessment of staff fees.*
- In the event a person/group fails to use and does not cancel use of the scheduled space, both facility rental fees and staff fees will be assessed.
- If an individual or group fails to utilize the reserved space during the entire scheduled time, charges for both facility fees and staff fees will be applied for the scheduled duration.

UNAUTHORIZED USE OF FACILITIES OR EQUIPMENT

All facility and equipment use must be requested in advance and authorized by the facilities office, including ISD 728 staff use for any activity that has not been assigned to them by their supervisor. Unauthorized use of facilities and/or equipment may result in:

- Charges for use per the facilities fee schedule.
- Charges for cleaning facilities after use, plus any repair, supply or maintenance fees required due to use.
- A fine to be determined by the facilities office to the individual or organization for unauthorized use of facilities/equipment.

CLOSURE OF FACILITIES

- Inclement weather – Community events are automatically cancelled when school is closed due to inclement weather.
- Emergency closings – Equipment failure or other emergencies may require the closing of facilities and the cancellation of Community events.

Closure of buildings will be communicated using the following methods:

- Community Education and ISD 728 websites.
- Community Education and ISD 728 Social media sites (Facebook).
- If appropriate, news media such as TV channels 4, 5, 9 and 11

ISD 728 will not be responsible for user costs or losses suffered due to cancellation or postponement of events due to unforeseen conditions including, but not limited to, inclement weather.

FEE INFORMATION

- Rental rates apply to groups and activities as listed in this document. All groups using facilities are responsible for staff costs in addition to costs resulting from their use including, but not limited to, facility rental, equipment rental, building supplies, extra garbage pickup, energy and applicable sales tax.
- Groups and individuals are responsible for the repair and/or replacement of damage, theft or loss to the premises or equipment resulting from their use. A damage deposit may be required at the time of application for facility use.
- Payment is due 30 days following the invoice date. Accounts more than 60 days in arrears may be assessed a past due payment fee of \$11 per month in arrears.

STAFFING FEES

Groups/individuals using ISD 728 facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

Staff	Role	Rate
Custodian	Required for building access outside normal hours, setup, cleanup, or supervision when not otherwise staffed.	\$49/hour
Food Service	Must be present when kitchens or culinary classrooms are used.	Current hourly rate (includes OT/holiday if applicable)
Building Supervisor	Oversees facility use and represents the district during events.	\$22/hour
Student Theater Tech	Operates lightboard, soundboard, or rigging in performance spaces.	\$21/hour
Theater Director	May be required when auditoriums/Little Theater are used. Includes prep/setup time.	\$37/hour
Auditorium Manager	Supports community users in auditorium spaces.	\$48/hour
Lifeguard	Required during pool use.	\$21/hour
Pit Cover Removal/Reinstallation	Zabee Auditorium only. An outside vendor will perform service.	Estimated \$2,500 (actual vendor cost billed)

Effective January 1, 2026, in accordance with Minnesota law, all employees working a shift of 4+ hours are entitled to a 15-minute break and/or a 30-minute meal period.

During these periods, the building supervisor may be temporarily away from their station. A sign will be posted indicating a contact phone number for immediate assistance. Whenever possible, the building supervisor will inform groups in advance of their break or meal time.

Wage laws & District Policy do not allow employees to volunteer to provide required supervision or support services for non-school events.

FACILITY RENTAL FEE CATEGORIES

Category A – No Rental Fees

- ISD 728-sponsored events (e.g., concerts, athletics, board meetings, special hearings)
- Community Education programs

Category B – No Rental Fees (with conditions)

Must have 75% or more ISD 728 resident participants. Fees apply only when noted in Category C & E.

- Local public agencies (if they don't charge ISD 728 and have a non-duplication agreement)
- Local civic, service, or charitable groups
- Local non-school youth groups (e.g., Scouts, 4H, youth sports)
- ISD 728 Booster Clubs/Parent Organizations (501(c)(3) nonprofit, supporting specific district programs)

Category C – Category I Rental Fees

Must have 75% or more ISD 728 resident participants.

- Public agencies that charge ISD 728, or lack a non-duplication agreement
- Groups in Category B **if** charging admission (set fee or donation), selling concessions, or fundraising
- Local non-school athletic groups hosting tournaments/meets of an individual nature (e.g., swim, wrestling, gymnastics)
- Any use of turf stadium/track by all category groups
- ISD 728 employees using facilities for personal (non-work-related purposes); activities that require facility use that have not been specifically assigned to them by their supervisor
- Religious groups for worship, instruction, or events with admission/donation
- Private residents or groups using space for meetings or activities
- Colleges or universities

Category D – Category II Rental Fees

- Individuals, businesses, vendors, or nonprofits with regional/statewide reach using space for business/commercial purposes
- Camps, clinics, and leagues by ISD 728 staff/coaches outside their own community (unless partnered with Community Ed or city rec programs)
- Youth, civic, service, charitable, or religious groups with 25% or more of participants from outside ISD 728
- All use of turf stadium/track

Category E – Special Rates for Local Youth Groups

Must have 75% or more ISD 728 residents.

- **Regular Meetings:** \$3.25/hour for meeting rooms (school year only)
- **Practices:** \$3.25/hour per gym, one regular season per year per table below
- **Other Uses (e.g., tryouts, camps):** \$3.25/hour for gyms or meeting rooms during one regular season
- **Out-of-season practices (both indoor and outdoor facilities):** ½ of Category I fees
- **Use of non-primary facilities (e.g., gym use by hockey, soccer, etc.):** ½ of Category I fees
- **Outdoor Fields:** \$5.50 per player per season + actual costs (field maintenance, lining, porta-potties)
- **Swim Clubs (50% ISD 728 participants):** Category I pool fees + staff wages
Discount: ½ fees during swim season (Sept 1 – March 1)

Group	Regular Season
Youth Girls Inhouse Basketball Grades 1-12	Fall / Winter
Boys Youth Inhouse Basketball Grades 1-12	Winter
Youth Travel Basketball Grades 4-8	Fall / Winter
Youth Inhouse Volleyball Grades K-8	Fall
Girls JO Volleyball Grades 3-12	Winter / Spring
Boys Volleyball Grades 7-12	Spring
Youth Wrestling	Winter/Spring
Scouts	School Year
Youth Meetings of Religious Nature	Category I fees

Tournament & Event Fees

Indoor Gym Tournaments/Events of a team nature (i.e. basketball, volleyball, etc.) when a team registration fee is charged, an admission fee, concessions sold, or the event is a fundraiser.

Group Type	Fee per Game/Match
Local (≥75% ISD 728 residents)	\$14
Local (<75% ISD 728 residents)	\$22
Non-local sponsors	\$35

Outdoor Sports Events when an admissions fee or team registration fee is charged, concessions sold, or the event is a fundraiser.

Group Type	Fee per Game/Match
Local ($\geq 75\%$ ISD 728 residents)	\$10
Local ($< 75\%$ ISD 728 residents)	\$13
Non-local sponsors	\$19

Pre-payment of up to 50% may be required and is non-refundable.

Additional Notes

- **Summer Camps/Clinics/Leagues by ISD 728 staff** (in their own community): \$11/participant + staffing fees
- **Booster Club/Parent Group Fundraisers:**
(*Must be 501(c)(3) with proceeds benefiting ISD 728 programs*)
 - One annual event: facility rental fee waived
 - Additional events: charged regular Category I rates

AUDITORIUM/THEATRE USAGE ADDENDUM

An [addendum](#) to this *Facility Use Procedures and Fees Document* can be found [here](#). The addendum includes additional information regarding use of the Auditoriums/Theatre including:

- Seating Capacity
- Stage Dimensions
- Available Equipment List
- Specific Usage Guidelines
- Staffing Requirements

FACILITY FEES PER USE or PER EVENT

MISCELLANEOUS	
Building Supply Fee	\$42
Energy (Heat or AC)	\$32
Garbage Pickup – per dumpster	\$94
Hallway Café Supply Fee	\$55
Kitchen Supply Fee	\$27
Outdoor Electrical Use	\$26
EQUIPMENT	
Piano	\$20
Grand Piano	\$127
Microphone	\$11
Staging	\$35
Risers	\$35
Choir Shell	\$35
Indoor Bleachers (per side)	\$42
Projector, Smart Board/TV	\$42
Auditorium/Theatre- Sound System	\$18 + tech hrs
Auditorium - Fly System	\$18 + tech hrs
Auditorium/Theatre - Light Board	\$18 + tech hrs
Gyms - Sound System	\$18
Turf Fields - Scoreboard	\$42
Turf Fields - Press Box Access	\$42 + tech hours
Turf Fields - Lights	\$42
ADDED SERVICES	
Weekend Snow Removal	\$121/building
Pit cover removal & replacement	Actual from vendor
Late Fees for invoice 60+ days in arrears	\$11/month
Repair or replacement due to damage	Actual

Invoices will be sent the first of the month following facility usage.

Payment can be made online via your Arux account.

FACILITY FEE SCHEDULE

FACILITY DESCRIPTION	Category I		Category II	
	Hourly Rate < 4 hours	Hourly Rate 4+ hours (.65)	Hourly Rate < 4 hours	Hourly Rate 4+ hours (.65)
ELEMENTARY SCHOOLS & HANDKE CENTER				
Gymnasium				
1/2 gym (wall extended)	\$38	\$25	\$50	\$33
Full (wall stacked)	\$76	\$50	\$100	\$66
Cafeteria/Multipurpose Rm	\$32	\$21	\$41	\$27
Conference Room	\$38	\$25	\$46	\$30
Computer Lab	\$42		\$42	
Music Room	\$32	\$21	\$41	\$27
Media Center	\$32	\$21	\$41	\$27
Classroom	\$25	\$16	\$32	\$21
Kitchen	\$25	\$16	\$46	\$30
Hallway	\$32	\$21	\$49	\$32
Athletic Field	\$15/day		\$15/day	
SECONDARY SCHOOLS				
Gymnasium - Middle School				
Single Floor/Court	\$49	\$32	\$52	\$34
Gymnasium - High School				
Single Floor/Court	\$66	\$43	\$96	\$63
Gymnasium - Gymnastics	\$49	\$32	\$52	\$34
Gymnasium - Wrestling	\$49	\$32	\$52	\$34
Commons/Cafeteria	\$38	\$25	\$50	\$33
Music Room	\$32	\$21	\$41	\$27
Media Center	\$32	\$21	\$41	\$27
Classroom	\$32	\$21	\$41	\$27
Conference Room	\$38	\$25	\$46	\$30
Computer Lab	\$42		\$42	
Kitchen	\$25	\$16	\$46	\$30
Auditorium	\$82	\$53	\$201	\$131
Theater	\$41	\$27	\$102	\$66
Hallways	\$32	\$21	\$49	\$32
Concession Stand	\$25	\$16	\$45	\$29
Swimming Pool: practices for clubs (no lifeguard provided)	\$48		\$52	
Swimming Pool: (includes 1 lifeguard)	\$70		\$74	
Athletic Field	\$15/day		\$15/day	
Tennis Courts	\$15/day		\$15/day	
Turf Stadium	\$133 per day		\$133 per day	