

ANNANDALE PUBLIC SCHOOLS

**SUBJECT: ANNANDALE AND MAPLE LAKE COMMUNITY EDUCATION
AND SERVICES DISTRICT #876 SCHOOL FACILITY USE
Annandale Public Schools**

Adopted: June 2016

The following regulations and fees are intended to accomplish the purpose of permitting and encouraging full use of school facilities by the general public without decreasing the use of each facility by school programs.

I. Administration of Use of School Facilities and Equipment

- A. The Community Education and Services Director and the Facility Use Scheduler are authorized to approve and schedule the use of school facilities in accordance with approved school board policy and administrative regulations. All groups (school, school-sponsored and non-school) must submit a facility use request to Community Education for any facility use beyond the regular school day (7:30 a.m. - 4:00 p.m.). All scheduling must go through the Community Education department.
- B. The District reserves the right to cancel or reschedule any confirmed facility use without liability. When the District cancels or reschedules programs, as much advance notice as possible will be given.

II. Priorities for Facility Use

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

1. School District #876 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
4. Local religious organizations
5. Local commercial/business groups
6. Groups that serve a regional, state, or national clientele.
7. Non-local commercial groups

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 alternative facility for the non-district group; but District 876 programs have priority of facility use at all times. In season sports have priorities over out of season sports.

III. How to Apply to Use Facilities

All use of District Facilities before and after the normal school day, weekends, and vacations, must be scheduled through the Community Education Office, this includes District sponsored events and activities. How to make application:

1. Obtain facility use application by visiting our website at www.annandale.k12.mn.us/facility-scheduling
2. Or stop by the Community Education office at 655 Park St. E. Annandale, MN 55302
3. The Community Education office must receive your completed facility use application at least ten business days prior to your requested date of use.
4. Phone and email requests will not be accepted
5. District equipment (i.e.: recreation, audiovisual, chairs, etc.) as well as setup times and needs must be requested on the application.
6. Upon receipt of a Facility Use Application the Community Education department will verify space availability and send a confirmation of use. An estimate of applicable costs is also available upon request.
7. Department will arrange for custodial services if use of the facility occurs at a time when custodians are not on duty, additional services are needed, and/or the nature of the activity dictates such staffing. Food Service personnel will be staffed if your use includes a school kitchen, that the district feels representation is needed. Staffing costs are the responsibility of the user.
8. When the Auditorium is used, a trained equipment technician may be needed to assure correct operation of all equipment fees will apply for their time.

IV. Denial of Access:

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

1. The planned activity, in the judgement of District 876, may be in any way prejudicial to the best interests of the schools or the educational system.
2. District 876 may modify, deny, cancel, or revoke any or all facility use applications at any time.
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 in order 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 Policy 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 policy regarding scheduling of facility use

V. Liability

District 876 assumes no responsibility or liability for damage, loss, or personal injury resulting from use of District facilities.

1. The individual named on the permit and the group in whose name the permit is issued are jointly responsible for their use of the facility, and will accept responsibility for the payment of rent and/or other charges, including damages.
2. 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 of any participants or spectators.
3. The applicant may be requested by the school district to provide a Certificate of liability insurance or endorsement for a general liability policy of \$300,000 limit per person and \$600,000 aggregate naming the District as the insured or as additional insured.

VI. Regulations and Guidelines for Use of District Facilities

A. Responsibilities of User Groups

1. All users, whether school or non-school, shall be responsible for making a reservation request for facilities and equipment, and for making the necessary arrangements for access to the building.
2. All users are responsible for the supervision and conduct of their group and for the enforcement of District policies.
3. All users shall return any and all areas used to its original condition. Any materials brought in must be removed immediately after event is over. Area must be vacated by time noted or additional fees may be accrued.
4. All non-school groups are responsible for their own event promotion. The Director of Community Education and Services must approve any cooperative promotion with the District.
5. All users must give notice of their intent to cancel their permit within 48 hours of their scheduled event. Non-school groups will be charged a fee for late cancellation of their permit.
6. When District activities are cancelled due to inclement weather or building emergencies, all facility use permits are cancelled. Groups will be refunded for any rental or labor fees already paid if the event cannot be rescheduled.
7. In season sports have priority over out of season sports.

B. Limitations on Use of District Property

1. All groups and/or individuals (District employees and non-school citizens) are prohibited from using school property to provide fee-based instruction for private income or wages except as follows:
 - a. By becoming part of the Community Education program. Community Education collects the fees, deposits the revenue in District accounts and pays the instructor. Sales of class materials is authorized, but must be pre-approved by the Community Education staff.
 - b. By arranging for space use on a rental basis with the appropriate Community Education staff.
2. Permit holders may not assign, transfer or sublet use of District facilities.
3. Facility use rental fees do not permit users to house the group's property on school premises. Groups seeking secured space must enter into a lease for space with District administration.
4. No group which limits membership or attendance in its activities on the basis of sex, race, religion, color, national origin, economic status, age or disability shall be allowed to use District buildings and grounds.
5. Use, consumption or possession of tobacco, alcoholic beverages or any controlled substances is prohibited on all District property, including parking lots and athletic fields.
6. Firearms on District property are prohibited, except when in the possession of legally authorized officials.
7. School equipment has been purchased primarily to operate District educational programs and the school district is not obligated to provide equipment for any individual or organization. Applicants may use only such school equipment as outlined below:
 - a. Equipment that is specifically authorized for use and designated on the facility use permit. Any fees associated with the use of equipment will be included with the permit
 - b. Equipment that can be properly operated. Qualified operators must be available and on-site during the time any District equipment is in use. If qualified operators are not available, the District reserves the right to withhold the use of equipment. Community Education will attempt to secure and train personnel to operate equipment for non-school groups or individuals. Fees will be charged for equipment operators.
 - c. Equipment that is appropriate to the activity and to the facility. Groups using indoor locations for sports typically played outdoors may only use

equipment approved by the Activities Director and/or the Head of Facilities and Grounds.

- d. Equipment is not to be loaned or taken off District property by a non-school individual or organization, unless approved in advance by the appropriate building administrator and under the supervision of a District staff person or designee. Such arrangements will be specifically outlined on the user permit.
8. Food and drink are to be served and consumed only in commons/lunchroom areas and/or as specified on the user permit.
9. The District is not responsible for loss of or damage to personal items.

C. Weather Cancellation Procedures for Outside Facilities

1. Groups may use District fields under the direction of the Activities, Grounds and Community Education Departments.
2. All outside activities will be cancelled due to inclement weather and/or poor field conditions.
3. Groups will not be charged for cancelled events but penalties could be applied if the rules are not followed. Groups should check with the Community Education Office if there are concerns about weather related cancellations.

VII. Classifications for Facility Use Fees

A. Class 1 User Groups:

- a. School related student, teacher, and parent groups. Example: Student Clubs, PTO
- b. Organized youth groups. Example: Brownies, Scouts, 4-H, Athletic Associations who are an extension of Community Education or partnering with Community Education, Cardinal Athletic Foundation
- c. Special meetings sponsored by local civic organizations which are of general interest, educational, open to the public and no admission fee is charged.
- d. Political Caucuses

B. Class 2 User Groups:

- a. Organized community service, citizens groups and church services. Example: Chamber of Commerce
- b. Groups that fall under Class 1, but are out of school district will be charged Class 2 rates.
- c. Class 1 non-school related groups charging fees, setting up concession stand or hosting tournament or competition will be charged Class 2 rates.
- d. Regular scheduled activities or events, including youth groups that meet more than four times per year and average more than 50 participants will be charged a Class 2 rate.

- C. Class 3 User Groups:
 - a. Commercial, business or private organizations and other requests not covered in Class 1 or 2.
 - b. Out of School district Class 3 users will be charged at a rate double that indicated.
- D. Local Youth Organizations requesting additional practice time after the regular season will be charged at a rate of \$10/hour for additional gym use. Those not affiliated with Community Education.

VIII. Special Considerations/Clarifications to Fee Schedule

A. Facility Use

- 1. Use of high school concession stand is contingent upon the approval. Any group using the concession stand must supply their own food, beverages, paper/plastic products, etc. Any food served must comply with the Department of Health Regulations.

A. District Personnel

- 1. Custodial charges are determined as follows:
 - a. A custodial recovery charge-back may be assessed at the time of the reservation and is intended to offset the time the custodian spends in minimal cleanup of an area used by non-district user groups. Not all groups will be required to pay a custodial recovery charge.
 - b. The weekday per hour rate will be charged to an outside user group that requires special custodial services during the week, such as moving equipment, chair/table setup, or the additional cleaning of areas used. This fee is in addition to the facility rental fee and reflects the custodian's time only.
 - c. All custodial arrangements for Class 2 and Class 3 user groups will be made through the Community Education office and not directly with building personnel.
- 2. Food Service employee wages apply if the kitchen is used and Food Service staff need to be present.
- 3. Qualified District staff persons provide technical support. Faculty staff will be paid a wage to be determined after such staff has been attained. Student staff will pay an hourly rate equivalent to minimum wage plus 20%. Non-district persons may be allowed to provide technical support free of charge to the user group when approved by the Director of Community Education and Services or appropriate building administrator.

B. Equipment

1. Fees for use of equipment are in addition to any facility use rental fees, with the exception of on-site TV/VCR equipment.
2. Any group wishing to remove District equipment from the building(s) must have the approval of the Director of Community Education and Services and the appropriate building administrator. Renting parties are held financially responsible for any damage to equipment while in their possession/custody.
3. Piano tuning may be required by renting parties if the piano has been moved from its regular instructional location.

C. Miscellaneous Considerations

1. User groups may be required to provide special supervision or support such as police, security guard or First Responders, at their own expense, if Community Education or building administration determines that the activity warrants such support.
2. Traffic and parking control may be required for large groups Community Education will verify such arrangements.

IX. Payment of Fees

- A. All groups will be billed for their reservation following their event and will be payable upon receipt.
- B. After 30 days of the first billing, outstanding permits and contracts will be re-billed and assessed a fee according to the Fee Schedule for that and each subsequent re-billing.
- C. Checks are to be made payable to ISD #876. All payments are to be made in person or by mail to the Annandale and Maple Lake Community Education and Services office located at 655 Park St. E. Annandale, MN 55302

X. Nondiscrimination Policy

District conforms to all nondiscrimination laws by formal policy ratification annually at the school board organizational meeting

XI. Sexual Offender Policy

Minnesota state law requires police departments to notify local residents, including school district and school building administrators, when a convicted adult sexual offender moves into their jurisdiction. In the event that a school building receives such notification, it is school district policy that this information be relayed to current building users and kept on file in the school office. More information may be obtained from the local police department.

Fee Schedule(charges per hour)

Facilities Description:	Class 1	Class 2	Class 3
Auditorium - seats 650	No Charge	\$30	\$40
B Gymnasium - AMS	No Charge	\$15	\$25
Band Room - AMS, AHS	No Charge	\$15	\$25
Classrom - AES, AMS, AHS	No Charge	\$15	\$25
Commons - AES, AMS, AHS	No Charge	\$20	\$30
Concession Stand - AHS	No Charge	\$15	\$25
Gymnasium - AES, AMS, AHS	No Charge	\$25	\$40
Media Center - AES, AMS, AHS	No Charge	\$15	\$25
Vocal Music Room - AES, AMS, AHS	No Charge	\$15	\$25
Wrestling Room - AMS	No Charge	\$15	\$25

Event/Tournament fee for sport related activities (charges per day)

Facilities Description:	Class 2	Non-2	Class 3	NON - 3
Auditorium - seats 650	\$100	\$140	\$200	\$600
B Gymnasium - AMS	\$75	\$115	\$150	\$300
Baseball/Softball/Practice Fields	\$20/day/field	\$25/day/field	\$30/day/field	\$60/day/field
Commons/Cafateria- AES, AMS, AHS	\$75	\$115	\$150	\$300
Concession Stand - AHS	\$60	\$85	\$120	\$240
Gymnasium - AES	\$100	\$140	\$200	\$600
Gymnasium - AHS	\$100	\$140	\$200	\$600
Gymnasium - AMS	\$100	\$140	\$200	\$600
Locker Room - AHS	\$30	\$40	\$50	\$100
Wrestling Room - AMS	\$100	\$140	\$200	\$600

Other Fees

Custodial Fees will be charged at \$33.00/ hour for groups using the facility for Events, Tournaments or after custodial hours.

A weekend/event refuge rate of \$50.00 will be charged for groups using the facility for Events or Tournaments

A weekend/ event utility fee of \$75.00 will be charged for groups using the facility for Events or Tournaments

All or portion of facility use fees may be required to be paid prior to use of the facilities