

# Mounds View Public Schools Ends and Goals Regulation

## EG-5152 Public Use of School Facilities

The guidelines set forth in these regulations support Policy EG-5152. Mounds View Community Education Department coordinates the usage of the District #621 school facilities.

### I. Definitions & Priorities

- A. Government activities: elections, caucus meetings, public hearings, police and fire examinations
- B. School organizations/activities: to include school curricular, co-curricular, extra-curricular, school advisory groups, committees and all directly controlled school organization/activities.
- C. Municipal youth activities (youth recreation)
- D. Youth community organizations: to include recognized District 621 youth athletic associations, scout groups, 4-H, etc. Rosters are required to validate 80% district participants for group desiring resident status.
- E. Municipal adult activities (adult basketball and volleyball leagues)
- F. Adult community groups/organizations  
Groups able to show evidence that 80% of the user group lives at an address within District #621 or are School District #621 employees.
- G. Non-resident groups/organizations  
Groups unable to meet the criteria established in item F will be charged nonresident fee.
- H. Commercial groups  
Groups which operate for profit will be charged a commercial fee.
- I. Fund raisers  
Activities which are fee oriented will be charged a commercial fee.

### II. Designated available school usage hours Hours in which custodial services are routinely available:

Elementary schools are Monday through Friday from 5 minutes after the official day school dismissal time until 10:00 p.m. Island Lake and Turtle Lake are also open Saturday, 8:00 a.m.-4:00 p.m.

Secondary schools from 5:00-10:00 p.m., Monday through Friday evening, and on Saturdays from 8:00 a.m.-4:00 p.m.

# Mounds View Public Schools Ends and Goals Regulation

## EG-5152 Public Use of School Facilities (continued)

### III. Guidelines For Facility Use Application

- A. All groups must have an approved permit prior to facility use.
- B. Permit requests (Form EG-5152) shall be submitted to the Community Education Department at least **eight (8) days** prior to the first date facilities are to be used, and will be approved on the basis of priority established in Policy EG-5152.
- C. Permits must be requested by a person 18 years of age or older who must be present during the scheduled activity.
- D. Permits may be requested for one-time usage or for a series of dates. Permits requested for a series of meeting dates must be scheduled within trimester periods, (i.e., September-December, January-June, June-August).

### IV. School and Organization Guidelines

It may be necessary when school emergencies arise to preempt usage. These guidelines are intended to encourage the practice of early planning to avoid conflicts with other organizations and to minimize the frequency of preemptions by school organizations which tend to negatively impact all community groups.

- A. School principals are required to provide to the Community Education Department a calendar of all known events and activities for the next school year not later than the last day of May of each calendar year.
- B. School principals may reserve school facilities to accommodate unplanned activities (1 day per trimester). Usage needs to be confirmed for fall dates by October 1 and Winter/Spring by January 1.
- C. School principals will notify the Community Education Department of changes or new reservations for school activities not included in the school activity calendar, and must get confirmation from the Community Education Department prior to publicizing the activity.
- D. School principals may reserve only the space(s) necessary to accommodate the specified event or activity. Building-wide activities (e.g. Back to School Night, etc.) or activities that require all available parking spaces are the only activities that will warrant scheduling the entire building.
- E. The Community Education Department reserves the right to reschedule an activity in order to accommodate requests from other community groups.
- F. The Community Education Department will schedule a meeting of all District 621 youth athletic associations and municipal recreation departments each Spring to define seasons, review participation numbers, and set scheduling guidelines.

# Mounds View Public Schools Ends and Goals Regulation

## EG-5152                      Public Use of School Facilities (continued)

### V.    Fees

#### A.    Usage Fees

Usage fees are based on one hour time periods.

A no show charge of \$30 for groups not giving 48 hour (2 work days) notice of cancellation on any permit.

Clean up fees will be assessed for spaces left in poor condition as determined by a before and after usage inspection by the building supervisor.

Clean-up Fee                      \$25/classrooms  
   \$50/ gym, fields, pool, auditorium, cafeteria.

### Facility Fees Effective September 1, 2009

Building supervisor fees may be added to permits. Custodial fees will be added for weekend permits.

#### Hourly Rates:

	District	District	Non- Resident	Commercial
	Youth Rate	Adult Rate	Rate	Rate
<b>Gymnasium</b>				
Elementary	\$ 4.95	\$ 15.00	\$ 42.50	\$ 85.00
Middle Schools/Island Lake and Turtle Lake	\$ 7.50	\$ 20.00	\$ 55.00	\$ 110.00
High School	\$ 9.90	\$ 25.00	\$ 67.50	\$ 135.00
<b>Café/Multi Purpose</b>				
Elementary	\$ 4.95	\$ 15.00	\$ 30.00	\$ 60.00
Middle School	\$ 4.95	\$ 15.00	\$ 42.50	\$ 85.00
High School	\$ 4.95	\$ 15.00	\$ 42.50	\$ 85.00
<b>Kitchen</b>				
Elementary	\$ 4.95	\$ 15.00	\$ 30.00	\$ 60.00
Middle School	\$ 4.95	\$ 15.00	\$ 42.50	\$ 85.00
High School	\$ 4.95	\$ 15.00	\$ 55.00	\$ 110.00
<b>Classroom</b>				
Elementary	\$ 3.00	NA	\$ 22.50	\$ 45.00
Secondary	\$ 3.00	\$ 11.00	\$ 30.00	\$ 60.00

## Mounds View Public Schools Ends and Goals Regulation

### EG-5152                      Public Use of School Facilities (continued)

**Other Rooms**

Conferences/Meeting Rooms	\$ 4.95	\$ 15.00	\$ 37.50	\$ 75.00
Forum-HS	\$ 4.95	\$ 20.00	\$ 55.00	\$ 110.00
Commons/HS	\$ 4.95	\$ 15.00	\$ 37.50	\$ 75.00

**Library/IMC**

Elementary	\$ 4.95	NA	\$ 30.00	\$ 60.00
Middle School	\$ 4.95	\$ 15.00	\$ 42.50	\$ 85.00
Secondary	\$ 4.95	\$ 15.00	\$ 55.00	\$ 110.00

**Music/Band Room**

Secondary	\$ 4.95	\$ 15.00	\$ 55.00	\$ 110.00
-----------	---------	----------	----------	-----------

**Auditorium**

Irondale/Mound View/Chippewa	\$ 9.00	\$ 23.00	\$ 75.00	\$ 150.00
------------------------------	---------	----------	----------	-----------

**Pools**

School Year Rates	\$ 7.50	\$ 20.00	\$ 50.00	\$ 100.00
Summer (June 15-August 15) Boiler Fee	\$ 27.50	\$ 40.00	\$ 75.00	\$ 150.00

**Fields \***

Baseball/Softball	\$ 8.00	\$ 17.00	\$ 42.50	\$ 85.00
Football/Soccer	\$ 8.00	\$ 17.00	\$ 42.50	\$ 85.00
Stadiums**	\$ 30.00	\$ 45.00	\$ 75.00	\$ 125.00
Tennis Courts	\$ -	\$ -	\$ 10.00	\$ 35.00
Concession Stand-Stadium	\$ 10.00	\$ 10.00	\$ 25.00	\$ 25.00

\*Striping or mowing beyond the regularly scheduled weekly maintenance of the fields by Mounds View School District is based on time and materials.

\*\* Stadium supervisor charge of \$16 per hour is required.

Lights are an additional charge of \$20 per hour.

Stadium clean up charges will be assessed at the actual cost of custodial time.

Permits will be granted upon review of the CE Program Coordinator and the High School Activities Director.

All billing for stadium use will be managed by Community Education.

**Other**

Rates for laboratories or other special facilities such as computer rooms, industrial tech and art rooms will be considered at the time of request depending on approval of equipment to be used.

Building supervision, kitchen supervision, auditorium sound/light supervision, computer lab supervision, or custodial overtime are not included in the above costs.

# Mounds View Public Schools Ends and Goals Regulation

## EG-5152 Public Use of School Facilities (continued)

### B. Building Supervision

1. General - as arranged by usage formula between Community Education and the local Park & Recreation Department.
2. Annually, as determined by Paraprofessional Contract.

### C. Custodial Maintenance

Annually, as determined by Custodial Contract.

### D. Kitchen Supervision

Annually, as determined by Food Service Department

### E. Computer Laboratory Supervision

Annually, as determined by Paraprofessional Contract.

### F. Equipment Fees

General - basic classroom furniture and cafeteria tables and chairs when used in their assigned rooms will be furnished without cost. Additional furniture will be made available at the cost of custodial overtime.

Athletic - volleyball nets, standards and basketball backboard will be provided without charge based on their availability.

Rates for additional athletic equipment such as basketballs, volleyballs, floor games will be considered at the time of request, depending upon approval of equipment to be used.

Recreation Departments may be allowed use of athletic balls, nets, standards, etc., upon proper arrangements with the Community Education Department.

#### Special

Services - rates for equipment such as projectors and auditorium lighting will be constructed at the time of request, depending on approval of equipment. Equipment for a specialized nature will be made available only with authorized personnel to supervise its operation, set-up and storage.

## VI. School Facility Usage Responsibilities

The acceptance of a permit issued for the use of school facilities constitutes an acknowledgment by the organization or group of the following conditions:

# Mounds View Public Schools Ends and Goals Regulation

## EG-5152 Public Use of School Facilities (continued)

- A. An adult group supervisor (permit holder) must be present from the time of entry into the facility until the time of departure. The leader must identify him/herself to the Building Supervisor present in the building.
- B. The responsibility and liability for injury to persons or damage to property must be assumed by the organization and/or the individual responsible for making the application. Outside organizations using the School District facilities are required to furnish a Certificate of Insurance confirming liability coverage in the minimum amount of \$1,000,000 per person and \$2,000,000 per occurrence. We also require that District 621 be named as the certificate holder. If the insurance certificate is not provided by renter at least five working days before the event, the permit will be revoked.
- C. Groups are responsible for setting up and returning rooms and equipment used to the same location and arrangement they were in prior to usage.
- D. Cancellation or Changes:

Permit revisions must be requested 48 hours in advance and will be subject to available space and time. Permit times, facility and equipment may be changed only with the approval of the Community Education Department.

All building permits are subject to cancellation for the following reasons:

- 1. Infraction of regulations governing facility usage.
  - 2. Failure to use a permitted facility for two (2) successive sessions without advanced notification to the Community Education Department.
  - 3. Preemption by a government or school activity usage.
  - 4. Inappropriate behavior of all facility users (including spectators).
- E. Applicants shall be responsible for any special supervision as deemed necessary by the Community Education Coordinator, (i.e., additional supervisor, police protection, parking supervision, etc.)
  - F. Smoking in school buildings is prohibited.
  - G. Food and beverage may be served only in designated areas and must be authorized on the building usage permit.
  - H. Gambling and drinking or the possession of intoxicants within the school buildings or on school property is specifically prohibited by law.
  - I. User groups are responsible for following specific facility use guidelines within each individual school.

## **Mounds View Public Schools Ends and Goals Regulation**

**EG-5152**

### **Public Use of School Facilities (continued)**

1. Specific rules for use of special areas such as gymnasiums, swimming pools, kitchen and lunchroom facilities must be adhered to by the user.
  2. Use of posters, advertising materials, or decorations on floors, walls or other parts of a building is prohibited without specific approval.
  3. Decorations shall be fireproof and shall be erected in a manner that will not be destructive of school property.
- J. Animals are not permitted in any District facility, except Seeing Eye Dogs.

Revised: February 2010