

Regulations

- 1. The school district reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
- 2. Authorization for use of school district facilities shall not be considered an endorsement or sponsorship by the school district of the activity.
- 3. Permit holder use shall not interfere with any major maintenance, construction or alteration projects.
- 4. Responsibility for injury to persons or damage to school property, including equipment, must be assumed by the organization/individual(s) making the application.
- 5. Evidence of insurance is required of applicants requesting use of school district facilities. Based on consultation with the school district’s insurance carrier, the Director of Community Education may waive requirement of liability insurance for small sponsoring groups.
- 6. Groups using school district facilities will be required to provide responsible adult supervision of their activities.
- 7. Alcohol or illegal chemical substances in any form are prohibited on school premises. Exceptions require permission of the Board of Education.
- 8. School district buildings and vehicles are tobacco, smoking and vaping free. Smoking, vaping, or use of tobacco products is prohibited in all school district buildings.
- 9. Weapons and firearms in any form are not allowed on school district property except with administrative authorization for instructional programs and/or law enforcement personnel. Exceptions require permission of the Board of Education.
- 10.The School Board will annually review rental and service fees for maintenance, operations and staffing of facilities.
- 11.Facility rental fees will be charged based on classification of the user.

Regulations, continued

- 12. The school district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in the use of its facilities.
- 13. All facility use requests must be accompanied by a \$35 or \$80 non-refundable application fee.
- 14. *All requests for facility use must be made at least two weeks in advance of the event.*
- 15. *Any group requesting use of school facilities shall not advertise the event until receiving an approved permit from Community Education.*
- 16. Any requests for facility use not covered by this policy shall be referred to the Director of Community Education.
- 17. School district facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, graduation parties or other privately sponsored activity.
- 18. The district reserves the right to require partial or full payment at the time the permit is issued.
- 19. Permits that require a change will be charged a \$10 fee per change order. All changes must be made minimally one week in advance of the event.

POLICY 902
USE OF SCHOOL DISTRICT
FACILITIES AND EQUIPMENT

II. D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the school district may cancel a facility use agreement. If a facility use agreement is canceled, the school district will refund the facility use rental fee paid to the school district. The school district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change.

High School
1400 Division Street S
Northfield, MN 55057

Middle School
2200 Division Street S
Northfield, MN 55057

Greenvale Park Elementary
500 Lincoln Parkway
Northfield, MN 55057

Bridgewater Elementary
401 Jefferson Parkway
Northfield, MN 55057

Sibley Elementary
1400 Maple Street
Northfield, MN 55057

**Northfield School District Office and
Area Learning Center**
201 Orchard Street
Northfield, MN 55057

Northfield Community Education Center
700 Lincoln Parkway
Northfield, MN 55057

Northfield Public Schools
Community Education
700 Lincoln Parkway
Northfield, MN 55057

507-664-3649
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This document represents the
procedures for Policy 902
Revised March 2021
Revisions Effective 07/01/2020

For more information see:
northfieldschools.org



Community Use
of School
Facilities

The Northfield Public Schools, ISD #659, recognizes that school facilities represent a valuable asset for the development and enrichment of both school and community life. Cooperation is pledged by the School Board in the promotion of activities that appear to be in the best interest of the school district and community. As there are expenses involved in the use of facilities, procedures have been established to allow use of the facilities and to assess charges for these expenses in a fair and consistent manner.

Use Priority

All groups or individuals wishing to use school facilities outside the school day are required to apply for such use and meet all requirements of facility usage. Use of school district facilities is assigned in the following priority:

- 1st Priority Regular school district curricular activities and programs.
- 2nd Priority School district extra-curricular activities and events.
- 3rd Priority School district Community Education programs and activities.
- 4th Priority Community and other non-school use with approved facility use permit from Community Education based on classifications set forth in this policy.

Outdoor facilities, excluding Memorial Field, the Varsity baseball field, and the Varsity softball field, are open to the public at no charge on a first-come, first-served basis when not occupied by school district programs. (Permits will be granted for the Varsity baseball and softball fields to local non-profit associations on a case-by-case request.) Individuals or groups may reserve outdoor facilities in advance by obtaining a permit from Community Education. Groups that use fields and tracks may be assessed a custodial fee for clean up of trash and garbage and any other unforeseen costs due to the use.

Classifications

Class I School District Usage

- Regular school district curricular activities and programs.
- School district extra-curricular activities and events.
- School district Community Education programs and activities.
 - No rent or service fees charged.
 - No permit fee. Activity must be scheduled on facility use calendar.

Class II Public Activities; Not-for-Profit Community Organizations

- Meetings and events (i.e. public hearings, elections) of tax-supported entities such as city, township, county and state governments as defined by State Statute.
- Non-profit youth groups (i.e. 4-H clubs, scouts, athletic organizations).
- Extension classes from local colleges.
- Charitable group meetings.
- Organized community services.
- Citizen and civic groups (i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce).
- Political party meetings and conventions.
- Religious and church organizations.
- Charter and private schools.
 - Rental fee & energy fees charged for the first two hours the space is rented. Only an energy fee will be charged for the third and subsequent hours of usage per space per day.
 - May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and event needs
 - Proof of liability insurance.
 - \$35 non-refundable application fee.

Class III Local for-Profit Enterprises; Non-Local Non-Profit Groups

- Business and commercial organizations within school district boundaries
- Non-profit organizations not within school district boundaries.
 - Rental fee charged for each hour of use.
 - May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
 - Proof of Liability insurance.
 - \$35 non-refundable application fee.

Class IV Non-Local for-Profit Enterprises

- Business and commercial organizations out of school district boundaries.
 - Rental fee charged for each hour of use.
 - May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
 - Proof of Liability insurance.
 - \$80 non-refundable application fee.

Long-Term Contracts

- Individual contracts may be written for groups that use the facilities on a long-term and consistent basis upon consultation with the Community Education Director.
 - Rental fee negotiated.
 - May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
 - Subject to approval of the School Board.
 - Proof of liability insurance.
 - \$35 non-refundable application fee.

HOURLY RENTAL FEES*			
	CLASS II	CLASS III	CLASS IV
CATEGORY A	\$11	\$20	\$39
ENERGY FEE A	\$1		
a. Classroom b. Dressing Room c. Lounge d. Similar small space			
CATEGORY B	\$14	\$25	\$50
ENERGY FEE B	\$2		
a. Small Gym (Longfellow, Greenvale Park, HS Balcony Gym) b. Fitness/Weight Room, Wrestling Room c. Locker Room d. Small Media Center (Elementary)			
CATEGORY C	\$16	\$29	\$57
ENERGY FEE C	\$5		
a. Medium Gym (Sibley, Bridgewater, Auxiliary) b. Cafeteria c. Media Center (Middle/High School) d. High School Auditorium (Capacity 325)			
CATEGORY D	\$18	\$32	\$64
ENERGY FEE D	\$5		
a. Large Gym (Middle/High School)			
CATEGORY E	\$18	\$32	\$64
ENERGY FEE E	\$7		
a. Middle School Auditorium (Capacity 741)			
CATEGORY F	\$25	\$45	\$90
ENERGY/CHEMICAL FEE F	\$12		
a. Middle School Pool/Locker Room(s)			