

Procedures to Policy 902 - Use of School District Facilities and Equipment

Northfield Public Schools encourages and promotes public use of district owned facilities and provides these procedures to manage this use.

A. 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 the requirements of facility usage. Use of district facilities is assigned in the following priority:

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

B. Classifications

Class I All school district usage

- Regular school district curricular activities and programs.
 - School district co-curricular activities and events.
 - School district Community Education programs and activities.
1. No rent, energy, or service fees charged (*i.e. food service, custodial, or other district personnel*).
 2. No permit fee. Activity must be scheduled on the facility use calendar.

Class II Public activities and not-for-profit community organizations

- Meetings and events of tax-supported entities such as city, township, and county governments as defined by State Statute (*i.e. public hearings, elections*).
 - Non-profit youth groups (*i.e. scouts, 4-H clubs, athletic organizations, etc.*).
 - 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.
1. Rental and energy fees charged for the first two hours the space is rented. An energy fee will be charged for all hours of usage per space per day.
 2. May be charged service fees depending on schedule and event needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. \$35.00 non-refundable application fee required.

Class III Local for-profit enterprises

- Business and commercial organizations within district boundaries.
 - Non-profit organizations not within district boundaries.
1. Rental and energy fees charged for each hour of use.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. \$35.00 non-refundable application fee required.

Class IV Non-local for-profit enterprises

- Business and commercial organizations out of district boundaries.
1. Rental and energy fees charged for each hour of use.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. \$80.00 non-refundable application fee required.
- **Long-term contracts**
Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Community Education Director.
1. Rental and energy fees negotiated.
 2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other district personnel*).
 3. Proof of liability insurance required.
 4. Subject to approval of the Board of Education.
 5. \$35.00 non-refundable application fee required.

C. Regulations

1. The 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 district facilities shall not be considered a Northfield Public School District endorsement or sponsorship of the activity taking place.
3. Permit holder use shall not interfere with any major maintenance, construction, or alteration projects.
4. The 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 district facilities. Based on consultation with the district's insurance carrier, the Director of Community Education can waive the requirement for liability insurance for small sponsoring groups who do not have liability insurance.

6. Groups using 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.
8. District buildings and vehicles are tobacco, smoking and vaping free. Smoking, vaping or use of tobacco products is prohibited in all district buildings.
9. Weapons and firearms in any form are not allowed on district property except with administrative authorization for instructional programs and/or law enforcement personnel. Exceptions require permission of the board.
10. The board will review annually the rental and service fees that cover maintenance, operations and staffing of facilities.
11. Facility rental fees will be charged based on the classification placement of the user at the time of the request.
12. The district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
13. All facility use requests must be accompanied by a \$35.00 or \$80.00 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. 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 signed.
19. Permits that require a change will be charged a \$10.00 fee per change order. All changes must be made minimally one week in advance.

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 district programs. (Permits will be granted for the Varsity baseball field and Varsity softball field 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.

HOURLY RENTAL FEES *

| | <u>CLASS II</u> | <u>CLASS III</u> | <u>CLASS IV</u> |
|---|------------------------|-------------------------|------------------------|
| Category A | \$11.00 | \$20.00 | \$39.00 |
| Classroom Dressing Room Lounge Similar Small Space Energy Fee | \$1.00 | \$1.00 | \$1.00 |
| Category B | \$14.00 | \$25.00 | \$50.00 |
| Small Gym (DO, NCEC, Balcony Gym) Fitness/Weight Room/Locker Room Wrestling Room Small Media Center (Elementary) Energy Fee | \$2.00 | \$2.00 | \$2.00 |
| Category C | \$16.00 | \$29.00 | \$57.00 |
| Medium Gym (Spring Creek, BW, GVP, Aux) Cafeteria Large Media Center (MS, HS) High School Auditorium Energy Fee | \$5.00 | \$5.00 | \$5.00 |
| Category D | \$18.00 | \$32.00 | \$64.00 |
| Large Gym (HS, MS) Energy Fee | \$5.00 | \$5.00 | \$5.00 |
| Category E | \$18.00 | \$32.00 | \$64.00 |
| Middle School Auditorium (includes hallway) Energy Fee | \$7.00 | \$7.00 | \$7.00 |
| Category F | \$25.00 | \$45.00 | \$90.00 |
| MS Pool/Locker Room(s) Energy & Chemical Fee | \$12.00 | \$12.00 | \$12.00 |

Rental fees are per hour.

* Necessary custodial, food service or other personnel charges are not included in these fees.

* Fees may be adjusted on an annual basis as determined by the Consumer Price Index (CPI).

School equipment (audio-visual, technology, etc.) may only be used on district property. Equipment must be applied for at the same time the facility use permit application is placed. Special arrangements may have to be made to have trained personnel in charge. Fees are billed at 100% for all users. Equipment will be checked after use and the permit holder will be charged for any damage at the full cost to replace the equipment.

| Equipment Item <i>(per day/per event costs)</i> | <i>Northfield</i> |
|---|--------------------------|
| Microphone (standard) | \$ 10.00 |
| Microphone (cordless) | \$ 10.00 |
| Overhead Projector | \$ 10.00 |
| LCD Projector | \$ 10.00 |
| Slide Projector | \$ 10.00 |
| Choral Risers (per section) | \$ 10.00 |
| Shell | \$ 100.00 |
| Grand Piano (Plus cost of tuning) | \$ 100.00 |
| Television | \$ 20.00 |

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Adopted: 11/24/08; Revised: 05/11; Updated: 08.12.19 and fee increases effective 07.01.2020, 04.10.2023

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 901 (Community Education)