



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.

**FACILITY RENTAL
INFORMATION &
PERMITS**
PROVIDED BY THE
NCEC OFFICE

OUR BUILDINGS

NORTHFIELD HIGH SCHOOL (HS)

1400 DIVISION STREET, S
NORTHFIELD, MN 55057

NORTHFIELD MIDDLE SCHOOL (MS)

2200 DIVISION STREET, S
NORTHFIELD, MN 55057

BRIDGEWATER ELEMENTARY (BW)

401 JEFFERSON PARKWAY
NORTHFIELD, MN 55057

GREENVALE PARK ELEMENTARY (GVP)

500 LINCOLN PARKWAY
NORTHFIELD, MN 55057

SPRING CREEK ELEMENTARY (SC)

1400 MAPLE STREET
NORTHFIELD, MN 55057

DISTRICT OFFICE & AREA LEARNING CENTER (DO/ALC)

201 ORCHARD STREET, S
NORTHFIELD, MN 55057

NORTHFIELD COMMUNITY EDUCATION CENTER (NCEC)

700 LINCOLN PARKWAY
NORTHFIELD, MN 55057

NORTHFIELD COMMUNITY EDUCATION CENTER (NCEC)



507.414.8840
Fax 507-664-3651

SCHOOL FACILITIES

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.

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.

1. Rental fee negotiated.
2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
3. Subject to approval of the School Board.
4. Proof of liability insurance.
5. \$35 non-refundable application fee.

OUTDOOR FACILITIES

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.

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. See Classifications on following page.
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 request 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 change order. All changes must be made minimally one week in advance of the event.

USER

CLASSIFICATIONS

CLASSIFICATION 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.

1. No rent or service fees charged.
2. No permit fee. Activity must be scheduled on facility use calendar.

CLASSIFICATION II

PUBLIC ACTIVITIES:

NOT-FOR-PROFIT COMMUNITY ORGANIZATIONS

- Meetings and events (ie public hearings, elections) of tax supported entities such as city, township, county and state government as defined by State Statute.
- Non-profit youth groups (ie 4-H clubs, scouts, athletic organizations.
- Extension classes from local colleges.
- Charitable group meetings.
- Organized community services.
- Citizen and civic groups (ie Rotary, Lions, VFW, American Legion, Chamber of Commerce).
- Political party meetings and conventions
- Religious and church organizations.
- Charter and Private schools.

1. Rental fee & 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 (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and event needs
3. Proof of liability insurance.
4. \$35 non-refundable application fee.

CLASSIFICATION 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.

1. Rental fee charged for each hour of use.
2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
3. Proof of Liability insurance.
4. \$35 non-refundable application fee.

CLASSIFICATION IV

NON-LOCAL FOR-PROFIT ENTERPRISES

- Business and commercial organizations out of school district boundaries.

1. Rental fee charged for each hour of use.
2. May be charged service fees (i.e. food service, custodial, auditorium technician or other school district personnel) depending on schedule and needs.
3. Proof of Liability insurance.
4. \$80 non-refundable application fee.

HOURLY RENTAL FEES

	CLASS II	CLASS III	CLASS IV
CATEGORY A ENERGY FEE A	\$11 \$1	\$20	\$39
1. CLASSROOM			
2. DRESSING ROOM			
3. LOUNGE			
4. SIMILAR SMALL SPACE			
CATEGORY B ENERGY FEE B	\$14 \$2	\$25	\$50
1. SMALL GYM (DO, NCEC, HS BALCONY GYM)			
2. FITNESS/WEIGHT ROOM, WRESTLING ROOM			
3. LOCKER ROOM			
4. SMALL MEDIA CENTER (ELEMENTARY)			
CATEGORY C ENERGY FEE C	\$16 \$5	\$29	\$57
1. MEDIUM GYM (BW,GVP, SC, AUXILIARY)			
2. CAFETERIA			
3. MEDIA CENTER (MS/GVP)			
4. AUDITORIUM (HS)-CAPACITY 325			
CATEGORY D ENERGY FEE D	\$18 \$5	\$32	\$64
1. LARGE GYM (MS/HS)			
CATEGORY E ENERGY FEE E	\$18 \$7	\$32	\$64
1. AUDITORIUM (MS)-CAPACITY 741			
CATEGORY F ENERGY/CHEMICAL FEE F	\$25 \$12	\$45	\$90
1. POOL/LOCKER ROOMS (MS)			