

Policy 902 Procedures

Revised May 2011

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 school district facilities is assigned in the following priority:

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|--------------------------------|--|
| 1st Priority | regular school district curricular activities and programs |
| 2nd Priority | school district co-curricular activities and events |
| 3rd Priority | school district Community Education and Recreation programs and activities |
| 4th Priority | community and other non-school use receiving an approved facility use permit from the Community Services Division 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 Services Division programs and activities

1. No rent or service fees charged (*i.e. food service, custodial, or other school district personnel*)
2. No permits issued. Activity must be scheduled on 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 fee charged up to a maximum of two hours for each space rented per day. Only an energy fee will be charged for the third and subsequent 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 school district personnel*).
3. Proof of liability insurance required.
4. \$30.00 application fee required.

Class III Local for-profit enterprises

- 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 depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
3. Proof of liability insurance required.
4. \$30.00 application fee required.

Class 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 depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
 3. Proof of liability insurance required.
 4. \$30.00 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 Services Director.

1. Rental fee negotiated.
2. May be charged service fees depending on schedule and needs (*i.e. food service, custodial, auditorium technician or other school district personnel*).
3. Proof of liability insurance required.
4. Subject to approval of the School Board.
5. \$30.00 application fee required.

C. 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 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 school district facilities. Based on consultation with the school district's insurance carrier, the Director of Community Services can waive the requirement for liability insurance for small sponsoring groups who do not have liability insurance.
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 without express permission of the Board of Education.
8. School district buildings and vehicles are tobacco free. Smoking 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.

10. The School 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 school 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 \$30.00 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 Services.
16. Any requests for facility use not covered by this policy shall be referred to the Director of Community Services.
17. School district facilities are not available to private groups for personal activities such as wedding dances, receptions, private 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 \$5.00 fee. All changes must be made one week in advance.

Outdoor facilities, excluding Memorial Field and the Varsity baseball field, are open to the public at no charge on a first-come, first-served basis when not occupied by school district programs. Individuals or groups may reserve outdoor facilities in advance by obtaining a permit from the Community Services Division. 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		
Category B	\$14.00	\$25.00	\$50.00
Small Gym (LF, GVP, Balcony Gym)			
Fitness/Weight Room/Locker Room			
Wrestling Room			
Small Media Center (Elementary)			
Energy Fee	\$2.00		
Category C	\$16.00	\$29.00	\$57.00
Medium Gym (Sibley, BW, Aux)			
Cafeteria			
Large Media Center (MS, HS)			
High School Auditorium			
Energy Fee	\$5.00		
Category D	\$18.00	\$32.00	\$64.00
Large Gym (HS, MS)			
Energy Fee	\$5.00		
Category E	\$18.00	\$32.00	\$64.00
Middle School Auditorium (includes hallway)			
Energy Fee	\$7.00		
Category F	\$25.00	\$45.00	\$90.00
MS Pool/Locker Room(s)			
Energy & Chemical Fee	\$12.00		

Rental fees are per hour.

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

School equipment (audio-visual, technology, etc.) may only be used on school 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 Item <i>(per day/per event costs)</i>	Northfield
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