

Adopted: 2002

Revised: July 19, 2004

Revised: October 17, 2005

Revised: July 17, 2006

Revised: August 25, 2008

902 FACILITY USAGE POLICY

I. PURPOSE

The purpose of this policy is to recognize that all school district facilities, both indoor and outdoor, belong to school district residents and to further encourage the responsible use of school district facilities by individuals or groups.

II. APPLICATION PROCESS / FEES

All use of District facilities is scheduled through the Tiger Activity Center Office. To apply:

1. Obtain a Facility Use Application by calling the Tiger Activity Center Office at 763-972-3365 ext. 2129, or stop by the Tiger Activity Center at 700 Elm Ave. E, Delano, MN 55328. Applications are also available at the Community Education Office, and on-line on District #879 website at <http://www.delano.k12.mn.us> (click on Community).
2. The Tiger Activity Center must receive your completed Facility Use Application at least ten (10) business days before your requested date of use.
3. Your total payment is due immediately and must be received with your certificate of insurance (if required) and signed rental agreement. The current facility use fee schedule can be obtained from the TAC office.
4. District equipment (i.e. audiovisual, sound, tables and chairs etc.), as well as setup times and needs must be requested on the application.
5. Upon receipt of the signed Facility Use Application, the district Facility Scheduler will verify space availability.
6. Community Education will determine and arrange for staffing as required. Staffing costs are the responsibility of the user and are due prior to the event. All district employees must be paid through the district payroll process.
7. All fees must be paid before your event. User groups will be billed for any additional District 879 staff time etc. (if necessary) after your event. After 30 days, any unpaid fees will incur a \$25 per month late fee.
8. Groups who have an outstanding bill will not be allowed to make another reservation until all past due fees are paid in full.

Cancellations (except tournaments and large events):

The facility scheduler must be notified in writing of the groups intent to cancel at least five (5) business days prior to the scheduled use date. In the event of a cancellation, your total amount paid, LESS a cancellation fee of 20%, will be refunded. If less than five (5) business days notice is given of cancellation, facility rental fees and/or staff fees may not be refunded.

Cancellations of Tournaments and Large Events (use of Auditorium, Lunchrooms, etc.)

The facility scheduler must be notified in writing of the group's intent to cancel at least thirty (30) business days prior to the scheduled use date. In the event of a cancellation, your total amount paid, LESS a cancellation fee of 50%, will be refunded. If less than thirty (30) business days notice is given of cancellation, facility rental fees and/or staff fees may not be refunded.

III. INSURANCE AND LIABILITY

District 879 assumes no responsibility for liability for damage, loss, or personal injury resulting from use of district facilities. The Certificate of Liability Insurance naming I.S.D. 879, Delano Public Schools as an additional insured must be on file in the District Administrative Office prior to your event. Mail certificates to: TAC Attn: Facilities Scheduler, 700 Elm Ave. E. Delano, MN 55328

1. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless School District 879 for any liability and/or expense occurring as a result of the use of the school facilities under the agreement. **The Board of Education requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of \$1,000,000/occurrence and \$1,000,000/aggregate which names District 879 as the additional insured.**
2. Certificates of Insurance or an endorsement of liability are required for large groups, groups serving food, athletic events not sponsored by District 879 and any other event for which the district or its agent deem it necessary.
3. The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators.

IV. GENERAL STATEMENT OF POLICY

“District Facilities,” as referred to in this document, will include all District owned facilities, buildings, grounds, parking lots, athletic fields and vehicles.

1. All District 879 policies, local and state ordinances, laws and fire codes pertaining to the use of public buildings and facilities must be observed by all individuals/organizations using district facilities.
2. The Delano Community Education Department has been designated by the Superintendent and School Board to manage the use of school facilities. Consideration for use of facilities is provided equally to all. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, age, disability or status with regard to public assistance.
3. The use of school district facilities must be in the public interest. The School Board reserves the final right to deny the use of district facilities for just cause or when activities are deemed contrary to the purpose of school district policies or public good.
4. Community use of facilities under this policy does not imply school district sponsorship or endorsement of the activity, groups or organizations, nor the purposes they may represent.
5. Long-term leases of school district facilities and certain on-going facility uses that occur on a regular basis may be assessed alternative fees as deemed appropriate by school district personnel.
6. A fee schedule is established to offset costs incurred by the School District in the form of depreciation, utility costs, maintenance and scheduling.

V. RULES AND GUIDELINES FOR USE

These rules and regulations exist to protect the public’s investment in District 879 facilities. All groups using the buildings/grounds must observe the following rules. The Facility Use Application must be signed by an adult (age 21 or older) who is responsible for the organization. By signing the rental agreement the user group agrees to abide by all of the rules and guidelines listed in this document.

General Permit Holder Responsibilities:

1. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited.

2. Organizations that use the facilities on an on-going basis will designate one contact person and one alternate contact for the Tiger Activity Center office. These two contact people will be the only people allowed to schedule facilities on behalf of the organization.
3. Facility Use Permits are not transferable.
4. Printed promotional materials and media announcements for non-school sponsored activities/events must include the following disclaimer: "This activity/event is **NOT** sponsored by District 879" and must clearly identify the name and contact information of the sponsoring group.
5. Printed promotional materials must be submitted to the facility scheduler before posting or distribution in order to receive approval by District 879 Community Education Director.
6. When inclement weather or physical problems require school closings, the buildings will be closed for community use during the day, after school or in the evening as well. Refer to WCCO radio (AM 830) school closing announcements or call the Tiger Activity Center 763-972-3365 - ext. 2129.

Space Related Responsibilities:

1. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.
2. If food and/or drink are to be served, this must be indicated on the Facility Use Application and will be permitted only in designated areas.
3. Equipment brought in and its manner of use is subject to approval by school district personnel and must be approved prior to your event. School equipment may be used if advance arrangements have been made with the Facility Scheduler. Charges for staff time and/or equipment use may be assessed, depending on the type of equipment and the extent of set-up and/or take-down needed.
4. All users must return the areas used to their original order/condition. Additional custodial costs for special set-ups or necessary clean up to prepare the facility for the regular school program will be assessed.
5. Classroom materials and information on bulletin boards, white or backboards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks will not be disturbed.

Supervision Responsibilities:

1. Competent adult supervision (21 years or older) must be provided by the group during the entire use. The group supervisor(s) will be held responsible for compliance of rules, general behavior and safety of group members.
2. Any children or siblings of program participants must be under direct supervision of a parent or guardian at all times.

Risk Management:

1. The applicant is liable for personal injury and any property damage done to district facilities or property and will be assessed replacement or repair fees. A deposit fee may be required at time of rental.
2. Groups must furnish their own first aid kit. The school district has Automated External Defibrillators located near the Middle School Auditorium, the Tiger Activity Center Office, the Elementary School in the hallway near the gymnasium and media center entrance; and the Community Education Center first floor hallway.
3. The school district is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
4. No latex balloons or other latex products are permitted.
5. Tanks of compressed gases can only be in a building if properly secured and used for curriculum purposes.

Scheduling Priorities and Categories:

Applications for the use of facilities will be processed and scheduled in the following order:

CATEGORY 1:

- School District 879 sponsored activities: Refers to all K-12 programs, co-curricular activities and Community Education programs. School sponsored groups will not be assessed rental fees but may be billed for staffing and additional operating expenses after an event.
- District 879 volunteer organizations that exist solely for financial support of District 879 programs will be able to use district facilities under Category 1 but will be billed for staffing and additional operating expenses. This does not apply to athletic tournaments.) High risk activities may require a Certificate of Liability Insurance.

CATEGORY 2:

- Non-profit community groups or organizations based within the school district and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. political functions, youth athletic associations, scouts and faith-based organizations for social or recreational use).
- Category 2 groups holding fundraising events will be assessed Category 3 or the Tournament/Event fee.

CATEGORY 3:

- Non-profit groups or organizations with less than 75% of the participants from District 879.
- Non-profit groups or organizations not headquartered in District 879.
- Colleges and universities and non-profit educational organizations.
- Non-profit organizations and faith-based organizations based in District 879 that use the facilities for fundraising activities, collecting offerings or charging an admission fee.

CATEGORY 4:

- Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purposes or personal profit.

Scheduling Timeline for Facility Reservations:

1. May 1st – Category 1 may begin scheduling for the next school year.
2. July 1st – Category 2 may begin scheduling for the next school year.
3. August 1st – Categories 3 and 4 may begin scheduling for the next school year; taken on a first-come, first-served basis.

District 879 programs have priority for facility use. However no reserved events may be cancelled by District 879 within thirty (30) days of the scheduled event unless mutually agreed to by both parties. Occasionally, circumstances beyond school district control may occur.

Legal References: Minn. Stat. § 123.36 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)

DELANO FACILITY USE

FEE SCHEDULE

Effective September 1, 2008

(All fees subject to change)

Community Education will determine and arrange for staffing as required. Staffing costs are the responsibility of the user and are due prior to the event. All district employees must be paid through the district payroll process.

All rates are hourly fees unless noted otherwise.

<u>FACILITY</u>	<u>CATEGORY 2</u>	<u>CATEGORY 3</u>	<u>CATEGORY 4</u>
<u>ALL BUILDINGS</u>			
Regular Classroom	\$5	\$10	\$20
Specialty Classroom *	\$10	\$20	\$40
Media Center	\$15	\$30	\$60
Computer Lab (staffing may be required)	\$25	\$50	\$100
* FACS and Multipurpose Rooms			
<u>COMMUNITY EDUCATION CENTER:</u>			
Cafeteria	\$10	\$20	\$40
Gymnasium	\$10	\$20	\$40
<u>HIGH SCHOOL & ELEMENTARY SCHOOL</u>			
Cafeteria	\$15	\$30	\$60
Kitchen (staffing required)	\$25	\$50	\$100
Gymnasium	\$15	\$30	\$60
<u>TIGER ACTIVITY CENTER</u>			
Synthetic Court	\$10	\$20	\$40
Wood Court	\$15	\$30	\$60
Wrestling Room	\$10	\$20	\$40
Climbing Wall	\$15	\$15	\$15
<u>Outdoor Fields and Courts</u>			
Baseball / Softball Field	\$10	\$20	\$40
Football Field / Stadium	tba	tba	tba
Soccer Field	\$10	\$20	\$40
Tennis Court	\$10	\$20	\$40
<u>Middle School Auditorium</u>			
Rehearsals	\$15	\$30	\$60
Performances / Meetings without admission charge	\$20	\$40	\$80
Performance / Meetings with admission charge	n/a	tba	tba
<u>Swimming Pool:</u>			
	Category 2 & TAC Members		
Pool Rental – 1 to 25 people swimming	\$50	\$75	\$75
Lifeguard – each additional 25 swimmers	\$12	\$12	\$12

EQUIPMENT FEES: (Per Use)

Studio Piano	\$50
Baby Grand Piano	\$150
Sound Board	\$50 (Plus District staffing)
Light Board	\$15 (Plus District staffing)
Microphone	\$10/each
LCD Projector	\$25
DVD & VCR/Monitor	\$15
Choir / Band Risers	\$35 (Plus custodian time)
Acoustical Shell	\$50 (Plus custodian time)
Scoreboard	\$25

OTHER FEES:

Garbage Removal – At actual cost
 Field Lights - \$15 per hour
 Piano Tuning – At actual cost

STAFFING FEES:

At the current hourly rate

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Community Education will determine and arrange for staffing as required. Staffing costs are the responsibility of the user and are due prior to the event. All district employees must be paid through the district payroll process.

All rates are hourly fees unless noted otherwise.

DISTRICT 879 DEVELOPMENTAL - ENRICHMENT GROUPS, SPORTS PROGRAMS & SPORT CAMPS:

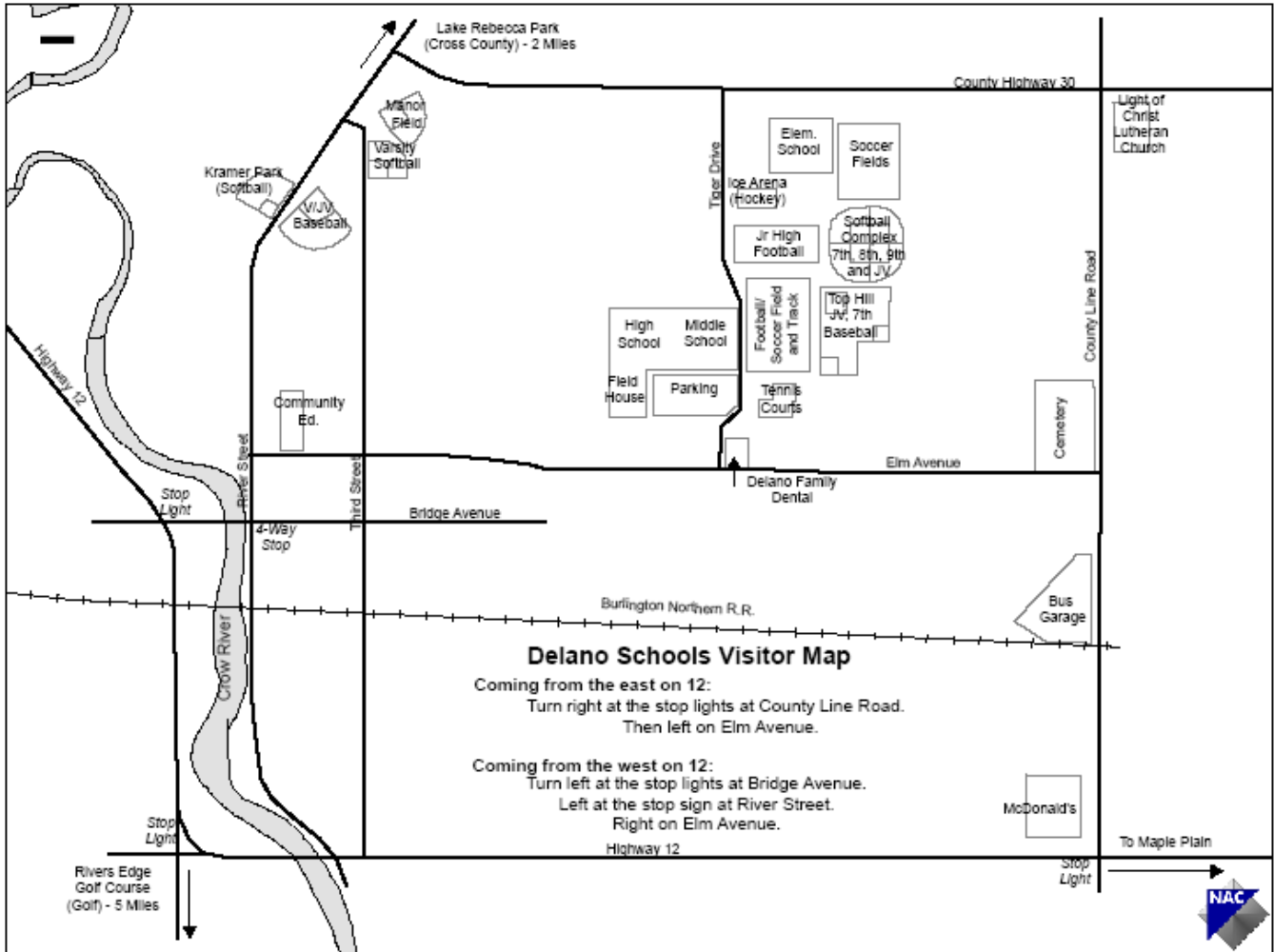
1. Grades K-12 Category 2 enrichment groups will be charged \$75 per group/per year/classroom space. Special events will be assessed appropriate fees.
2. Grades K-4th developmental sports program teams will be charged \$75 per grade level per sport per season.
3. Grades 5-9 traveling and metro developmental sports program teams will be charged \$75 per team/per sport/per season.
4. Sport Camps whose purpose is to provide developmental opportunities for District 879 students and where the coach does not make a profit, will be charged \$75.
5. Groups, programs and camps that operate on a for-profit basis would pay Category 4 fees.
6. To qualify for this special rate, groups must provide all dates at time of permit application. Any changes or additions may be assessed a \$10 change fee at the scheduler's discretion.

TOURNAMENT & SPECIAL EVENT FEES

1. Tournaments/Events scheduled in District 879 facilities for which an admission fee or team entrance fee is charged or a concession is run, the following rental rates will be charged. Deposits or prepayments of up to ½ of the total rental cost may be required and will be non-refundable. A tournament schedule must be submitted to the District 879 Facility Scheduler at least 5 working days prior to the tournament. **Tournament fees are fixed to the schedule at that time.** You will be billed for any additional District 879 staff time etc. (if necessary) after your event.
2. Each head varsity athletic coach will be allowed to run one tournament/event per year at a cost of \$75 for non-profit (developmental/metro) groups. This includes the use of the concession stand. All profits from concessions, minus staffing costs and expenses, will go to the tournament sponsor.

TIGER ACTIVITY CENTER	1 Court	2 Courts	3 Courts	4 Courts	All TAC Courts
4 hours (1/2 day)	\$50	\$90	\$130	\$170	\$210
All Day	\$100	\$180	\$260	\$340	\$420

School District Map



●Important Reminders Regarding our District●

District #879 is Tobacco and Alcohol Free. Smoking and the use of tobacco, alcohol and controlled substances are prohibited on all School District property. Use or the possessions of weapons is strictly prohibited. This includes all school buildings, grounds, and in all school district vehicles.

Entrances are labeled by letters or numbers at each building. Please note the entrance that has been designated for your group and inform all participants of where to park and enter the building for your activity.

Thanks for your cooperation!