

ISD 622

Facility Use

Procedures

2008-09



District 622 – A community partnership where learning and citizenship come first



North St. Paul-Maplewood-Oakdale Schools Community Use of District Facilities Procedures

North St. Paul-Maplewood-Oakdale Schools encourage citizens of all ages to use district facilities. Community users include but are not limited to neighborhood groups, families and individuals, parents, athletic associations, city parks and recreation departments, community non-profit groups, businesses, youth groups, religious/worship organizations, conferences, etc.

Community Education administers the use of all District 622 buildings and grounds. District 622 reserves the right to refuse the use of school buildings and grounds when it has been determined that such use is not in the best interest of North St. Paul-Maplewood-Oakdale Schools. This booklet is a guide. All district facility users are subject to all applicable district policies. A complete listing of policies can be found in the District 622 Superintendent's office or on the district Web Site www.isd622.org

I. Use of Facilities

Most buildings and grounds are available for a variety of activities, as guided by Board of Education policies.

- **Elementary school facilities** are available according to individual building schedules and availability of supervisory personnel.

A designated building employee will open the main entrance door fifteen (15) minutes prior to the scheduled activity. The door may be locked 5 minutes after the start time. Groups may need to provide their own adult door monitor for late arrivals. **Doors may not be propped open.**

- **Middle school and high school facilities** are supervised by a Community Education Building Supervisor in the evening and on weekends.

Pool rentals include a certified lifeguard

- **622 Education and Gladstone Centers** are supervised by a Community Education Building Supervisor on a limited basis after 6:00 p.m. Monday through Thursday.

- **Fields** are permitted to their respective city park and recreation departments when not scheduled for use by District 622 programs.

- **Tennis courts and other outdoor facility** use is based on the scheduling priority list. Activities will be limited to the purpose for which the facility was designed.

- *Auditoriums and stages* are limited to activities consistent with their equipment and furnishings. Sound and light booths can only be operated by District 622 authorized technical personnel.
- *Cafeterias* may be used as multipurpose rooms consistent with their equipment, furnishings and floor design.
- *Classrooms* are limited to educational activities or meetings of such nature as to be consistent with their current use and furnishings.
- *Computer Labs* are assigned based on the software and hardware needs of the user. An authorized computer technician may be required to be present during use. Users must follow District 622 Computer Guidelines
- *Gymnasiums* are designed for specific recreational purposes but may be used for other approved activities that will not damage floors, ceilings, equipment or walls. Facilities are not available for public dances and wedding receptions.
- *Kitchens* are designed primarily for food preparation and must be staffed by school district food service personnel.

Groups must begin and conclude their activities in all buildings according to the times listed on their permit. Violation of this may result in an additional charge to the group or revocation of the permit

II. Use of Equipment

Some ISD 622 equipment is available for community use. It must be listed on the facility use application. When issued, the permit will list equipment approved for use. Any district equipment not listed on a permit will not be available.

Furniture owned by the district shall not be moved unless requested in advance on the permit application. Users must set up and take down equipment, leaving the facility in the same condition as found.

Use of equipment belonging to a group must be pre-approved. It should be listed on the permit application. Personal equipment must be removed immediately after use. **District 622 is not liable for loss of or damage to equipment belonging to community groups.**

III. Supervision/Security

All groups are required to provide adequate adult supervision. The designated supervisor is required to remain with the group at all times and is responsible for the group's conduct and compliance with rules/regulations. Inadequate supervision may result in the cancellation of user privileges.

In elementary schools, an adult supervisor must be present from the time of entry until the entire group departs. Adult supervisors are responsible for enforcing rules and regulations as well as restricting participants to the areas listed on the permit.

IV. Liability

Users of District 622 buildings and grounds must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the district from any expense or costs in connection with the community use of the school facilities and/or equipment.

Most groups or organizations using school facilities that are not authorized and insured by a government or other institution must provide proof of liability insurance with ISD 622 listed as an additional insured. Such groups must carry a minimum of general liability insurance coverage of \$1,000,000. The school district reserves the right to request such a certificate from all users.

All members of groups without a formal organizational structure will be asked to sign a District 622 Facility Use Waiver assuming liability for personal injury.

The permit holder must report any loss, breakage or repair needs of buildings, grounds or equipment to the Community Education office. Damage to school district property must be paid for by the permit holder's insurance carrier or by the permit holder.

District 622 may not be held liable for loss or destruction of personal property.

V. Illegal Behavior

Any illegal behavior listed below may constitute immediate revocation of a permit for facility use and may jeopardize future facility use by the offending individual and/or group.

- Smoking and the use of tobacco products are prohibited in all buildings and grounds.
- The use of intoxicating beverages or controlled substances is prohibited anywhere in or on district premises.
- No student or non-student including adults and visitors shall possess, use or distribute a weapon while on school premises. This includes all buildings and grounds.
- Groups using district facilities must observe all state and local laws/regulations and fire ordinances.
- No person shall use offensive or abusive conduct or language against any person or persons in district buildings and grounds.

VI. Facility Use Application Process

Community groups or individuals wanting to use district facilities and grounds must submit a Facility Use Application to the Community Education Department at least 8 working days prior to intended use. Applications received in less than 8 working days prior to the requested reservation may be denied.

Applications are available on line at www.isd622.org/communityeducation, at the 622 Education Center, 2520 E. 12th Avenue, North St. Paul and at most school offices. You may call 651-748-7439 to have an application faxed. ***Reservations for facility use are not taken over the phone.***

District 622 principals and activities directors should submit building calendars for the up-coming school year to the Community Education Facility Use office by June 20. District 622 employees should submit internal facility use applications for any event or activity that will occur after 6 p.m. on weekdays, on the weekends or during the summer.

Applications for summer facility use by the public should be made by June 20. Summer permits will be issued based on the order of date received, the availability of supervisory personnel and district maintenance schedules.

Application for school-year facility use by the public may be made throughout the summer. Applications will be processed and permits will be issued after August 5. School facilities will not be available for community use until the second full week after the start of a new school year.

The Facility Use Application must be signed by the user and returned to the Community Education Facility Use office before a permit is processed. The application must list facilities, grounds and equipment to be used. The application must list the name/s and telephone number/s (home and business) of the adult supervisor/s who will be on site for the activity or event.

Upon application approval, a permit will be issued. Permits are not transferable and are restricted to the dates and times stated on the permit. The permit should be carried to the permitted event.

Permit Revisions and Cancellations: A minimum of two days advance notice is required for any permit revision or cancellation. Failure to notify Community Education two days in advance will result in the assessment of any applicable charges. There may be an additional charge for ***no shows***.

Permits may be canceled to accommodate unforeseen school events or emergencies. In the event of such a cancellation, there shall be no claim whatsoever against the district or a right to damages or compensation on account of any loss damage or expense. Every effort will be made to keep cancellations to a minimum and relocate scheduled community activities if necessary.

All scheduled activities will be canceled when school buildings are closed in accordance with the district's emergency closing procedures.

VII. Priority of Use

The scheduling of ISD 622 facilities is based on the following group priority list, the date a facility use application was received and a group's financial account status. Community use may be limited by the availability of authorized supervisory, custodial and technical personnel as well as equipment and maintenance schedules.

1. ISD 622 School curricular, co-curricular, and extra curricular activities/events
2. ISD 622 Community Education activities
3. Youth programs sponsored by the cities of North St. Paul, Maplewood, and Oakdale Park & Recreation Departments and local athletic associations with a majority of ISD 622 residents; priority for gym use is given to indoor sports. Space will be allocated equitably among all teams in this category.
4. Non-profit, tax exempt youth groups with a majority of ISD 622 residents
5. Non-profit, tax exempt adult groups/organizations with a majority of ISD 622 residents.
6. Non-profit, tax-exempt groups or organizations with less than a majority of ISD 622 residents
7. Commercial organization.

VIII. Fees

Fees charged for using ISD 622 Facilities are based on the following classifications:

- *Class A* – ISD 622 Schools pay no usage or rental fees.
- *Class B* – Non-profit tax-exempt community groups/organizations when the majority of participants are ISD 622 residents, district-area athletic association, and groups sponsored by the cities of Maplewood, N. St. Paul, and Oakdale.
- *Class C* – Fundraisers or revenue producing non-profit, tax-exempt groups/organizations when the majority of participants are District 622 residents
- *Class D* – Non-profit, tax-exempt community groups/organizations and other associations with a membership of less than a majority of District 622 residents
- *Class E Commercial organizations* (District 622 buildings and grounds shall not be used for commercial activities designed primarily for advertising activities or sales.)

There are added costs to the district when the community uses its facilities. These costs include utilities, cleaning, consumable supplies, long-term maintenance, and building security. The district must recover these costs from the user. Rates and fees are listed in the appendix of this booklet.

- A ***processing fee*** is collected with the first facility use application made by a group each year (July 1 – June 30). This one-time fee per group helps offset the administrative cost of facility use.
- ***Usage fees*** are collected to recover costs to the district for utilities, consumable supplies, and long-term maintenance associated with community use.
- ***Rental rates*** are based on fee classification.
- ***Equipment fees*** are based on materials, supply/operational costs and reasonable rates of depreciation.
- ***Personnel fees*** will be charged for building supervision, kitchen supervisors, custodial services, and computer and audio-visual technical services. Personnel costs are shared when there are multiple groups using a single facility at the same time. Salary rates for personnel costs are subject to unit contracts and are not negotiable.
- ***Air Conditioning*** may be made available to community groups. The request for air conditioning must be listed on the permit application. Charges may be assessed according to personnel costs needed to operate the system. Air conditioning is required in theaters/auditoriums when the outdoor temperature exceeds 70 degrees Fahrenheit.

Most charges are billed monthly. Fees are payable within 30 days upon receipt of invoice. All payments shall be made to District 622 Community Education at the 622 Education Center. Failure to pay facility use fees in a timely manner may result in both the revocation of the permit and the privilege of using school district buildings and grounds in the future.