

CHISAGO LAKES AREA SCHOOLS, DISTRICT #2144

Adopted: 11-6-08

902 FACILITY USE POLICY

POLICY

It is the policy of Chisago Lakes Area Schools to make available the use of school facilities primarily by citizens of the district. The implementation of this policy requires both individual and community cooperation. School facilities rules and regulations under this policy shall apply to all property owned and managed by the school district and shall be in effect at all times when the school property is not in use for regular educational programs.

ADMINISTRATION / POLICY REVIEW

The Administration, through the Community Education Department, shall develop and execute appropriate guidelines for the use of school facilities.

The Community Education Facility Use Committee and the Community Education Advisory Council will review the Facility Use Policy as needed. The Superintendent and the Board of Education must approve any recommendations for changes.

SCHEDULING

Community Education will process requests for use of all District facilities except the District Office Board Room and the District Pool before and after the regular school day, as well as weekends and vacations. Groups interested in using school facilities should make such requests through Community Education, which will determine the availability and appropriate usage of the facilities.

Sponsored events or activities are defined as individual programs or activities in which the District or an organization directly and completely coordinates, funds, plans, and operates.

Co-sponsored events or activities are defined as individual programs or activities in which the District or an organization, through a joint arrangement with another agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.

The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities.

By August 15 of each year, the District School Activities Master Calendar will be entered on the computer. All requests received by September 1 will be allocated space by September 15. By September 15, confirmation forms will be distributed showing all schedules. Any request not received by September 1 will be stamped with the date received and scheduled as space permits.

USER GROUP CLASSIFICATIONS

To make maximum use of school facilities with a minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities will be classified as Class I through V with a Class I having highest priority for use when developing the annual master calendar. However school groups have first priority.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities:

Class I - SCHOOL RELATED ACTIVITIES

All directly related school activities such as musical events, PTO, Taylors Falls Parent in Education, Parent Advisory Committee, athletic activities, school productions, staff meetings, community education activities, etc.

Class II - PUBLIC AGENCIES - *Local community groups which are tax supported*

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class III - NON-PROFIT - *Youth Non-profit Organizations and Non-profit civic, service groups.*

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class IV - NON-COMMERCIAL, GROUPS IN THE DISTRICT - *Individuals, groups and organizations within the boundaries of Chisago Lakes School District.*

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class V - COMMERCIAL and OUT-OF-DISTRICT GROUPS

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

APPLICATION PROCEDURE

1. A person requesting use of District facilities will obtain a Facility Use Request Form from the Community Education Office or online at www.chisasgolakes.k12.mn.us/communityed. Forms are also available in the principal's office at every school building.
2. Complete the Facility Use Request Form and attach a \$15 non refundable permit fee for class II – V payable to Chisago Lakes Community Education and return it to the Community Education Office either by mail, fax, credit card, in person or on-line. Reasonable efforts will be made to accommodate permits received less than ten working days in advance of the proposed date(s) of usage.
3. Community Education staff will review the form, complete the approval section and establish costs according to the Facility Use Policy. The facility use request will be reviewed to:
 - a) Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable)
 - b) Determine the requester's classification.
 - c) Determine estimated cost of application.
4. When these criteria have been determined, a confirmation will be sent to the following: Applicant, Building Principal, Director of Buildings & Grounds, teacher of room assigned and the Head Custodian at the facility being used.
5. The applicant will be informed by telephone or through the Facility Use Request Form after the Community Education Office completes approval. The Community Education Office will prepare billings for charges or fees pursuant to this policy.
6. If the request is to be denied, the requester needs to be informed with reason(s). He/She may appeal by calling, writing or meeting with the Director of Community Education. If the Director upholds the decision, the requester can appeal to the Superintendent who will review the request and make a final decision.
7. Weekly, a calendar of activities by building will be sent to each Building Principal, Director of Buildings & Grounds and Head Custodian.
8. A \$5 non-refundable rescheduling fee is charged for each revision of an existing permit. Youth groups booking a large number of dates will submit a \$200 deposit rescheduling fee. At the end of the permit a refund will be given for the remaining balance.

9. Requests for use of equipment will utilize the same procedures and applicants will complete an Equipment Loan Request form.

INDEMNIFICATION AND LIABILITY INSURANCE

All organizations (including an individual, informal groups, commercial entities, political subdivisions, and non-profit entities regardless of legal status) must agree to indemnify and hold harmless the District, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the District, its officers and employees in connection with defending any actions relating thereto.

All commercial and nonprofit organizations that wish to use School District facilities must be organized in conformance with Minnesota laws. Organizations must annually furnish the School District with a certificate of insurance confirming that the organization has purchased liability insurance for personal injury and property damage in amounts not less than \$1,000,000 per claimant and \$2,000,000 for any number of claims arising out of a single occurrence and that Independent School District No. 2144, Chisago Lakes, has been named as an additional insured on the policy. Organizations will be required to provide the School District with the Certificate of Insurance prior to the actual use of any school facilities.

GENERAL RULES AND REGULATIONS

All permits shall be revocable and shall not be considered as a lease. The Board of Education or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or pre-emption of any application/permit must have the approval of the Director of Community Education with notification to the user within 48 hours or sooner if possible.

The Chisago Lakes Area School District will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those programs or activities of the school will have first priority.

A school district employee capable of providing for the security of the school facility must be on duty whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building supervisor, Community Education building staff, administrator, co-curricular or extra curricular supervisors during the time they are supervising students assigned to their co-curricular or extra curricular

assignment. Cost for the school district employee and other charges may be billed to the user.

Permits are non-transferable and are restricted to the stated hours and intended use of the facility as stated on the building use permit. The requester is responsible for notifying Community Education when his/her group wants to make changes to a confirmed permit. A \$5 non-refundable rescheduling fee is charged for each revision of an existing permit.

Permit holders are responsible for providing competent and adequate adult supervision for all activities at all time. Children will have adult supervision at all time. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district building employee will supervise the operation of the facilities but not be required to supervise a group or its activities.

Furniture and equipment owned by the district shall not be moved unless authorized.

Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the K-12 school program.

All facilities of the Chisago Lakes School District are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive or obscene language will not be tolerated.

All local and state ordinances and laws of the police and fire department must be observed.

Requester will be responsible for leaving the facilities in the same condition as upon arrival (including returning furniture to original configuration). The requester will be billed for emergency cleaning personnel.

Requester should check permanent equipment at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or building supervisor immediately. Groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

Any use of recreational, audio-visual, music or other school equipment must show item approval on the Facility Use Request Form prior to use. Competent equipment operators, approved by the administration, must be available and any charge will be assessed to the permit holder.

NO FOOD, BEVERAGES, OR HATS are allowed in the PAC. (An exception is plain noncarbonated water on stage and backstage only). Food and beverages may be consumed in the lobby near the concession stand.

The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.

When school is closed due to inclement weather, all facility use permits will be cancelled and no fee will be charged.

FEES

Chisago Lakes School District philosophy is to provide use of its facilities at no cost to in-district youth groups that meet the following criteria: Volunteer driven, available scholarships, 80% of the participants would be from within the district, and foster a philosophy of including all who wish to participate. This does not apply to fund-raising activities or those where admission is charged. Some costs may be charged to cover additional direct expenses incurred by the school district.

Food and beverages must be served in the cafeteria or other approved lounges or locations within the school building.

Community Education will determine the appropriate charges for the use of District facilities based on the following:

- The classification of the organization or individual requesting use
- The nature of the activity
- The size of the facility necessitated by the activity
- Personnel costs
- Equipment
- Fee Schedule

Class I users will not be charged facility use rental fees or a processing fee. Class II & III organizations will not be charged rental fees (exception of Specialty Facilities) for youth activities when the requesting organization uses volunteer staff and meets the following criteria: Volunteer driven, available scholarships, 80% of the participants would be from within the district, and foster a philosophy of including all who wish to participate. All other Classes will pay a facility use rental fee. However, all classifications I through V may be charged a standard hourly rate for additional costs (equipment, personnel, etc.). The requester will be billed for emergency cleaning personnel, if that is necessary. Facility users will be billed a flat rate for District employees, which may include designated holidays, weekends or occasional weekdays.

Cancellation/No Show Charges

Changes, additions or cancellations should be made through the Community Education Department at least five (5) working days in advance. A \$5 non-refundable rescheduling fee is charged for each revision of an existing permit. Youth groups booking a large number of dates will submit a \$200 deposit rescheduling fee. At the end of the permit a refund will be give for the remaining balance.

No shows will forfeit their deposit up to the actual costs and or \$10 fee will be charged.

All charges for 'no shows' must be paid prior to further use of school facilities.

PAYMENT PROCEDURES

Payment for facility use Permit Fee (\$15) (excludes Class I) is processed at the Community Education Office when the permit is submitted. The user will be given a receipt for all transactions.

Billing may be arranged if the rental fee is more than \$20. If personnel services are a part of the rental agreement, timesheets will be sent to Community Education for approval. The hours will be verified and user charged accordingly. Charges will be billed monthly and must be paid within 30 days.

Deposit may be required for any or all groups at the discretion of the Community Education office.

Organizations required to pay the assessed rental fee(s) must include 50% payment of the estimated fee with the rental agreement. Balance will be due within ten (10) days of receiving an invoice. Checks are to be made payable to Chisago Lakes Community Education. Failure to pay may result in future permits being denied.

Rental charges for the commercial use of a facility are to be paid in advance.

SUPERVISION

Building custodians assigned to Community Education will supervise the use of facilities. That department will be responsible to inform the facility user of the rules and regulations specific to each facility.

The District reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. The requester will pay for police supervision.

OVERNIGHT USE

Overnight stays by local groups are not encouraged but are permitted by the District. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

- The district will require a district employee or a paid supervisor to be assigned to the building during use.
- The visiting agency or group will have a roster of all participants available at all times.
- No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms)
- The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.

FOOD, BEVERAGES AND SMOKING

Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited. All district facilities are tobacco-free and alcohol-free.

Arrangements to serve refreshments will be made with Community Education prior to the event. The use of kitchen and/or food service equipment is explained under Special Facilities.

EMERGENCY PROCEDURES

The district reserves the right to cancel facility use if weather conditions require it. Local radio stations will carry announcements of school closings, and when possible, Community Education will notify the facility user.

DAMAGES AND MAINTENANCE

Any person found willfully damaging or defacing property belonging to the District shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charges may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damage costs. If the group refuses to make payment they will not be allowed to use District facilities again.

Photographs should be taken of any damages resulting from use of a building, and notations made detailing the date, time and location and the amount of repair. The Building Principal and custodial/maintenance department should be notified.

Chisago Lakes Area Schools - 2144
Specialty Facilities
Performing Arts Center (PAC), Chisago Lakes Stadium
Reservation/Rental Rules and Procedures

It is the philosophy of the Chisago Lakes Area Public Schools to foster and encourage educational and leisure time activities and programs for the students and residents of Independent School District #2144.

Because of this philosophy, we encourage school and public use of our Specialty areas (Performing Arts Center, hereinafter referred to as the PAC and Chisago Lakes Stadium) both located at the High School. Mutual consideration and cooperation to enforce rules, regulations and scheduling guidelines are necessary to provide for equitable administration of policy. Through efficient coordination and management of the PAC and the stadium, we can ensure that the facility and equipment are used carefully and efficiently.

Reservations

Reservations must be made by all school and community groups. First contact for reservation of the PAC and Stadium between 7:30 a.m. – 2:30 p.m. school days must be made through the Activities Director (651-213-2526). First contact for reservation of the PAC and Stadium for any other time is made by calling or visiting the Community Education Facility Use Office, at (651-213-2603). Confirmation of the reservation will be made after all calendars have been checked.

Included in the reservation process is completing the Facility Use Form, Equipment and Staff Reservation Request Form.

The School District reserves the right to cancel any reservation should the need arise, without liability. Cancellation would result if an emergency condition were declared. Examples include compliance of state energy conservation regulations, closure of the school by the School Board, or an immediate need for a public hearing of governmental or community concern. If cancelled, deposits will be returned.

All local/state ordinances and laws pertaining to the use of public buildings must be observed.

- A. Possession or consumption of tobacco, alcoholic beverages or drugs in any form is prohibited on school premises.
- B. No firearms, weapons, etc., on school premises.

Equipment Use for PAC

Equipment (i.e. audio-visual, risers, pianos or band shells) may be reserved/rented. Any equipment brought into the facility by the renter must be approved by one of the following: High School Principal, Activities Director, Community Education Director or PAC Coordinator. Equipment must be removed immediately following the activity. If it is not, the group will incur additional charges.

- A. Technical Help - The PAC Coordinator will translate the needs to the capabilities of the PAC equipment and personnel. Anything more than the simplest program may need several trained personnel who are available to help with the production or performance. These personnel are under the authority of the PAC Coordinator and all direction regarding the performance will be given by the PAC Coordinator to these individuals. **Only authorized PAC staff are allowed to use and adjust the technical equipment. An authorized technician must be on duty whenever the PAC is being used.**
- B. Lighting and sound must be reset for each new production at the PAC. It can take from one to seven hours or more and a crew of three or four to set and pre-focus a lighting program. If an existing lighting plan can be used, it may take less than 1 hour. Setting up microphones and other sound equipment is also time consuming. Allow adequate time for set up of technical equipment.
- C. If taped backgrounds are used to coordinate with any part of the show, EACH PIECE must be on an individual tape, clearly marked in large bold print and **CUED TO THE START OF THE PIECE**. Provide a master copy as emergency back-up. Also provide to technical support, a detailed program indicating the separate elements of the show and coded with each of the numbered or manned cues. This must be provided for dress rehearsal or at least two hours before show time.
- D. Depending on the complexities of the show, allow for at least one technical rehearsal with the technical crew and your group. For even the simplest show, there is still a need for coordination between performers and the technical staff.
- E. Use of personal video equipment is up to the discretion of the renter. If permitted, battery power is recommended. If use of PAC electric outlets is required, taping must be done at side aisles only. (Safety hazard).

- F. Use of signs/decorations must be cleared through the High School Principal, or Activities Director or Community Education Director, or PAC Coordinator.
- G. Use of any kind of adhesive tape is not permitted; sticky tack is allowed in hallway areas.

Staffing of Specialized Areas (PAC, Stadium)

A. The PAC Coordinator shall

- Communicate with groups and Community Education.
- Train and supervise managers and technicians.
- Determine personnel necessary for an event.
- Insure that the PAC is kept in good condition.
- Determine availability of and need for special equipment.
- Oversee use of the PAC and equipment.
- Order reserved tickets for events with reserved seating.
- Assist group supervisor with needs of the group, such as ticket booth, usher duties, open and lock doors, etc.
- Other duties as assigned concerning the PAC.

The Coordinator is provided by the District.

B. The PAC & Stadium Technician shall

- Operate sets, lighting, sound and video equipment.
- The Technician will be provided by the District, and supervised by the Coordinator/administration. The cost will be charged according to policy. The technician charge is not included in the rental rate.

C. Custodians shall

- Supervise building use, but not the renters or their activity.
- Set up and tear down risers, flats, band shell, move piano, field markers, nets, goals etc.
- Clean Bleacher Area
- Clean bathrooms
- Clean entry way and hallways as well as the facility in use
- Empty trash receptacles
- Clean and change light bulbs and other duties as assigned by Community Education Director, High School Principal or Activities Director. Custodians will be provided by the District. Costs will be charged according to policy. The custodial charge is not included in the rental rate.

D. Ushers shall

- Be trained by the PAC Coordinator.
- Consist of two for general admission and four for reserved seating.

- Be at the PAC before the event, time determined by PAC Coordinator.
- Greet PAC guests and show them to their seats.
- Distribute programs and assist with gathering and discarding programs left after each performance.
- Monitor "food, beverage and hats in the lobby only" rule.
- Collect tickets.

Ushers may be provided.

E. Ticket Booth Attendants shall

- Sell and distribute tickets.

Ticket Booth attendants will be provided by the user group.

F. PAC Supervision

All activities must have adult supervision.

The District shall provide a supervisor whose duties shall include:

- Assure that group remains in area reserved.
- Supervise event attendees.
- Monitor "food, beverage and hats in the lobby only" rule for the PAC
- Be prepared to manage situations such as medical emergencies and emergency evacuation.
- Communicate with the PAC Coordinator or custodian about concerns related to other building users.
- Assure that event attendees demonstrate behavior consistent with a formal arts performance space.
- Gather and discard any programs left in reserved areas after the show.
- Assure removal of all equipment and sets immediately after the performance unless other arrangements have been made.
- Supervise for PAC etiquette:
 - *No food or drink in the PAC.
 - *Removal of hats upon entering.
 - *No abuse of seats in any manner.
 - *No putting feet on any part of chairs.
 - *Remain seated for entire performance.

It is requested that PAC "Rules of Etiquette" be printed in each event's program.

The Stadium Supervisor employee will see that:

- Athletes are to use field only – track and other areas are off limits.
- All participants/coaches must enter through the South gate on the building side of the stadium.

- Spikes on soccer and football shoes cannot be longer than ½ inch.
- Absolutely no stakes, poles, etc. are to be stuck in the turf.
- Spectators are restricted to bleachers. Bleachers and stairs are not to be used for training.
- No food or drink except water! No gum or sunflower seeds on the field!
- No pets in the stadium.
- Groups are expected to pick up after themselves and leave the field in its original state. Failure to follow this procedure may result in additional clean up fees being assessed to the renter. Large events may require custodial services which will be billed back to the renter.
- Use of Chisago Lakes athletic department equipment is prohibited (cones, portable goals, hurdles, high jump pad etc.) unless prior arrangements have been made with Building Principal and/or Activities Director and/or Community Education Director.
- All group leaders or coaches are required to remain with the group at all times and are responsible for the group's conduct and compliance with all rules.
- There is no field use when lightening is evident.
- Coaches must carry an appropriate first aid kit and cell phone.
- Lights can only be used for approved, large events. District 2144 restricts routine use of the stadium lights out of respect for near by neighbors.

The supervisor charge is not included in the rental rate.

General Guidelines

User groups must supply any special supervision required such as police protection and parking supervision. Applicants **MUST** bring in enough support people to fully man the house or Stadium activity, this means for PAC ushers, ticketing people, stage manager and backstage crew if needed. The applicant needs to provide a list of these people to the PAC Coordinator or Stadium Supervisor or other administrator as needed prior to the performance. For most performances, even small ones, some people may arrive an hour before show time, with most arriving between one-half hour and show time. Normally the doors or gates to the auditorium or stadium will be open one-half hour before show or game time. House/stadium management is to be there one and one-half hours before show time, dependent on activity.

Rental Fees

Rental fees are charged according to the facility policy group classification and amounts established by the School Board. (See Facility Rental Rates chart)

If groups are in the PAC or Stadium longer than scheduled, overage charges must be signed off on the reservation form by the user and the Coordinator.

OTHER FACILITIES

District Pool

25 meter wide by 25-yard long eight-lane main pool depth ranges from three feet to twelve feet. There is an attached diving well of twelve foot depth with a one meter springboard. A separate 10' by 20' wading pool designed for infants and preschoolers. There is also a separate Hot Tub/Whirlpool with a capacity of eight people.

Lecture Hall

The district has a 300-seat theatre located in the Chisago Lakes High School. The theatre may be used for purposes and activities appropriate to the facility. Request for use is processed through the Community Education Office. The Director of Community Education will verify all requests for theatre use.

District Kitchens - Food Service Guidelines

Facility Use request form must be completed for use of District Kitchen facilities and /or equipment before, after or outside of the regular school day.

The Food Service Director must be notified of all functions relating to the use of District kitchens prior to the event. An authorized District food service employee must be hired to supervise the operation of equipment and use of the facility and will remain in the kitchen during the entire event.

The Food Service Director must approve any requests for dinners or banquets to be catered by the District catering service AND/OR must be notified of any use of an outside catering service within the building. All outside catering services must show proof of insurance.

Only food items prepared in the district kitchens by an authorized food service employee can be sold or consumed in the district's kitchens.

Classrooms

The public for purposes and activities appropriate to the facility may schedule classrooms in elementary and secondary schools for use. Teachers will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same if not better condition than they found it.

Equipment

The primary purpose of equipment in a school is education of students by District staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. The charges for equipment will be paid prior to the activity.

Property belonging to the District shall not be removed from the District premises without a written release from the Building Principal and/or authorized personnel at Community Education. When a usage cost is involved, the requester will pay the charge. Any loss or damage to equipment shall be the full obligation of the borrower.

Media Centers

Media centers may be used for approved meetings and quiet study. Materials are not to be removed from the media centers and are not to be used unless requested in advance.

Multi-purpose Rooms and/or Gymnasiums

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.

Community Education shall coordinate all scheduling of gymnasiums for organized community sports programs.

Concession Stand

The district holds the right to sell concessions at any activity or event being held on district property. The districts Activities Director can relinquish these rights to outside groups. Outside group can rent the concession stand to conduct the sale of concessions if the request has been made in advance and approval has been give by the Director of Community Education and the Activities Director.

Outside Areas

The use of outside areas (football, softball, baseball, soccer fields, tracks, parking lots and tennis courts) will require the regular Facility Request Form to be completed. The same request process and timeline for scheduling and confirming use of outside areas, such as gymnasiums will be followed.

Tennis courts are available on a first come basis for casual use by all residents. Private lessons, tournaments, or leagues must comply with Facility Use Policies.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean-up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.

All outside facilities of Chisago Lakes Area School District are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices and games.

All non-district outdoor practices, games and activities will be cancelled when it rains to prevent damage to the fields.

Community Education may rotate use of fields for aerating, draining, re-seeding and maintaining. Fields may be fenced off by the Maintenance Department to prevent use. Signs will be posted to prevent trespassing and use.

FACILITY USE CHARGES

Class I: SCHOOL RELATED ACTIVITIES

All directly related school activities such as musical events, PTO, Taylors Falls Parents in Education, Parent Advisory Committee, athletic activities, school productions, staff meetings, community education activities, etc.

No charge.

Class II: PUBLIC AGENCIES - Local community groups which are tax supported.

Specialty Facilities (PAC, Stadium and Pool) will have rental charges for all Class II groups. All Other facilities will have No charge unless a fee is charged for activity or program or a fundraising activity is being conducted and the group meets the following criteria: Volunteer driven, available scholarships, 80% of the participants would be from within the district, and foster a philosophy of including all who wish to participate.

Class III: NON-PROFIT - Youth Non-profit Organizations and Non-profit civic, service groups.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Specialty Facilities (PAC, Stadium and Pool) will have rental charges for all Class III groups. All Other facilities will have No charge unless a fee is charged for activity or program or a Fundraising activity is being conducted and the group meets the following criteria: Volunteer driven, available scholarships, 80% of the participants would be from within the district, and foster a philosophy of including all who wish to participate.

CLASS II & III: If a fee is charged for an activity, the following charges apply:

Elementary Buildings:

Hourly Rate

| | |
|----------------------|--------|
| *Cafeteria/Classroom | \$3.00 |
| *Media Center | 5.00 |
| *Gymnasium | 5.00 |
| *Kitchen | 8.75 |
| *Music Room | 5.00 |

Secondary Buildings:

| | |
|--|---------|
| *Band Room | \$10.00 |
| *Choir Room | 5.00 |
| *Classroom/Home Ec./lockeroom | \$3.00 |
| *Media Center/Wrestling Rm./Commons | 5.00 |
| *Computer Lab | 15.00 |
| *Cafeteria | 5.00 |
| *Lecture Hall (CLSH) | 10.00 |
| *Gymnastics Studio | 15.00 |
| *Gymnasium (CLMS) | 5.00 |
| *Gymnasium (CLSH) | 7.50 |
| *New Gymnasium (CLSH) | 10.00 |
| *Weight Room | 10.00 |
| *Kitchen HS | 20.00 |
| *Kitchen MS | \$15.00 |
| *Lounge | 5.00 |
| *Track | 20.00 |
| *Scoreboard/Concession stands | 5.00 |
| *Fields- HS Football, Baseball, Softball, Tennis (per court) | 5.00 |
| MS Football, Soccer, Baseball | 5.00 |
| Gymnastics Studio | 15.00 |
| Staff Lounge | 5.00 |

Class II Class III

| | | |
|---|-----------|-----------|
| *Performing Arts Center | 30.00/hr. | 60.00/hr. |
| Rehearsal | 30.00/hr | 60.00/hr. |
| *High School Stadium (<i>Fees will be waived 2008-2010</i>) | 30.00/hr. | 30.00/hr. |

CLASS IV: NON-COMMERCIAL GROUPS IN THE DISTRICT - Individuals, groups and organizations within the boundaries of Chisago Lakes School District.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

The following charges apply:

| <u>Elementary Buildings:</u> | <u>Hourly Rate</u> |
|--|---|
| *Classroom/Cafeteria/Media Center | \$10.00 |
| *Gymnasium | 20.00 |
| *Kitchen | 15.00 |
| *Music Room | 10.00 |
| | |
| <u>Secondary Buildings:</u> | |
| *Classroom/Home Ec./lockerroom | \$10.00 |
| *Media Center/Wrestling Room/Commons | 10.00 |
| *Cafeteria | 20.00 |
| *Lecture Hall (CLSH) | 20.00 |
| *Band or Choir Room | 20.00 |
| *Computer Lab | 25.00 |
| *Gymnasium (CLMS) | 37.50 |
| *Gymnasium old MS | 37.50 |
| *Gymnasium (CLSH) | 45.00 |
| *New Gymnasium (CLSH) | 55.00 |
| *Weight Room | 55.00 |
| *Gymnastics Studio | 30.00 |
| *Kitchen HS | 40.00 |
| *Kitchen MS | 30.00 |
| *Stadium | 50.00 |
| *Track | 50.00 |
| *Scoreboard/Concession Stand | 20.00 |
| *Fields- HS Football, Baseball, Softball | 25.00 |
| MS Football, Soccer, Baseball | |
| *Staff Lounge | 10.00 |
| | |
| *Performing Arts Center | Rehearsals 70.00/hr. Performance 125.00/hr |
| *High School Stadium | 65 .00/hr. |

CLASS V: COMMERCIAL GROUPS AND OUT-OF-DISTRICT GROUPS

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

(2 Hour minimum)

| | <u>Hourly rate</u> |
|--|---|
| <u>Elementary Buildings:</u> | |
| *Classroom/Cafeteria/Media Center | 20.00 |
| *Gymnasium | 40.00 |
| *Kitchen | 30.00 |
| *Music Room | 20.00 |
| <u>Secondary Buildings:</u> | |
| *Band Room or Choir Room | \$40.00 |
| *Classroom/Home Ec./lockeroom | 20.00 |
| *Media Center/Wrestling Rm/Commons | 40.00 |
| *Cafeteria | 40.00 |
| *Computer Lab | 50.00 |
| *Lecture Hall (CLSH) | 40.00 |
| *Gymnastics Studio | 60.00 |
| *Gymnasium (CLMS) | 75.00 |
| *Gymnasium (CLHS) | 90.00 |
| *New Gymnasium (CLHS) | 110.00 |
| *Kitchen (CLHS) | 40.00 |
| *Kitchen (CLMS) | 30.00 |
| *Staff Lounge | 20.00 |
| *Track | 100.00 |
| *Weight Room | 110.00 |
| *Scoreboard/Concession stand | 40.00 |
| *Fields-HS Football, Baseball, Softball MS Football, Soccer, Baseball | 50.00 |
| *Performing Arts Center | Rehearsals 90.00/hr. Performance 140.00/hr |
| *High School Stadium | Negotiable |

Extra Charges

- Custodian \$30/hour
- Kitchen Supervisor \$30/hour
- Stadium PA, police, security, ticket takers, lining fields, refuse removal - Actual Cost
- Stadium Lights \$10/hour
- Stadium PA \$50/use

Equipment Charges for In House rental

Risers/Staging - \$15/riser/use
 Sound Shell - \$30/shell/use

| | |
|-----------------|---|
| Grand Piano - | \$100/use (Plus any pre-performance tuning) |
| TV & VCR - | \$10/use |
| Microphone - | \$10/use |
| Podium - | \$10/use |
| Overhead | \$10/use |
| Video Projector | \$75/use |
| Internet Access | \$50/use |
| Wrestling Mats | \$90/use |
| Portable PA | \$40/use |
| Volleyball nets | \$10/use/court |

Revenue from equipment rental will be deposited into the account as directed by the Director of Business Services.

Other charges for facilities not identified in this policy shall be determined when the request for facility use is made. Extra charges for air-conditioning or other special services may be added to these charges. Other Equipment charges not identified in this policy shall be determined when the request for equipment is made.

APPENDICES:

Appendix A - Facility Use Request Form

Appendix B - Equipment Loan Request Form