

# PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

## St. Louis Park Community Education July 1, 2010 – June 30, 2011

### I. Procedures

#### A. Application Procedures

An Application for Facility Use must be filled out for each facility use before a permit will be issued. One application may be used for a series of meetings. Applications may be obtained from [www.slpschools.org](http://www.slpschools.org) or by calling the District Community Education Office, or school principal's office. Applications should be made at least ten days prior to date of use, and priority will be given to the earliest request. School-sponsored, District Community Education and Park and Recreation activities shall have first priority.

Every application for use of a school's facilities shall state the general nature and purpose of the meeting. The application must be signed by an authorized adult representative of the group applying for the use and must list the person responsible during use.

The Director of Community Education may require certain operational procedures such as use of certain doors, locker room care, limitation of movement in the buildings, etc.

#### B. Permit Procedures

Upon receipt of a Facility Use Application, the Community Education Department of St. Louis Park School District #283 will compute applicable costs, verify space availability and confirm liability insurance. Upon approval from the Director of Community Education, a permit will be issued. Copies of the permit will be sent to the applicant, the facility and to the custodian at the building to be used.

#### C. Permit Application Fee

A permit application fee of \$25 is required with the submission of the permit. Application fees will be forfeited upon cancellation of a permit.

### II. Responsibilities

#### A. Rules and Regulations

The applicant agrees to comply with all rules and regulations regarding the use of School District facilities as prescribed by the School District. The applicant agrees to exercise the utmost care in the use of school premises and agrees to protect, indemnify, and save harmless the St. Louis Park School District #283 and its officers and employees from any and all claims, damages, liabilities, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. In the event of damage to school property, applicant shall accept the School District's estimate of the amount of same and shall pay all appropriate repair costs.

**B. Permit Fees will be determined as follows:**

1. No Rental Charge for Groups I
2. Custodial overtime may be charged to all groups for special set-up or clean up for all activities that are not normally staffed with custodial personal.

**Group I**

- a. St. Louis Park School District
- b. City of St. Louis Park

**Group II** (see fee schedule on page 7)

- a. St. Louis Park public agencies and/or organizations, civic and charitable groups and youth-oriented character building organizations.
- b. St. Louis Park religious organizations for recreation or social purposes. The does not include fundraising nor events at which admission is charged or offerings are made.
- c. Federal, state and municipal agencies conducting the meetings of local interest. Local political organizations. This does not include fundraising or events at which admission is charged or offerings are made.

**Group III** (see fee schedule on page 8)

- a. All Group II activities that restrict participation in any way.
- b. Religious organizations for worship, instruction or fundraising.
- c. Business or commercial groups for non-commercial business-oriented activities such as instruction, testing, planning, etc.
- d. All other groups not included in Group II.

**C. Charges, Costs, Payments**

Groups II and III will be responsible for fees. See fee schedule on page 7 & 8.

**D. Cancellations or Changes**

The applicant shall notify the Community Education Department of any changes or cancellation of previously scheduled facilities at least forty-eight (48) hours prior to the scheduled use. In all cases, the district will retain the permit fee.

An approved permit shall not be considered by the applicant as a lease, and the School District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage or expense whatsoever.

**E. Liability Insurance**

All organizations using school district premises are required to furnish a certificate confirming liability insurance in the minimum amounts of \$500,000 per person and \$1,000,000 per occurrence. We also require that St. Louis Park School District #283 be named as the certificate holder.

### III. General Information

#### A. General

Permits will not be granted for any meeting which in the judgment of the School District may be in any way prejudicial to the best interests of the schools or the educational system, or for which satisfactory sponsorship or adequate adult supervision is not provided. Facilities shall not be made available for any use which may result in any undue damage or wear, or is not consistent with the use for which the space was designed. If in the judgment of the Director of Community Education, the operation of special school equipment requires additional school personnel, provision of this service will be arranged and the special service costs charged on the permit.

#### B. Priority

All applications received in the Community Education office are dated and processed according to priority and handled as promptly as possible. Some applications received prior to the opening of school in the fall may be kept pending until school has been in session for at least two weeks. The school program must be established before space allocations can be made for community use programs. Every effort is made to accommodate all groups in a timely manner using space as efficiently and effectively as possible. Space in St. Louis Park School facilities is made available as follows:

##### 1. Gym Space

- a. Each September the Community Education Department will convene a public meeting of regular gym users (Athletic Department, Park and Recreation, Traveling Basketball, Community Education, etc.). Regular users are those who use the gym over fifty (50) hours per school year. They will receive a written notice. A notice will also be placed in the St. Louis Park Sun Sailor.
- b. The purpose of this meeting would be to schedule gym space taking into account the following variables:
  - High School League and legal mandates
  - Size of gym facility needed
  - Numbers in the group
  - Time of day
  - Special needs of participants, etc.
- c. These permits for gym space would be finalized following this meeting. Gym requests coming in after this point in time would be scheduled according to the same priorities as used in scheduling other district facilities.

2. Other District Facilities:
  - a. School sponsored /Community Education activities such as:
    - High School athletic events and practices
    - Community Education classes
    - Drama Productions
    - Teacher and administrative meetings
    - PAC/PTO and/or parent oriented meetings
    - School board meetings and elections
  - b. City of St. Louis Park requests which may include:
    - Park and Recreation Department
    - Neighborhood meetings sponsored by City Hall
    - Elections
  - c. Non-profit or social service groups such as:
    - Local youth oriented groups - Scouts, etc.
    - Local neighborhood associations
    - Local athletic teams, i.e. Traveling Teams
    - Local religious organizations (not for fundraisers or workshops)
    - Political organizations (not for fundraisers)
  - d. Groups not included in the above list would receive space on an availability basis.

**C. Playgrounds, Tennis Courts, Playing Fields (soccer, baseball, etc.)**

Schools or community center grounds may be used at other than regular operating hours in accordance with the following conditions:

1. The use shall not interfere in any way with school or community center activities.
2. No use will be allowed that subjects the grounds to undue damage or wear.
3. No use of grounds will be permitted which creates a hazard or unreasonable restriction of use by others.
4. All organized use of School District grounds must be covered by a regular permit. Appropriate charges will be made for any activity involving District staffing costs or special services.
5. Grounds will be open for casual play at all other times under the above restrictions.

**D. Food Service**

Food may be served in the St. Louis Park Schools under the following conditions:

1. Food and coffee may only be served in the cafeteria or in other approved lounges or locations within the school building.
2. Light refreshments and potluck dinners may be served in accordance with St. Louis Park Health Department regulations.
3. Functions requiring use of kitchen facilities and equipment may be used only with advance approval of the Food Service Supervisor, and under the supervision of a food service employee.

**E. Food Service Staffing**

When kitchens are used, a minimum of one school district food service employee is required to be on duty, and an additional charge for each such employee will be made by the hour. The obligation of school district food service personnel is primarily to supervise the use of kitchen facilities. Any additional work required by the food service staff will be discussed and negotiated at the time of the permit application. Charges will be as follows:

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|---|------------------|
| 1. Monday - Friday after 2:30 PM          | \$45.00 per hour |
| 2. Saturdays and Holidays                 | \$45.00 per hour |
| 3. Sundays (school related functions)     | \$45.00 per hour |
| 4. Sundays (non-school related functions) | \$55.00 per hour |

Staffing time on a callback basis (not contiguous to the normal period) shall include a minimum of two hours.

**F. Custodial Attention to Community Groups**

Basic responsibilities of the custodians shall be:

1. To unlock all doors at established time and turn on lights in scheduled rooms.
2. To check the permit for special services requested.
3. To contact the group upon their arrival to inform them where they will be working and may be reached, and where the telephone is located in case an emergency should arise.
4. Specially scheduled groups occasionally might need additional services such as set-up, extra equipment or clean-ups. These groups know they are paying for an extra custodian to attend to their needs. The custodian should inform the group if they will be away from the area for any length of time and where they can be found.

**G. Custodial Personnel Staffing**

**1. Elementary Schools**

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| a. Monday - Friday (after normal duty hours) | \$45.00 per hour |
| b. Saturdays                                 | \$45.00 per hour |
| c. Sundays and Holidays                      | \$55.00 per hour |

**2. Secondary Schools and Community Centers**

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|--|------------------|
| a. Monday - Friday (after normal duty hours) | \$45.00 per hour |
| b. Saturdays (after normal duty hours)       | \$45.00 per hour |
| c. Sundays (after normal duty hours)         | \$55.00 per hour |
| d. Holidays                                  | \$55.00 per hour |

**H. Swimming Pool Facilities**

The St. Louis Park School’s swimming pools may be rented to qualifying community groups under the provisions of the school district. Rules associated with the swimming pools may be obtained within the Community Education Office.

**I. Swimming Pool Fees and Staffing Charges**

The following maintenance and operating charges will apply for groups using the pools:

- 1. For groups using the pools on a one-time basis
  - a. St. Louis Park groups \$36.50 per hour + Lifeguard \*
  - b. Groups from other communities \$46.50 per hour + Lifeguard \*

\* Group can provide certified lifeguard or District 283 will provide one according to fee schedule.

- 2. For special groups using pools on a multi-use schedule during off hours and furnishing their own district approved lifeguard the charge will be:

- a. St. Louis Park U.S. Swim Clubs \$36.50 per hour
- b. Non-St. Louis Park Swim Clubs \$46.50 per hour

- 3. New Fee Schedule:

<u>Hours of Usage</u>	<u>Surcharge Per Year</u>	<u>Hourly Rate</u>
0-50 hours per year	0	\$36.50 per hour
50-100 hours per year	\$2,080.00	\$23.00 per hour
101-175 hours per year	\$2,600.00	\$23.00 per hour
176-250 hours per year	\$3,640.00	\$23.00 per hour
251-325 hours per year	\$5,200.00	\$23.00 per hour
326-400 hours per year	\$6,760.00	\$23.00 per hour
401-500 hours per year	\$8,000.00	\$23.00 per hour

- 3. Additional charges
  - a. Fee for WSI/Lifeguard \$18.50 per hour
  - b. Fee for instructor \$24.00 per hour
  - c. Birthday Party (1 hour) \* \$45.00 per hour
  - d. Birthday Party (1 hour pool & 1 hour kitchen) \* \$60.00 per hour

\* Includes 1 lifeguard for up to 30 people

## GROUP II FEE SCHEDULE

### I. Fee is due at the time that an application is submitted.

Booked 1 – 12 uses per year:	\$31.00
Booked 13 – 24 uses per year:	\$62.00
Booked 25 – 36 uses per year:	\$93.00
More than 36 uses per year:*	\$129.00/unit

\*Youth sport associations to be charged \$150.00 per individual team per fiscal year

- Use based on a fiscal year (July 1 – June 30).
- Permit fees will not be refunded if cancelled by the applicant. Fees will be refunded if cancelled by the District.
- If group adds dates to a permit the amount due will change and/or a new permit will be issued at the above rates.
- Assess a tournament fee of \$175.00 per day per site requested.
- Tournament no-show fee \$100.00.

### II. Assess a fee for large group one time use. There may be additional fees charged for custodial services in accordance with existing policy.

Groups over 50:	\$26.00
Groups over 100:	\$51.50
Groups over 250:	\$103.00

Approved by the Community Education Advisory Council on June 16, 2009.

## FACILITY HOURS

(3/6/07)

### I. Facilities are available for use after normal school hours based on the PRIORITY procedure as outlined on page 3, section B. of this Policy:

#### Weekdays:

Elementary Buildings	6:00PM – 9:30PM
Community Centers	6:00PM – 10:00PM
St Louis Park Junior High	6:00PM – 9:30PM
St Louis Park Senior High	4:00PM – 10:00PM

#### Saturdays:

Central Community Center	7:30AM – 3:00PM
St Louis Park Junior High	7:30AM – 3:00PM
St Louis Park Senior High	7:30am – 3:00PM

#### Sundays:

St Louis Park Senior High	7:30AM – 3:00PM
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### II. Occupancy before or after these hours will be charged the custodial overtime as outlined on page 5. Facility fees will apply to Groups II and III as stated on pages 7 and 8 along with any applicable custodial overtime.



**GROUP III FACILITY FEE SCHEDULE**

	<b>Non-Profit Per Hour</b>	<b>For Profit Per Hour</b>
<b><u>Elementary Schools, Eliot and Lenox Community Centers</u></b>		
1. Gymnasium/Auditorium	\$21.00	\$31.00
2. Cafeteria	\$21.00	\$31.00
3. Kitchen	\$10.50	\$15.50
4. Media/Music/Fireplace/Craft Room	\$15.50	\$26.00
5. Classroom	\$10.50	\$15.50
6. Little Theater (Eliot and Lenox)	\$31.00	\$41.00
7. Teachers' Lunchroom	\$10.50	\$15.50
8. Lenox Lounge	\$23.00	\$31.00
9. Computer Lab	\$41.00	\$62.00
<b><u>Junior High School</u></b>		
1. Cafeteria	\$31.00	\$51.50
2. Kitchen	\$15.50	\$21.00
3. Gymnasium - Upper or Lower	\$31.00	\$51.50
4. Activity Center (Gym 1 and 2) each	\$31.00	\$51.50
5. Wrestling Room	\$15.50	\$26.00
6. Classroom	\$10.50	\$15.50
7. Computer Lab	\$41.00	\$62.00
8. Choir Room/Media 1/Media 2	\$21.00	\$31.00
<b><u>Central Community Center</u></b>		
1. Cafeteria	\$31.00	\$51.50
2. Gym A or Gym B or Small Gym (each)	\$31.00	\$51.50
3. Classroom	\$10.50	\$10.50
4. Kitchen	\$10.50	\$15.50
5. Kitchen Room 24	\$10.50	\$15.50
6. Media Center	\$15.50	\$21.00
<b><u>Senior High School</u></b>		
1. Auditorium	\$51.50	\$77.00
2. Gymnasium	\$36.00	\$51.50
3. Activity Center Gym 1, 2, 3 (each)	\$36.00	\$51.50
4. Small Gymnasium	\$21.00	\$31.00
5. Cafeteria	\$36.00	\$51.50
6. Kitchen	\$15.50	\$26.00
7. Wrestling/Band/Vocal Music/A204	\$21.00	\$31.00
8. Classrooms/ Room 203 and C163	\$10.50	\$15.50
9. Double Classrooms	\$15.50	\$26.00
10. Single Classrooms	\$10.50	\$15.50
11. C350 Conference Room	\$31.00	\$46.00
12. Track	\$26.00	\$26.00
13. Media Center	\$21.00	\$31.00
14. Computer Labs	\$41.00	\$62.00
15. Home Ec Rooms	\$21.00	\$31.00
16. Trash Dumpster	\$86.50	\$86.50
17. Foyer	\$10.50	\$15.50
18. Tech Person	\$36.00	\$36.00
19. Teacher	\$36.00	\$41.00
20. LCD/DVD Cart		\$36.00 per day
21. TV/VCR/DVD Cart		\$35.00 per day

Tennis court fees \$10.00 per hour . Use of batting cage at the Senior High may require a service fee and/or a custodial fee.