

WESTONKA PUBLIC SCHOOLS
Administrative Regulation

**SUBJECT: WESTONKA COMMUNITY EDUCATION AND SERVICES
DISTRICT #277 SCHOOL FACILITY USE**

Adopted:	July 1, 1989	Revised:	May 10, 2004
Revised:	November 13, 2001	Revised:	February 17, 2009
Revised:	March 22, 2004		

The following regulations and fees are intended to accomplish the purpose of permitting and encouraging full use of school facilities by the general public without decreasing the use of each facility by school programs.

I. Administration of Use of School Facilities and Equipment

- A. The Community Education and Service (“CES”) Director and the Facility Use Scheduler are authorized to approve and schedule the use of school facilities in accordance with approved school board policy and administrative regulations. All groups (school, school-sponsored and non-school) must submit a facility use request to CES for any facility use beyond the regular school day.
- B. The following administrators are authorized to approve use of District facilities: Independent School District #277 (District) Administration, elementary and secondary principals, and the high school Activities Director. All scheduling must go through the office of CES.
- C. The District’s school activities, including the District’s Community Education and Services program activities, shall have first priority for all space. Local youth associations and community-related events/activities shall have next priority. All other groups shall have priority as availability of space permits on a first-come, first-served basis.
- D. The District reserves the right to cancel or reschedule any confirmed facility use without liability. When the District cancels or reschedules programs, as much advance notice as possible will be given.

II. Regulations and Guidelines for Use of District Facilities

- A. Responsibilities of User Groups
 - 1. All users, whether school or non-school, shall be responsible for making a reservation request for facilities and equipment, and for making the necessary arrangements for access to the building.
 - 2. All users are responsible for the supervision and conduct of their group and for the enforcement of District policies.
 - 3. All users shall return any and all areas used to its original condition.
 - 4. Adequate provisions must be made to handle anticipated crowds, and groups

will be required to use on-site building supervisors and/or approved adult chaperone(s), at the expense of the user group.

5. All non-school groups are responsible for their own event promotion. The Director of CES must approve any cooperative promotion with the District.
6. All users must give notice of their intent to cancel their permit within 48 hours of their scheduled event. Non-school groups will be charged a fee for late cancellation of their permit.
7. When District activities are cancelled due to inclement weather or building emergencies, all facility use permits are cancelled. Groups will be refunded for any rental or labor fees already paid if the event cannot be rescheduled.

B. Supervision of Facilities by Users

1. District personnel must be present in the building at all times District facilities are being used.
2. CES Building supervisors will be present in District buildings under the following circumstances:
 - a. Before, during and/or after CES programs which take place in the District buildings. Specific building coverage can vary based on program needs and availability of staff.
 - b. At all times District buildings are used by outside user groups that rent facilities for a fee. Building Supervisors will be responsible for immediately calling for assistance in the event of any emergency such as building damage, breakage of water/sewer pipes, medical emergencies, and any of such similar serious matters.
3. Custodial support may be required for large scale/high traffic events. However, custodians do not have the responsibility in every instance to open areas for non-school groups or special events because of their assigned workload.
4. Lifeguards will be required with pool rental. The number of lifeguards required will be determined by CES Recreation Coordinator, based on the size of the user group.
5. School kitchen use will be considered on case by case basis. Persons authorized by the Food Service Supervisor must be present and will have general supervision of school equipment. Food Services staff is not to be the sole cook or food preparer for the user group. Any food served must comply with the Department of Health Regulations.
6. When the Little Theater or other similar facility is used, a trained equipment technician may be needed to assure correct operation of all equipment.
7. Charges for providing building supervision, custodial support, lifeguards, Food Services personnel and technicians will be billed to the user group(s)

[See Section V: Fee Schedule for All Users].

C. Limitations on Use of District Property

1. The school board reserves the right to deny use of school facilities when deemed necessary to protect the public investment.
2. All groups and/or individuals (District employees and non-school citizens) are prohibited from using school property to provide fee-based instruction for private income or wages except as follows:
 - a. By becoming part of the CES program. CES collects the fees, deposits the revenue in District accounts and pays the instructor an agreed upon wage. Sales of class materials is authorized, but must be pre-approved by the CES staff.
 - b. By arranging for space use on a rental basis with the appropriate CES staff.
 - c. By volunteering free instruction to students, upon obtaining authorization from the appropriate CES staff. Such free classes shall be publicized and offered to all students. Donations may not be accepted by the instructor(s) in any instance. Sales of class materials is authorized, but must be approved by the CES Director or his/her designee in advance of the class.
3. Permit holders may not assign, transfer or sublet use of District facilities.
4. Facility use rental fees do not permit users to house the group's property on school premises. Groups seeking secured space must enter into a lease for space with District administration.
5. No group which limits membership or attendance in its activities on the basis of sex, race, religion, color, national origin, economic status, age or disability shall be allowed to use District buildings and grounds.
6. Use, consumption or possession of tobacco, alcoholic beverages or any controlled substances is prohibited on all District property, including parking lots and athletic fields.
7. Firearms on District property are prohibited, except when in the possession of legally authorized officials.
8. Liability
 - a. Groups using District facilities agree to hold harmless the District and assume full responsibility for personal injury to any participants or spectators.
 - b. Groups may be required to submit a certificate of insurance or endorsement for a general liability policy of \$300,000 limit per person and \$600,000 aggregate naming the District as the insured or as additional

insured.

- c. Youth athletic associations must present in writing their emergency procedures with a certificate of insurance to the CES office before a permit will be issued.
9. School equipment has been purchased primarily to operate District educational programs and the school district is not obligated to provide equipment for any individual or organization. Applicants may use only such school equipment as outlined below:
- a. Equipment that is specifically authorized for use and designated on the facility use permit. Any fees associated with the use of equipment will be included with the permit [See Section V: Fee Schedule for All Users].
 - b. Equipment that can be properly operated. Qualified operators must be available and on-site during the time any District equipment is in use. If qualified operators are not available, the District reserves the right to withhold the use of equipment. CES will attempt to secure and train personnel to operate equipment for non-school groups or individuals. Fees will be charged for equipment operators.
 - c. Equipment that is appropriate to the activity and to the facility. Groups using indoor locations for sports typically played outdoors may only use equipment approved by the Activities Director and/or the Head of Facilities and Grounds.
 - d. Equipment is not to be loaned or taken off District property by a non-school individual or organization, unless approved in advance by the appropriate building administrator and under the supervision of a District staff person or designee. Such arrangements will be specifically outlined on the user permit.
10. Food and drink are to be served and consumed only in cafeteria/lunchroom areas and/or as specified on the user permit.
11. The District is not responsible for loss of or damage to personal items.

D. Weather Cancellation Procedures for Outside Facilities

1. Groups may use District fields under the direction of the Activities, Grounds and Community Education Departments.
2. All outside activities will be cancelled due to inclement weather and/or poor field conditions.
3. Groups will not be charged for cancelled events but penalties could be applied if the rules are not followed. Groups should check with the Community Education Office if there are concerns about weather related cancellations.

III. Application Process

- A. Facility use requests are to be submitted to the Facility Use Scheduler in the CES office at least 10 days prior to the intended date of use, large events may require more advance notice. Facility use request forms are available on the District website or in the CES office.
- B. All special needs should be noted on the facility use request form. These include, but are not limited to, request for equipment, special room set-up and any additional support staff. Not all special needs can be accommodated.
- C. Time occupancy shall begin and terminate as stated on the user's facility use permit. Rental charged on the facility will reflect a minimum of 15 minutes prior to and after the scheduled event. If the renting group requires additional time, this must be requested, and additional charges will be incurred to accommodate facility access and security.
- D. After the CES staff has approved the request, the applicant will receive an email notification with the attached permit. The permit must then be printed, signed and returned to the CES office. The individual who signs the permit is responsible for all fees assessed for the event.
- E. All groups will be billed for their reservation at the end of the month following their event.

IV. Classifications for Facility Use Fees

- A. Class I User Groups
 - 1. The following user groups' activities are considered Class I:
 - All District Meetings, Activities and Events Including High School Athletics and PTA/PTO
 - District Staff/Student Meetings, Activities and Events
 - District Booster Groups' Organizational Meetings and Concessions
 - All District Sponsored Meetings, Activities and Events
 - District School Board Meetings
 - All District CES Sponsored Meetings, Activities and Events
 - District Bargaining Units
 - 2. Generally, no rental fees, reservation fees, or supervision fees will be charged to Class I users. However, any Class I user group event(s) may be charged fees if they require additional services. Another exception is the use of a district kitchen. At that time, a deposit will be required by the Director of Food Service. The deposit will be returned after the facility is properly restored to its original condition. Building supervision is provided in accordance with Section II: Supervision of Facilities by Users.

3. Class I users are responsible for making any necessary custodial arrangements.

B. Class II User Groups

1. The following non-school civic groups/activities are considered Class II:

Local Youth Athletic Associations

Local Units of City, County and State Government

Westonka Chamber of Commerce Meetings

Political Elections or Caucuses

VFW and American Legion Patriotic Events

Youth Scouting and 4H

2. Class II users will be billed in accordance with the fee schedule, which may include, but is not limited to, a reservation fee, building supervision, custodial support, and/or a rebilling fee. Facility use fees will be applied based on the size of the event.
3. Youth organizations that utilize a number of volunteers need to submit a facility use request for each leader/troop or coach/team.
4. Class II users should have their user permit in their possession during their time of scheduled facility use.

C. Class III User Group

1. Groups or individuals that do not meet the criteria listed in sections IV.A.1 or IV.B.1 above are considered Class III.
2. Class III groups will be billed in accordance with the fee schedule, which will include a reservation fee, facility rental, building supervision, custodial support, and/or a rebilling fee.
3. Class III users should have their use permit in their possession during their time of scheduled facility use.

V. Fee Schedule for All Users

- A. Fees fall into the following categories: administrative fees, facility rental fees, District personnel wages, and equipment usage fees.
- B. Fees are implemented when a facility use reservation form is completed by the user and approved by the CES department. Additional charges may occur if the group incurs damage or clean-up fees.

C. Fee Schedule: See attached schedule.

VI. Special Considerations/Clarifications to Fee Schedule

A. Facility Use

1. Pool rental fees are specified in the attached Fee Schedule. The Director of CES is authorized to negotiate a fee for non-school users contracting for more than 100 hours of use per year.
2. Use of high school concession stand is contingent upon the approval of Westonka Activities Association. Any group using the concession stand must supply their own foodstuffs, beverages, paper/plastic products, etc. Any food served must comply with the Department of Health Regulations.
3. Energy/utility fees are billed against groups whose continued usage generates an energy/utility charge to the CES fund.

B. District Personnel

1. Building Supervision is provided free of charge for CES sanctioned events only. All other user groups will be required to pay for the services of a CES Building Supervisor.
2. Custodial charges are determined as follows:
 - a. A custodial recovery charge-back may be assessed at the time of the reservation and is intended to offset the time the custodian spends in minimal cleanup of an area used by non-district user groups. Not all groups will be required to pay a custodial recovery charge.
 - b. The weekday per hour rate will be charged to an outside user group that requires special custodial services during the week, such as moving equipment, chair/table setup, or the additional cleaning of areas used. This fee is in addition to the facility rental fee and reflects the custodian's time only.
 - c. All custodial arrangements for Class II and Class III user groups will be made through the CES office and not directly with building personnel.
3. Food Service employee wages are in addition to applicable kitchen fees, custodial fees, and/or building supervision fees.
4. Qualified District staff persons provide technical support. Faculty staff will be paid a wage to be determined after such staff has been attained. Student staff will pay an hourly rate equivalent to minimum wage plus 20%. Non-district persons may be allowed to provide technical support free of charge to the user group when approved by the Director of CES or appropriate building administrator.

C. Equipment

1. Fees for use of equipment are in addition to any facility use rental fees, with the exception of on-site TV/VCR equipment.
2. Any group wishing to remove District equipment from the building(s) must have the approval of the Director of CES and the appropriate building administrator. Renting parties are held financially responsible for any damage to equipment while in their possession/custody.
3. Piano tuning may be required by renting parties if the piano has been moved from its regular instructional location.

D. Miscellaneous Considerations

1. User groups may be required to provide special supervision or support such as police, security guard or First Responders, at their own expense, if CES or building administration determines that the activity warrants such support.
2. Traffic and parking control may be required for large groups of 100 or more. CES will verify such arrangements.

VII. Payment of Fees

- A. All groups will be billed for their reservation at the end of the month following their event and will be payable upon receipt.
- B. After 30 days of the first billing, outstanding permits and contracts will be re-billed and assessed a fee according to the Fee Schedule for that and each subsequent re-billing.
- C. Checks are to be made payable to ISD #277. All payments are to be made in person or by mail to the Westonka Community Education and Services office.

VIII. Nondiscrimination Policy

District conforms to all nondiscrimination laws by formal policy ratification annually at the school board organizational meeting

IX. Sexual Offender Policy

Minnesota state law requires police departments to notify local residents, including school district and school building administrators, when a convicted adult sexual offender moves into their jurisdiction. In the event that a school building receives such notification, it is school district policy that this information be relayed to current building users and kept on file in the school office. More information may be obtained from the local police department.

FACILITY USE FEE SCHEDULE

*All fees are per hour unless otherwise noted.

	Class I	Class II	Class III
<u>Administrative:</u>			
Permit Fee	No charge	\$7.00/event	\$7.00/event
Rebilling Fee	No charge	\$4.00	\$4.00
Late Cancellation Fee	No charge	\$20.00	\$20.00
<u>Facility Rental:</u>			
Conference Rooms:			
HT Newberry Room (10 cap)	No charge	No charge	\$12.00
MWHS Faculty Lounge (25 cap)	No charge	No charge	\$12.00
SH 200A (10 cap)	No charge	No charge	\$12.00
ESC Community Rm (45 cap)	No charge	\$30.00	\$50.00
ESC Conf Rm A (10 cap)	No charge	\$6.00	\$12.00
ESC Conf Rm B (10 cap)	No charge	\$6.00	\$12.00
ESC Conf Rm C (10 cap)	No charge	\$6.00	\$12.00
Classrooms	No charge	No charge	\$10.00
Art Rooms	No charge	\$7.00	\$14.00
Choir/Band Rooms	No charge	\$7.00	\$14.00
Media Centers	No charge	\$10.00	\$20.00
Gymnasiums:			
High School (each court - 3)	No charge	\$10.00	\$20.00
Middle School (each court - 2)	No charge	\$7.00	\$14.00
Shirley Hills Gym	No charge	\$10.00	\$20.00
Hilltop/GMS Small Gym	No charge	\$5.00	\$10.00
Cafeterias:			
Middle School	No charge	\$10.00	\$20.00
Middle School Stage	No charge	\$10.00	\$20.00
High School/Elementary	No charge	\$10.00	\$20.00
High School/Elementary Stage	No charge	\$10.00	\$20.00
Kitchens	No charge	\$30.00	\$30.00
FACS Kitchens	No charge	\$10.00	\$20.00
Pool (includes lifeguards) Up to 20 kids and \$15 hr per extra guard	No charge	\$45.00	\$45.00
Little Theater (*seats 200)	No charge	\$15.00	\$30.00
Concession Stand (when approved WAA)	No charge	\$25.00/day	\$50.00/day
District Fields	No charge	\$10.00	\$20.00
Tennis Courts (each - 9)	No charge	\$7.50	\$15.00
Outdoor Basketball Courts	No charge	\$5.00	\$10.00
Pond Arena	No charge	Event charge to be determined	Event charge to be determined
<u>Personnel:</u>			
Building Supervisors	No charge	V	V
Custodians		V	V
		According to	According to
		Applicable	Applicable
Food Service		Wage Schedule	Wage Schedule
Technical Staff		V	V
<u>Equipment:</u>			
Pitching Machine w/o operator *as determined by High School Activities Director	No charge	No charge	\$15.00

Volleyball standards and net/court	No charge	\$5.00/day	\$5.00/day
Public Address Sys/cordless mic	No charge	\$5.00/day	\$5.00/day
TV/VCR	No charge	\$10.00/day	\$10.00/day
LCD Projector	No charge	\$10.00/day	\$10.00/day
Piano (out of band/choir room)	No charge	\$10.00/day	\$10.00/day
Choir Risers or Choral/Band Shell	No charge	\$50.00/event	\$50.00/event
ESC equipment – 1 item or all ** If no equipment rental – remove the black cart. **		\$25.00/day	\$25.00/day