

902 FACILITY USE POLICY

I. PHILOSOPHY

ISD 110 Waconia Public Schools (Serving the communities of Minnetrista, New Germany, St. Bonifacius, Victoria, and Waconia) believes that the public schools are owned and operated by and for community residents. The schools are an integral part of the community. The School Board welcomes and encourages the public use of the school facilities. This policy is in effect until any revision is ratified by the board of education.

Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity, group or organization, nor the purposes they may represent. The right to authorize use of school facilities shall be retained by the School Board through the Director of Community Education.

II. REGULATION A: ADMINISTRATIVE RESPONSIBILITY

- A. Administrators shall be responsible for providing information to the Community Education office on K-12 activities scheduled in their building after regular school hours 7:00 a.m. - 3:00 p.m. Major activities for the upcoming year should generally be scheduled by June 30; Additional school activities remaining to be scheduled during the year are to be scheduled at least 10 days prior to the event in the Community Education office.
- B. The Community Education office shall be responsible for scheduling the use of school facilities outside the regular school day.
- C. The Community Education office shall keep a master calendar of all activities held in the schools and provide public access to view the facility calendar.

III. REGULATION B: VISITORS AND GUESTS

All visitors must report to the building office during school hours for building passes. District personnel have the authority to remove an unwelcome guest from school grounds. All visitors and guests after school hours will be monitored by either school authorities, or the responsible representative using/renting school facilities. School authorities may contact law enforcement if an unwelcome guest is unwilling to leave school grounds.

IV. REGULATION C: APPLICATION AND USAGE PROCEDURE

- A. Facility User groups or individuals interested in using district facilities are required to obtain prior approval. Request forms are available online at

www.waconiacommunityed.org or by contacting the district facility scheduler at (952) 442-0610.

Forms can be submitted through:

1. Mail to: Community Education, 516 Industrial Blvd, Waconia, MN 55387.
 2. Fax to: (952) 442-0619
 3. Drop off at the Community Education office
 4. Submit online
- B. An application for the use of facilities shall be completed before using the space. There is a \$5 non-refundable facility reservation fee. One application may be used for a series of meetings or practices. Applications will be processed on a first-come first-served basis according to the priority schedule stated in Regulation D.
- C. Every application for the use of a school district facility shall state the general nature and purpose of the meeting. The application must be signed by an authorized adult representative (18 years or older) of the group applying for the use and must list the person(s) responsible. All groups must be supervised by responsible adults.
- D. Permission for using the facility will not be granted for any meeting which, in the judgment of the School District, conflict(s) with the District's belief and mission, or for which satisfactory sponsorship or adequate adult supervision is not provided. Facilities shall be used strictly for purposes for which the space was designed.
- E. All facility rental fees are due after the event takes place. The Community Education office will bill the user after the event for fees; i.e. custodial, cooks, refuse and building supervisors, etc. There are exceptions to this. If renting the Performing Arts Center, fees may be required upfront depending on the event.
- F. The Community Education office will arrange for custodial service, food service, auditorium manager supervision if required, and an appropriate building supervisor may be necessary. If and when the additional services are needed, and/or the nature of the activity indicates such staffing fees will be assessed. (See Regulation H G for a detailed description) Fees will be assessed after the event. Qualified food service personnel as determined by the District will be staffed if the request includes use of a kitchen. Staffing costs are the responsibility of the user. All groups and organizations using school facilities must have authorized building supervisory personnel on duty, approved by the Director of Community Education.
- G. Requests for the use of school district equipment (recreation, audio visual etc.) must be included on the application. Some equipment is not available to the public, and no district

equipment can be taken from the premises.

- H. Application for school facilities shall constitute acceptance by the applicant of the responsibilities stated and willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the School District. See Regulation **I H**, Rules for Buildings and Grounds.

V. REGULATION D: CATEGORIES AND PRIORITY FOR USE OF FACILITIES

A. Group 1

In all cases, District 110 School sponsored events and activities, including community education programming, shall have scheduling priority. School District sponsored activities shall not be assessed rental fees. Group I activities requiring special custodial services or building supervisor services after hours shall be charged for these services, if occurring on weekends and non-school times.

Booster Clubs Defined:

The District 110 Foundation and recognized Booster Clubs (e.g. Music and Wildcat) providing support to District 110 programs will be able to use district facilities (for meetings and activities meeting broad student needs) under Group 1.

A recognized Booster Club:

1. Exists solely for the purpose of supporting/promoting District 110 programs.
2. Has a mission statement and written constitution
3. Has clear financial standards and accounting procedures
4. Has met the requirements to be a 501C-3
5. Works to enrich student lives through a strong and recognizable commitment to the Mission and Vision statements of District 110.

B. Group 2

Second priority will go to local youth, adults, government, service groups and charitable organizations, non-school youth groups, local AAU teams, scouts, 4-H, precinct caucuses and elections etc., local religious organizations for worship or instruction, local private agencies, local companies, local political groups. (Local refers to, in the school district boundaries) If the function is held during normal custodial hours, there will only be a custodial fee assessed if cleaning services required go beyond the normal routine. If the function is after normal custodial hours or is held on weekends or holidays, there will be a one and a half-

time custodial fee billed to the user. This includes kitchen help if the kitchen is requested, and a building supervisor or administrator. All Group 2 users will be assessed appropriate charges per each use. See rental fee sheet for rates.

C. Group 3

Third priority will go commercial business groups that serve a regional, state or national clientele, and vendors (based outside District 110). Non local political and non-local religious groups, out of District 110 youth or adult teams/individuals. All Group 3 users will be assessed appropriate charges per each use. See rental fee sheet for rates.

D. Other Users

1. The use of school facilities by District 110 staff for private tutoring, either music, athletic, or academic, shall be allowed if the following criteria are met:
 - a. The tutoring is approved by the appropriate building principal.
 - b. The tutoring takes place during normal school/custodian hours.
 - c. A seasonal fee is paid, per ISD 110 staff member, per year.

* Occasionally, non-school scheduled activities may conflict with a school program. If a conflict occurs, every effort will be made to find an alternate facility for the non-school group.

VI. REGULATION E: BUILDING HOURS

District 110 Buildings are open weekdays from 6:00 a.m. to 10:30 p.m.

Groups considering an activity in District 110 buildings beyond these previously mentioned times, must receive approval from the Community Education Office. Weekend reservations may include a custodial fee.

VII. REGULATION F: FEE AMOUNTS

The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.

VIII. REGULATION G: SUPERVISION

- A. All groups and organizations using school facilities must have their own authorized supervisor on duty, approved by the Director of Community Education or Building Principal.
- B. Adult supervision is required at all activities. The group's authorized supervisor must be in attendance at all times to accept responsibility for the conduct of the group, care of the building and equipment.
- C. Authorized School District personnel must be present at all times to supervise the building during any use outside of the normal school day.
- D. Groups or organizations using district 110 facilities shall assume the cost of supervision for the use of the school during hours after the designated duty hours as set by the Community Education Director.
- E. Supervision by law enforcement may be required for some activities by the Director of Community Education. Costs associated with police coverage shall be paid by the group.
- F. Certain events must also pay for a district administrator or designee to assist with building supervision. This determination will be made by the Community Education Director, and the additional fee is the responsibility of the user group. The decision to add a district supervisor(s), is dependent upon the type of activity, number of participants, square footage requested and/or type of rooms/area requested. The role of the Administrator or his/her designee, for your event is to:
 - 1. Meet and greet the user.
 - 2. Make sure all areas are ready to handle your needs.
 - 3. Ensure a safe traffic flow.
 - 4. Handle or direct staff in regards to emergencies that may arise.
- G. Certain building use may warrant a custodian and in addition a site designee pending a decision by the Community Education Director. The role of the custodian for your event is to:
 - 1. Open and close the building/ rooms of use.
 - 2. Troubleshooting throughout the day.

3. Building security and cleanliness during your use.
4. Auto/scrub/vacuum/sweep the floors at the end of your use.
5. Clean and restock restrooms.
6. Set up and take down chairs/tables.
7. Remove all refuse.

IX. REGULATION H: RULES FOR BUILDINGS AND GROUNDS

- A. The following rules must be observed in the use of school facilities, and the group leader will be held responsible for compliance.
- B. All groups or organizations, that are not School District 110 based, must provide Proof of Liability Insurance to use District facilities. This may be in the form of a “blanket” policy or of a certificate for one-time events. The Certificate of Liability must be on file in the Community Education office prior to the event.
 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 110 from any liability and/or expense occurring as a result of the use of the school facilities. 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 \$3,000,000/aggregate which names District 110 as an additional insured.
 2. Certificates of Liability Insurance are required for large groups, groups serving food, athletic events not sponsored by District 110 and any other event for which the district or its agent deem it necessary.
 3. The individual names 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.
- C. The applicant must exercise the utmost care in the use of school premises and agree to protect, indemnify and hold harmless Independent School District 110 and its officers and employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- D. Any loss, breakage or need of repairs of facilities or equipment must be reported to the Community Education office immediately by the leader in charge of the scheduled activity. If damage is not reported, it may result in revocation of future building usage.

Any loss, breakage, or damage to facilities or equipment is the responsibility of the contracting organization, as determined by the School District.

- E. Facility Use reservations are non-transferable.
- F. All activities must be under adult supervision by the organization using the facilities. Members of this group should not begin their activity until the group authorized supervisor is present.
- G. Gambling and the use of tobacco in any form is prohibited in school district facilities.
- H. Possession or consumption of intoxicating beverages or illegal drugs in any form in or on school premises is prohibited.
- I. Disorderly conduct is prohibited and punishable by removal from school buildings or grounds and involvement of law enforcement.
- J. Food and drink in appropriate areas only. Each group is responsible for cleaning up the area used prior to leaving. There is no eating or drinking in either the Auditorium or the Performing Arts Center.
- K. Building must be vacated by the time indicated on the user's facility use application. Additional charges may be otherwise assessed.
- L. Rooms and areas used must be left as you found it. Put all furniture and equipment back where you found it.
- M. The Community Education Director is authorized to act in any case not covered by the rules and regulations of this policy.
- N. The Community Education Director may cancel a permit effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard.
- O. The school district assumes no liability or responsibility for non-district equipment, owned or leased by the permit holder, which is used or stored on District property.
- P. Groups using school facilities need to follow school district recycling procedures.
- Q. School district policy prohibits all forms of sexual, racial or religious harassment and violence. This school district policy applies to anyone using school facilities. Individuals who believe they have been the victim of sexual, racial or religious harassment or violence on school premises should report the alleged acts immediately to the Human Rights Officer of their organization or to the Director of Community Education. A

complete copy of the school district's policy is available in the District Office or in the Community Education office.

- R. Groups having special needs, such as extra-electrical, generators, dry-ice, or re-configuration of standard District 110 equipment and facilities may be required to seek prior plan approval from the Director of Community Education. Subsequent approval may also be required from the: Local Fire Inspector, Building Inspector, Health Inspector, etc. Any and all expenses incurred through these approvals and licenses are all to be paid by the facility user group(s).

X. REGULATION I: LEASES

- A. The school district may lease facilities to organizations that are nonprofit and provide a general service to the majority of the residents of the school district.
- B. All leases should be for a period not to exceed one year.
- C. Leases generally involve physical facilities that are not otherwise used and/or needed by the school district.
- D. All leases shall be coordinated through Community Education and approved by the School Board.
- E. The lease shall be defined as a written agreement between the school district and another party for the purpose of exclusive use of school facilities and/or land for a specified period of time.
- F. Long-Term User: Groups renting District 110 facilities on a long-term basis will be given a 33% break in their facility use rental fees. This discount does not apply to personnel: custodial fees, building supervisor fees, kitchen staff. * Long-term user refers to those groups renting facilities for twelve months (or more) continuously from July through June, or any twelve month period.

XI. REGULATION J: STUDENTS – EQUAL ACCESS TO FACILITIES

Secondary school students (grades 9-12) may hold meetings in school facilities during non-instructional time for non-curriculum-related purposes which are not sponsored by the school upon prior notice to the building principal. Such meetings shall be subject to the following:

- A. The meeting must be voluntary and student-initiated.

- B. The meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school.
- C. The meeting must not require the expenditure of public funds beyond the incidental cost of providing the space for the meeting.
- D. Non-school persons may not direct, conduct, control or regularly attend activities of student groups.
- E. School employees or agents shall not stay in or be present at such meetings except for custodial purposes, to maintain order and discipline, or to assure that the attendance of students at meetings is voluntary.
- F. The Principal or Principal's designee shall be notified in writing 48 hours in advance of the meeting by the student who is initiating the meeting.
- G. The Principal may assign a specific space to be used for the meeting and may designate a member of the school staff to be present at such meetings for the purposes set forth in item F above.
- H. The Principal or designee shall notify the Community Education Office of space assigned.
- I. Appropriate notices of such meetings may be posted in places designated by the Principal for student notices.
- J. Meetings shall not begin prior to one hour before the instructional day nor continue more than two hours beyond the instructional day.

XII. REGULATION K: PUBLICITY

When any organization is granted use of a school facility, and when publicity of the meeting is disseminated by press, radio, leaflets, or other means, the organization or association must, at all times, fully identify itself, the person who is the official organizational representative and contact information in/on all such publicity.

XIII. REGULATION L: PUBLIC FACILITIES AVAILABLE FOR ELECTIONS

District 110 facilities are available for the holding of city, county, school district, state and federal elections subject to the approval of local election official(s). Facilities designated for the election are up to the Superintendent or his/her designated representative.

A charge for the use of the facilities may be imposed by law. The fee cannot exceed the lowest

amount charged to any user group.

XIV. REGULATION M: CANCELLATION OF FACILITY RESERVATIONS

- A. The applicant shall notify the Community Education Office of any cancellation of previously scheduled facilities at least twenty-four (24) hours prior to the scheduled use. In case of failure to do so, the District may invoice for expenses incurred in preparation for use of the facility requested.
- B. An approved reservation shall not be considered by the applicant as a lease, and the school district reserves the right to cancel or revoke any reservation at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right by the use to damages or compensation.
- C. Facility reservation may be canceled by the school district for any of the following reasons:
 - 1. Inadequate group supervision as determined by the authorized building supervisory personnel or Community Education Director.
 - 2. Misuse of equipment or facilities.
 - 3. Group conduct of an inappropriate or unacceptable nature as determined by the authorized building supervisor or the Community Education Director.
 - 4. The Community Education Director may cancel a reservation effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard.
 - 5. When school is canceled or closes early due to inclement weather or physical problems, all after school and evening youth activities will be canceled. Adult evening activities may or may not be canceled, pending a decision by the Community Education Director.

XV. WACONIA PERFORMING ARTS CENTER

In addition to procedures that apply to use of all District 110 facilities, the following apply to the use of the Waconia Performing Arts Center.

A. Scheduling

Community Education is responsible for scheduling the Performing Arts Center after school hours and on weekends.

B. Fees

1. The application process outlined in Policy 902 must be followed for PAC usage.
2. A damage deposit of \$200 will be required for groups using the PAC. An additional \$200 deposit may be required if technical equipment or musical equipment instruments are used. A separate check should be submitted for the deposit. The deposit check will be held until after the final performance. If damage to the facility, equipment, or instruments exceeds the deposit, the user group will be billed for the balance of the cost.
3. When renting the Performing Arts Center. There will be some fees that are due up front at the time of the reservations.

C. Staff Required for Use of PAC

1. A custodian and/or approved building supervisor or Auditorium manager must be available in the building whenever the PAC is used.
2. Whenever technical light, sound or fly systems are to be used, the systems will be operated only by technicians hired and trained by District 110 or by the Auditorium manager. User groups will be billed by Community Education for the technician time on an hourly basis.

D. Event Management

Event Management includes but is not limited to: event supervision, parking, ticket sellers, and takers, ushers, some set-up arrangements, general clean up (post event), etc. In general, event management will be the responsibility of the user group with approval from the Auditorium Manager. In some instances, the district may elect to provide event management and appropriate fees will be assessed.

E. General Reservation Holder Responsibilities

1. The reservation holder is solely responsible for arranging for and paying for all performance rights, licensing fees and other applicable fees associated with their production.
2. The reservation holder must enforce any restrictions on recording, broadcasting, televising, or photographing their production as outlined in relevant contractual agreements. The reservation holder must inform the audience and the school district of such restrictions.

XVI. PAC BACKSTAGE FACILITIES AND EQUIPMENT/INSTRUMENT USE

- A. Dressing rooms and the make-up room are available for use by performers. The props/costumes and scene storage rooms are available for the school district use only.

- B. Groups preparing for a play or musical performance may leave sets, props, and costumes overnight for a period of up to 2 weeks prior to the scheduled performance or as determined by the auditorium manager. The District does not provide permanent storage to user groups. At the end of each rehearsal, all items left behind must be put into a designated area, as there may be other users in between scheduled rehearsals and performances. The stage must be struck within one day of the final performance. Anything left behind will be disposed of by the District at the users group expense. The District is not responsible for theft or damage to items left in the facility.
- C. User groups will be responsible for properly disposing of unused paint and other substances or disposal cost will be deducted from the damage deposit. Only non-toxic materials may be used.
- D. The District regularly tunes the piano in the PAC. There may be an extra charge to the group if an additional tuning is requested.
- E. The band room is available for use if needed to accommodate performers for an event. Standard usage of the band room includes chairs and the music stands only. The band room must be put back exactly as it is found.
- F. The music commons area and the practice rooms are not available for use.
- G. District owned instruments (percussion, etc.) are available only by special arrangement and a fee will be assessed for their usage.

XVII. RULES

- A. No food or beverages are allowed in the PAC or sound/lighting area. Plain, non-carbonated water is allowed on stage and back stage only.
- B. No candy or gum is allowed anywhere in the PAC.
- C. No adhesive tape may be placed on the carpet, walls, or curtains in the PAC. Approved gaffers, tape and spike tape.
- D. Posters and other signage for events in the PAC may be hung only in designated areas after obtaining approval from the district.

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Independent School District No. 110

Waconia, MN