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Contact Person: Executive Director of Community Services/Manager of Facility Use

**POLICY 806                      USE OF SCHOOL FACILITIES**

**I.        PURPOSE**

To provide guidance for the use of school facilities by school organizations, the city, community agencies/organizations, businesses and citizens.

**II.      GENERAL STATEMENT OF POLICY**

The Superintendent will establish regulations to:

- A.      Ensure facility use is available to the community on an equitable basis.
- B.      Establish the processes and procedures for the following topics: Request for Facilities, User Classification, Scheduling Priority, Supervision, Limitations of Use, Fees, Personnel and Equipment Rates, and Payment of Fees.

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## **REGULATION 806 USE OF SCHOOL FACILITIES**

### **I. REQUEST FOR FACILITIES**

- A. A completed Facility Use Request Form should be submitted to the Building Reservations office at least 10 working days prior to intended use. Requests received less than 10 working days prior to the requested reservation are more difficult to accommodate and may be denied.
- B. After a request for space has been approved, a permit confirming dates and times will be sent to the applicant or organization. This permit is not transferable and is restricted to the dates and times stated on the permit. Building occupancy shall begin and terminate as indicated on the user's building use permit.
- C. Organizations and individuals receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Users must confine their participants to the designated areas and leave the areas in the same condition in which they were found. Adequate provisions must be made to handle anticipated crowds. At times, it may be required to hire a uniformed Bloomington police officer for the event.
- D. A minimum of 2 working days advance notice is required for any permit revision or cancellation. A revision fee may be charged for repeated and late changes to a permit. The user will be charged personnel costs and facility charges if they fail to provide sufficient notice. Repeated failure to cancel the use of District facilities may result in the cancellation of the user's permit.
- E. The District reserves the right to cancel or reschedule any permit without liability to accommodate unforeseen events or emergency changes in school functions. Schools will attempt to provide Building Reservations with at least 14 days notice for all additions or changes to school activity schedules.

### **II. USER CLASSIFICATION**

- A. Class I – School Activities
  - 1. School organizations, parent-teacher groups, and Community Education sponsored activities. Includes fundraising events where student groups are participating/ competing. Also includes high school coach sports clinics where no registration fee is charged to the participants. Coaches

can also run sports camps for youth through Community Education where registration fees are incurred. Coaches will be paid at Community Education rate approved by Human Resources.

2. No rental fee will be charged for use of buildings, equipment, or grounds. These groups will be responsible for arranging their own room and equipment needs through the proper channels.
  3. Class I groups are responsible for all associated custodial or supervisory fees if an event takes place while a custodian is not on regularly scheduled duty.
  4. All Class I requests must come from and be approved by the school administrators. If new activities conflict for space with long-standing rental activity, a determination will be made on who has priority.
- B. Class II – Bloomington Youth Organizations / Essential Community Activities
1. Youth organizations must meet one of the following criteria
    - a. Sponsorship by a sanctioned national scouting organization (Boy Scouts, Brownies, etc.)
    - b. Achieving “association” status may be required by providing the following five items:
      - (1) Certificate of insurance
      - (2) Proof of non-profit 501c3 status
      - (3) List of Board of Directors
      - (4) Copy of organization bylaws
      - (5) At least 80% of participants must be Bloomington residents (roster may be requested).
    - c. High School booster clubs. If booster clubs use coaches to run sports camps for youth where registration fees are required, that needs to be disclosed at the time of requesting facilities. Coaches will be paid at Community Education rate approved by Human Resources. The high school Activities department will bill the booster club for the coach’s services.
  2. Essential community activities include citywide elections, party caucuses on sanctioned dates.
  3. Bloomington Youth Organizations, running their own tournaments including Minnesota Youth Athletic Services tournaments and Breakdown league games, are allowed two fundraising tournaments/events at Class II rates. Any additional fundraising events will be charged at Class III rates. A tournament is defined as one high school facility being used for two weekend days.

Groups running an event for an outside organization or business, are required to disclose that information, a Certificate of Insurance will be required from that organization or business, and the event will run at Class III rates.

Groups are limited to “hosting” only one 2-day event (one weekend at one facility) associated with an outside organization per year. The group will need to have adequate representation at the event (admissions table, concessions, score tables, site supervision, etc.) or an additional fee will be imposed. Exceptions: any MYAS tournament or Breakdown league games.

4. Groups will pay Class II rental rates, equipment fees, and personnel charges. The annual user permit fee is waived.
- C. Class III – City of Bloomington Municipal Offices
1. City of Bloomington municipal offices
  2. Pay Class III rates, the annual permit fee, all supervisory and equipment charges.
- D. Class IV – Individuals, Adult Groups, 501c3 Non-Profits, Colleges/Universities/ Other schools, Faith-based organizations, Non-Bloomington Youth Organizations, High School Coach youth camps with registration fees.
1. Organizations must provide 501c3 non-profit status documentation to qualify for Class IV rates.
  2. Rental fees will be charged according to Class IV rates. Class IV users will also be responsible for the annual permit fee, equipment and personnel charges.
  3. Users may be required to place a damage deposit or down payment for large events or extended rental.
- E. Class V – For Profit Organizations
1. Individuals/ groups/businesses existing for private financial gain.
  2. Rental fees will be charged in accordance with Class V rental rates. Class V users will also be responsible for the annual permit fee, equipment and personnel charges. Special rates apply for one-on-one lessons / tutoring.
  3. Users may be required to place a damage deposit or down payment for large-scale events.

F. Class VI - Special Users

1. Minnesota State High School League and/or Conference Events - competitions sponsored by the MSHSL and approved by the Activities Directors. The Building Reservations department and the Activities Directors will negotiate and agree upon any rates in advance.
2. Any other group that does not fit into any category. School Board resolutions may need to be approved.

III. SCHEDULING PRIORITY

- A. Scheduling priority will be based on user classification, type of activity, the date a facility request form is received and the status of the organization's financial account.

IV. SUPERVISION

A. Buildings

1. All organizations will assume the cost of having a custodian and/or building supervisor present for use of district facilities outside the designated duty hours as set annually by the Buildings and Grounds department.
2. All groups must have an adult present at all times.
3. Coaches and adult leaders are NOT allowed to leave the premises until a parent or guardian has picked up the last child.

B. Pools

1. A certified lifeguard must be on duty during the entire pool rental period.
2. If an organized swim club chooses to use their own lifeguard, a copy of lifeguard certification must be on file with building reservations in advance.

C. Auditoriums/Computer Labs

1. A district theater/computer technician must be present to make sure all systems are operated correctly if a group uses computers, sound and/or lighting systems. Exceptions may be made by long-term users on appeal.
2. Each group will be required to cover all costs associated with the district technician.
3. Groups may provide their own technicians in addition to the district technician.

4. Use of the auditorium equipment requires a planning session with the specific school's Auditorium Coordinator.

D. Kitchen

1. All kitchen use must be pre-approved by the District Food Service supervisor. Trained Food Service staff must be present to provide general supervision of school equipment if approval is given.
2. Each group will be required to cover all costs associated with the district kitchen staff.
3. Kitchen supervisor and equipment charges will be billed directly through the District Food Service office.

V. LIMITATIONS OF USE

- A. The following items are prohibited in all district facilities and on all district property, including parking lots and athletic fields:

1. Tobacco products
2. Alcoholic beverages
3. Latex products
4. Open flame in any form
5. Drugs
6. Firearms or other weapons

- B. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind. Damages attributed to user will be billed on determination of repairs/replacement cost. User agrees to hold harmless the District from any expense or costs in connection with the use of the school facilities and/or equipment under this agreement.

- C. District Agreement Forms and Certificates of Insurance will be required to be on file before a district facility is used. Independent School District 271 must be named on the certificate as an additional insured. Proof of insurance must be on file in the Building Reservations office at least 30 days prior to the event. Bloomington high school booster clubs will not be required to provide proof of insurance.

- D. Only legally authorized police officers may carry firearms on District property.

- E. The District is not responsible for the loss of personal items.

- F. Building users may only use school equipment that is specifically authorized by the Building Reservations office and is specified on the building use permit.

- G. School equipment shall not be loaned or taken off school property by any individual except for use during an approved school activity.
- H. Concessions may not be set up in the building or the school grounds without permission of the Building Reservations office. Food and beverages are allowed only in cafeterias and multi-purpose areas and must be indicated on the permit. It is the responsibility of the facility user to obtain any necessary temporary food licenses from the City of Bloomington Health Department.
- I. All District policies shall be observed. Any violation of District Policy may result in the permanent cancellation of facility use by the violating party.

## VI. FEES

### A. Permit Fee

All Class III, IV, and V users will be assessed an annual Permit Fee which will be charged per building used. Permit fees are good for the fiscal year beginning July 1 and ending on June 30.

### B. No Show Fee

Groups (Class II, III, IV) that do not cancel a reserved date in advance may be assessed all fees at Class IV rates plus all associated staffing costs for every incidence of non-use. If a Class V user does not show for a scheduled event, they will be charged at Class V rental rates plus all associated staffing costs for every incidence of non-use.

### C. Cancellation Fee

Groups that cancel a reserved date with less than 2 working days notice may be assessed a cancellation fee. Auditorium renters or sports tournament groups who cancel an event will forfeit all deposit money.

### D. Revision Fee

Groups that make multiple revisions to a permit may be assessed a revision fee.

### E. Other Fees

Groups may be assessed other fees, including Paper Restock, Garbage Pick-up, etc., depending on size of the event, length of time, and anticipated number of attendees.

### F. Fee Schedules

1. A complete list of fees may be found on the Facility Use webpage.
2. Any changes in fees shall be updated and approved by the School Board on an annual basis.



3. All rental fees are calculated from the beginning of set-up through the end of clean up, regardless of the actual event time.
4. No discounts are awarded for high or repeat rental.

## VII. PERSONNEL RATES

### A. Custodial Services

Custodial charges will be applied to any group using a building beyond regular business hours during the week, on weekends and/or requiring additional cleanup at any time. The rate charge is established by the School Board; the number of hours assessed are determined by the school's chief custodian.

### B. Kitchen Supervisor

Kitchen supervisors are required for using a district kitchen facility and will be billed directly through District Food Service.

### C. Auditorium Tech/Technology Supervisor

If stage lighting or the sound system is used in the auditorium, a district Auditorium Technician is required to operate them at all times. A Technology Supervisor may be required for use of the District's computer systems.

### D. Lifeguard

A district lifeguard is required for any group using a district pool. Two lifeguards will be scheduled for any event. If over 50 people will be using the pool, additional lifeguards will be necessary.

### E. Building Supervisor

Depending on circumstances, a building supervisor may be required.

## VIII. PAYMENT OF FEES

- A. Rental fees and personnel charges are due and payable upon receipt of the permit from the Building Reservations office. Checks shall be made payable to Independent School District 271.
- B. A late fee will be assessed for bills 30 days overdue. The fee may be charged each successive month that the bill is overdue until the balance is paid in full.
- C. Invoices that are over 90 days past due will be referred to a collection agency and all future activities will be cancelled.