



## **GUIDELINES AND PROCEDURES FOR USE OF DISTRICT FACILITIES, GROUNDS AND EQUIPMENT**

### **Scheduling Process:**

Facility user groups or individuals interested in using district facilities, grounds or equipment are required to obtain prior approval by means of Request for Use of District Facilities Form. Request forms are available online at [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us) under Community Education, then Facility Use/Rental or by contacting the district facility scheduler at (952) 226-0095.

- Requests should be made at least seven (7) business days prior to anticipated use. Upon receipt of the request, the Facility Scheduler will verify space availability, complete the approval process and establish estimated costs according to policy.
- The requestor will receive confirmation of the location, personnel required and other requirements of use after the approval process is completed. Large Events may necessitate the need for additional charges for supervision, setup, clean up and trash removal.
- Facility user groups may be required to submit a partial payment/and or deposit to the Community Education Services office prior to usage.
- Schedules and requests for use of buildings and grounds will be submitted to the specific building requested on a weekly basis.
- By accepting a permit for use of a school facility, the applicant agrees to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement and to comply with all rules and regulations regarding the use of school facilities.

### **Liability Insurance:**

- Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than \$1,000,000 per occurrence naming the District as an additional insured. Insurance may be in the form of a "blanket" policy or a certificate for one-time events. Proof of Insurance must be provided before the event can take place. The applicant and/or organization agree to hold harmless the District from any expenses or costs in connection with the use of school facilities and grounds. A sample of the insurance certificate is available on-line.

### **Requests for Use of Equipment**

- Use of district equipment must be applied for at the same time the request form is submitted and will be billed according to policy and equipment fee schedule. (Only equipment that is specified and approved on the request can be used). Approval must be given for equipment or decorations brought into a facility by a group. Due to the alarm system at Prior Lake High School, no balloons are allowed in the building. Equipment and decorations should be removed directly following an activity. Groups using the schools will not be allowed to store materials or equipment in the school unless pre-approved by building principal or administrator.

### **Supervision**

- Facility user groups receiving approval to use district facilities, grounds and equipment are responsible for ensuring adequate supervision of the approved activity.
  1. For safety reasons no children will be allowed entrance to a building until a responsible adult is in attendance and ready to take charge of the group.

2. The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until he/she is certain that all members of his/her group are out of the building and picked up by parents/guardians.
3. The adult responsible for the activity is also accountable for the conduct/behavior of both participants and spectators, enforcing rules and regulations as well as restricting group activity to the areas listed on the facility use application. All children must be under direct parental/leader supervision. Running or ball play is not permitted in hallways or lobbies.

### **Cancellations**

- Facility user groups agree to cancel with the Facility Scheduler any scheduled facility use dates requested, at least two (2) full business days in advance of intended use in order to avoid total fee charges (If an event is scheduled for a Saturday or Sunday, cancellation must be made Thursday). Pre-approved school district or community activities may need to be canceled by district authorities to accommodate unforeseen events or emergency changes in school functions. In most cases the school district will attempt to provide scheduled groups with at least two (2) business days notice when an unexpected need for the space should arise. Every effort will be made to keep cancellations to a minimum and relocate scheduled school district or community activities if necessary.
- When school is canceled due to inclement weather or physical problems, activities scheduled during the day, immediately after school, or in the evening are all canceled. Alerts will be posted on the District and all school websites. School fields will be closed if city fields are closed due to inclement weather. When use of facilities or grounds is canceled and a facility user is found on the premises, future use may be denied to that user.

### **Conflicts or Issues**

- In most scheduling disputes between groups, the natural season of sports, priority for scheduling facility usage, date order received and historical usage will prevail. Applicants should not advertise events until FINAL APPROVAL is received.
- For other issues or concerns reference Policy 902.

### **Staff Related Procedures**

- To facilitate planning on the part of facility user groups the school district principals and other administrators will submit annual building usage requests for the upcoming school year to the Facility Scheduler by the end of the current school year. To avoid later conflicts with community events, this calendar will include not only dates and times of specific activities but also dates and times when specific spaces or entire facilities will not be available for community use due to conferences, limited parking or periods of special event setup. These requests will be reviewed and approved by the administrative team for the school district's master calendar and/or buildings schedules. Request forms from facility user groups received prior to any given school year will not be approved until completion of all school and community education programs have been scheduled for the coming school year. Requests for summer building usage by school district personnel and programs are due to the Facility Scheduler in February in order to plan ahead and determine available and suitable building locations.
- School district personnel and program requests or modifications in schedules that arise after the start of the school year need to be submitted to the Facility Scheduler in a timely manner in order to avoid potential scheduling conflicts with facility user groups pre approved activities and to allow for adequate notification and pursuit of alternative arrangements.
- Use of District facilities and grounds after school hours or during the summer by staff or coaches for purposes other than school programs, must follow facility use procedures and pay the applicable fees.

## Facility Use Rules and Regulations

Certain rules and regulations exist to protect the property owned and operated by the school district's taxpayers and to ensure safety of users. The following rules are to be adhered to when using school district facilities, grounds and equipment in accordance with policy 902. It is the facility user group's responsibility to communicate these rules and regulations to their leaders, participants and spectators.

- Regular school activities, programs and organizations of the school district shall have first priority in the use of any district facility or grounds. The elementary gymnasiums and multi-purpose areas are available no earlier than 6:15 p.m. on week-days due to the district's Kids' Company school age extended day programs. Groups are not allowed to enter these areas until 6:15 p.m. unless pre-approved by the Director of Community Education Services or his/her designee.
- Use of District facilities on weekends, holidays or holiday weekends is discouraged due to limited staff availability.
- After the Request for Use of District Facilities form has been approved and signed by the Director of Community Education Services or his/her designee, building principal and a representative of the facility user group, it becomes an agreement with the requestor and/or the organization, and they cannot sublet or transfer their rights and privileges to any other individual, group, business or organization.
- Facility user groups should check permanent equipment and condition of room(s) at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or the building monitor immediately. If any damage is noticed after a group has used the district facility, grounds or equipment the group will be held responsible for the cost of repair or replacement of any items damaged, lost or stolen from school district property. Facility user groups will be responsible for leaving the facilities and property in the same condition as upon arrival (including returning furniture to original configuration and any other clean up needed).
- The Facility Use permit is granted for specific dates, equipment, rooms or areas of buildings for specific periods of time and for specific uses including the nearest restrooms and drinking fountain. Using a building for other purposes, using additional facilities, loitering in other areas, entering or remaining in the building beyond the allotted time will be considered as unauthorized use of the facilities. Additional charges may be added to the facility use fee as well as denial of future facility use requests.
- All Prior Lake-Savage Area School's policies, local and state ordinances, laws and fire codes pertaining to the use of public facilities must be observed. Copies of all school district policies are available on line at [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us). Policies include but are not limited to, the following:
  1. Prior Lake-Savage Area Schools is Tobacco Free Environment. Use of tobacco products is prohibited on school district property including buildings and grounds, as defined in Policy 902.1.
  2. Possession or consumption of intoxicating beverages or illegal substances (drugs) in any form is prohibited on school district property including facilities and grounds, as defined in Policy 902.12.
  3. No weapons or look a-like weapons, as defined in Policy 501, shall be brought on school district property for any reason other than in conjunction with legally authorized officials and exceptions noted in Policy 501.
  4. Facility user group leaders agree to go over any safety concerns and rules related to scheduled activity including proper sportsmanship, location of fire extinguishers, fire blankets, and proper use of equipment. Facility user groups must furnish their own first aid kits and instructional supplies.
  5. District policy prohibits all forms of hazing prohibition as defined in Policy 526.

6. If fire alarm sounds in any area of a building the entire building must be evacuated according to evacuation maps posted in each room near exits.
  7. If alarm sounds related to tornado warning the entire building must take cover in nearest location as indicated on maps posted in each room.
  8. Consumption of food (including snacks and refreshments) and beverages in school facilities is allowed in designated areas only, which does not include instructional areas, gymnasiums, auditoriums, and other special use rooms, as defined in Policy 902.
  9. Disorderly conduct is prohibited and punishable by ejection from the facilities or grounds. This includes inappropriate communication and disrespect for authority, building monitors and/or custodians by group leaders or participants of a group as defined in Policy 903. The proper authorities may be notified, including law enforcement to intervene.
  10. To preserve the school district's gym floors, soft-soled shoes are recommended. Removal of non-soft soled shoes is requested prior to entering the gymnasiums.
  11. Parking is allowed in designated areas only. Driving of autos and other vehicles is restricted to roadways surfaced with blacktop or gravel. The driving or parking of autos and other vehicles on lawns, athletic fields or other grass surfaced or landscaped areas is prohibited. District owned vehicles used in the performance of maintenance or repair are exceptions, as defined by policy 809.
- The Superintendent or his/her designee is authorized to act in any case not covered by the rules and regulations as deemed appropriate.
  - Some regulations may vary where separate Board of Education approved "Joint Use " or "Special Use" agreements exist between the school district and other cooperative community entities:
    1. There are additional special guidelines for use of kitchens (food service areas), classrooms with cooking facilities and the pool that the facility user groups must follow. Copies of these guidelines are provided with the permit prior to usage when that area is requested. Appropriate school or school-trained personnel may be required when special school facilities or equipment are utilized and will be billed to the facility user group at the current hourly rate.
    2. In most cases, the stadium field will be used for high school and district sponsored events, plus the championship games of Prior Lake or Savage organized youth athletic associations composed of a majority of school district residents. The use of the stadium field will be approved based on field conditions, priority scheduling (Policy 902), and in consultation with the Activities Director.
    3. Use of the varsity running track shall be limited to regular school groups and approved facility user groups. Spiked running shoes may not be used on the varsity running track.
    4. Use of computer facilities must comply with the district's acceptable use guidelines.
    5. Tennis courts are available for individual use based on the posted rules, restrictions and priority scheduling (Policy 902).

### **Priorities for Scheduling of Facilities**

To make maximum use of district facilities, grounds and equipment with a minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school related activities calendar. The term "priority" as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the rights to cancel the use of scheduled community facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

"Local" is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the school district.

Priority 1 - Refers to the programs and activities of the Prior Lake-Savage Area School District. All directly related pre-K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, community education services events/programs/classes, ECCE events/classes, approved meetings and activities of student organizations, school staff, parent organizations, boosters, or other organizations whose sole purpose is to support the school district. No fee shall be charged for use of district facilities or grounds by school or school related organizations, except if use is requested at a time it would not be open, a charge back for personnel (i.e. custodial) may be assessed as well as any special services or personnel needed as a result of usage. Also, refers to municipal, township, or county government informational meetings or activities such as public hearings, caucuses or election polling places.

Priority 2 – Refers to local non-profit groups/clubs, agencies, parks and recreational programs and adult service organizations composed of at least 75% of school district residents and organized to promote civic, charitable, educational, social, leadership, service learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities. Also includes any fundraising activities held by parent organizations or boosters in priority 1 that are holding tournaments or events offseason or on weekends. Priority 2 also includes local community theater groups and requests by district staff for personal use. AAU or elite team practices composed of 100% district youth.

Priority 3 - Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations and local adult/youth special interest, recreational, or social groups/clubs/associations, AAU or Elite youth teams headed by a district parent with less than 100% district youth. The groups must be composed of at least 75% of district residents.

Priority 4 - Refers to for profit businesses, educational institutions or non-profit organizations located outside of the school district or non-resident groups whose primary residence, address, chapter or affiliation is considered to be located outside the legal boundaries of the school district. Fundraising activities hosted by an organization or individual other than the school district, boosters or a local youth sports association, and not specifically designed to benefit the school district or its students are considered Priority 4.

Fees will be assessed according to use requests, policy, extra costs associated with usage and fee schedule approved by the Board of Education.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. If the priority is not clear, the Director of Community Education Services and/or Superintendent is given the authority to assign a priority.

**Facility Use Fee Schedule**

<b>Hourly Rates</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>	<b>Priority 4</b>
Classroom /Music Room/Art Room	NC	8.00	18.00	35.00
Multi-purpose Secondary	NC	19.00	39.00	70.00
HS Commons	NC	20.00	42.00	78.00
Media Center	NC	13.00	30.00	59.00
Gyms (FH, GD)	NC	13.00	28.00	60.00
Gyms (RR,JP,WW,HRES,GW)	NC	16.00	32.00	65.00
Gyms per court (activity center/secondary)	NC	15.00	23.00	43.00
Multi-Purpose Room/Cafeteria elementary)	NC	16.00	39.00	67.00
Auditorium (TO – seats 408)	NC	35.00	80.00	135.00
Auditorium (HS – seats 650)	NC	35.00	100.00	155.00
Kitchen	NC	13.00	25.00	56.00

<b>Swimming Pool:</b>				
Twin Oaks 6 – Lane	NC	28.00	45.00	70.00
Hidden Oaks – 8 Lane	NC	33.00	55.00	85.00
Hidden Oaks – Diving Well	NC	8.00	16.00	30.00
Computer Facilities	NC	40.00	50.00	90.00
Grass Fields/ /Tennis Courts/ball fields (Per School)	NC	NC	10.00	30.00
Stadium turf rental (stadium are not increases, only additions to fee sheet)	NC	60.00	120.00	200.00
Stadium lights	NC	20.00	20.00	20.00
Stadium Supervisor	NC	16.50	16.50	16.50

\*NC – No charge

Sales tax will be billed according to State of Minnesota policies to facility groups or individuals renting facilities that are not tax exempt. This is applicable to rental fees only.

**Additional Fees for Facility and Grounds Usage:**

- Camps or clinics provided by district staff or coaches that charge a fee will be assessed a \$10 per participant fee based on the number of participants. Rosters will be submitted to the Facility Use department.
- Rescheduling – A \$10 fee may be charged if excessive revisions or rescheduling is made to the original request.
- No Show charges – billed according to estimated costs on activity confirmation.
- Supervisor/Building Monitor billed at current hourly rate, unless waived. Not applicable to outdoor areas.
- Late Service fee - A late service fee of \$25.00 per month will be charged for any accounts with a balance due carried over 60 days.
- Custodian fees for set up and take down for large groups or if the facility user group does not fulfill their obligations of leaving the facility or grounds in the same condition in which they found it.
- Equipment repair and damage fees, if applicable.
- For large events or tournaments - a fee for garbage/maintenance: of \$150 will be charged
- When requesting use of school parking lots a deposit may be requested and there may be charges applied if maintenance is required before/after the event.
- Snowplowing - charges may apply for use on the weekends or holidays when schools are closed
- Credit Card processing fee – 3%, if applicable.

**Equipment Charges Per Use:**

Staging Platforms/Flats	8.00/per unit
Choral Risers	45.00
TV	15.00 ea. item
Sound System	45.00
Multiple Day Use	call for quote
Microphone	10.00
Acoustical Shell	55.00
Twin Oaks	45.00
High School (Fly Gallery)	65.00
Piano/Grand Piano	25.00/80.00**
**Group is responsible for tuning	
Spotlights	15.00
General Stage Lighting	35.00
Podium	15.00
Special Lighting Needs	call for quote
LCD Projector	40.00

## **Personnel and Production Fees**

- Custodian and Food Service - Facilities used by facility user groups when custodians and food service personnel are not normally on duty will be charged at 1.5 times the current hourly rate of compensation for after hours or Saturdays and at 2.0 times the current hourly rate of compensation for Sundays and holidays. The hours charged will include the actual hours of the activity plus any pre and post time required for preparation and clean up of school facilities. Certain events may require more than one custodian, which the Building Principal can request. Salary rates for personnel costs are subject to unit contracts and are not negotiable. Some personnel costs may be shared when there are multiple community facility user groups using the facility at the same time.
- Supervisor/Building Monitor charges may be waived when the group that rents space provides an adult leader/supervisor that can adequately control the public areas and ensure the safety, security, and proper use of facilities according to district rules and regulations. The Director of Community Education Services retains the right to require an adult leader/supervisor to attend an orientation and training session. When it is deemed necessary by school authorities that a district hired supervisor/building monitor is required for certain facility uses and activities the supervision/building monitor time will be billed to the facility user group at the current hourly rate. Tournaments or events with over 150 attendees may require a building monitor. The Supervisor/Building Monitor does not replace the need for a custodian to be staffed for events after school hours that are not District programs.
- Red Cross Certified Lifeguard(s) must be on duty during pool rental periods for each pool in use. Lifeguard(s) must be hired through the Aquatics Coordinator and fees will be billed to the facility user group at the current hourly rate. See regulations for pool Addendum B.
- School trained personnel must be hired to operate special equipment such as soundboards, lighting boards and spotlights as needed in the auditoriums. School district trained personnel will be billed to the facility user group at the current hourly rate.
- School or school trained personnel must be hired to set-up and supervise use of computer facilities. These persons will be billed to the facility user group at the current hourly rate.
- The school district reserves the right to negotiate to receive a percentage of gross admissions, sales, etc. from facility user groups who charge an admission fee or sell concessions. Local Community Theater Groups shall pay regular rates for custodial and facility use fees and shall pay a \$.50/sold ticket for all other costs associated with sound, lighting, other personnel and other equipment including musical instruments for their productions.
- Facility user groups that use the fields and track may be assessed a custodian fee for grooming, clean up of trash and garbage left on the grounds, chalking of fields and any other unforeseen costs due to the use. Weekend or off-season field grooming may be an additional charge.

## **Auditorium Guidelines and Procedures**

1. All backstage equipment and rooms, including choral risers, music rooms, shells, staging platforms, instruments, etc. are property of Prior Lake High School. These items may not be used unless prior arrangements have been made with the high school music department.
2. Approval must be given for any equipment or decorations brought into the auditorium by a group. Equipment and decorations should be removed directly following an activity. Groups using the auditoriums will not be allowed to store materials or equipment in the school. At no time are any decorations or objects allowed to be attached in any way to the stage curtains --

front or back, black or blue curtains; neither taped, stapled, pinned, or sewn. Objects are not to be attached to any walls or fixtures. Anytime tape is used in the auditorium, it is required to be theatrical tape or spike tape.

3. Consumption of food and beverages in the auditoriums and backstage areas is governed by the Consumption of Food and Beverages in School Facilities Policy. Concession items must be consumed in the lobby or commons during the intermission and are not to be brought into the auditoriums or backstage areas.
4. Facility user groups agree to adhere to all regulations regarding fire and safety codes, including not blocking any entrances or exits at any time, and not using flammable or dangerous chemicals or materials.

**House** - The seating capacity of the Twin Oaks Middle School auditorium is 408. Seating capacity of the high school auditorium is 650. Seating is not allowed in the aisles of either auditorium due to fire and safety codes.

**Lighting** - The auditorium lighting systems are computer-controlled systems with multiple dimmer capacity, many lighting instruments, color gels, and standard features for dimming control, area lighting, and fading. Due to the complexity and delicate nature of the equipment, only district trained and authorized auditorium personnel will be allowed in the light control booth to operate this system. There is an additional charge for personnel and use of the lighting systems.

**Sound System** Only authorized, trained staff will be allowed to operate the systems. Additional mixers, speakers, amplifiers, or other peripherals cannot be added to the system without prior consent. The auditorium sound systems have the capacity for playing CDs through the main speaker assembly. Monitor speakers in the lobby, foyer, and dressing room are not available at this time.

**Technical / Support Staff** – ISD 719 can provide district personnel to help with a group’s production. The personnel available include: light board operators, sound board operators, and spot light operators. These positions are required if this equipment is used; on some occasions, the same person can function in multiple positions to reduce costs. Only district trained and authorized auditorium personnel can operate the equipment.

**Materials & Tools** – Please contact the Facility Scheduler regarding the availability of flats and platforms. It is understood that there will not be any tools available for use by facility user groups. Groups will need to provide their own tools including extension cords and special music cabling with the exception of microphone cords. The school district holds no responsibility for lost or stolen items.

**Painting** – Facility user groups may paint their own scenery and props, but all painting at Twin Oaks Middle School must be done over drop cloths to protect the stage floor, carpet, and curtains. Painting and construction at the high school auditorium is to be completed in the scene shop, not onstage. In the unlikely event that paint is spilled, it must be cleaned up immediately. If at the conclusion of the run of a groups production it is determined that the floor, curtains, or carpet are in need of cleaning because of paint spills or other contaminants or scratches, the group will be assessed the cost of such cleaning or repair at time and materials.