

**INDEPENDENT SCHOOL DISTRICT 832**  
**COMMUNITY EDUCATION**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, Minnesota 55115**

**INDOOR/OUTDOOR ATHLETIC FACILITY USE - RULES AND REGULATIONS**

(Refer to Appendix A for general rules and regulations)

1. School Board Policy 902 encourages the public's use of school facilities and grounds and clarifies that the use of these facilities beyond the academic/extracurricular day shall not be of cost to the district.
2. Athletic scheduling is based upon "priority use categories". "In-season" sports will have facility priority and be scheduled cooperatively; "out-of-season" sports facility use will be divided equitably amongst those interested and based upon availability. ~~Season defined by MAAC.~~
  - a. CE will work with one person designated from each athletic association in regard to all facility needs requested from that organization year round.
  - b. Use of Varsity Stadium is permitted by HS "in-season", first priority, and the Varsity Baseball field must be approved by the HS Activities Director, and then a permit can be filed with CE
3. Indoor facilities are generally available ~~from 4:30-10 p.m.~~ after school district programming is complete (times vary). ~~and outdoor facilities 5:30-9 p.m.~~ Outdoor facilities will be available once school district programming is finished.
4. Permits are not transferable; sub-letting your permit for another group is prohibited.
5. Weather and field conditions permitting, outdoor use will be scheduled April 15- October 30.
6. ~~Volunteer athletic coaches must meet MAAC standards, complete a criminal background search and complete sport specific coaches training which includes individual liability insurance. (Independent adults requesting space that are NOT affiliated with an athletic association must meet the same requirement and will only receive space if available.)~~
- 6~~7~~. An athletic team practice is defined as "facility use with six or more students from the same team and a coach registered from the athletic association".
- 8~~9~~. ~~Class III. B. members require that 90% of team membership/roster must reside in or attend schools in district. Athletic associations may be asked to provide rosters.~~
- 7~~9~~. Providers of camps/clinics/trainings, who charge a participation fee and the individual/agency receives financial gain, will be charged the Class IV rate. This includes district staff who are running these types of events for their personal financial benefit.
- 8~~10~~. Vehicles are to be parked in designated parking areas only. No parking or driving on grass areas.
- 9~~11~~. No golf is allowed on outdoor fields unless it is an approved school or Community Education activity.

**102.** The applicant and/or organization agree to cancel practice and games if inclement weather (lightning and heavy rain) causes potential for personal safety or field damage. The applicant and/or organization agree to assume all responsibility for damage or liability of any kind. Refunds for facility use will not be given for the first two weather cancellations (to be determined by CE coordinator).

- a. CE Coordinator reserves the right to cancel programming based on their knowledge of field conditions and impending weather.
- b. Weather-related decisions will be made by 1 pm, or earlier if conditions warrant. The facility requestor from each facility user in-season will be contacted regarding the cancellation.
- c. CE will NOT permit same day requests for indoor use, when outdoor use is canceled because of weather etc. If outdoor space is unavailable for a number of consecutive days due to weather, indoor space may be considered.

**13.** ~~The applicant and/or organization further agree to hold harmless the school district from any liability and/or expense in connection with the use of the school facilities under this agreement. The school district is not responsible for loss of personal items.~~

**14.** ~~School district authorities may require the applicant and/or organization to provide a certificate of insurance coverage for general liability to cover potential issues of liability and property damage.~~

**115.** Facility improvements/alterations must be approved by the school district's Supervisor of Buildings and Grounds, Director of Student Activities, and Community Education Director. A Letter of Donation form will be filed and submitted to district staff. Upon written acceptance, the donation will be brought before the school board for formal recognition.

**126.** Any and all food service concessions on all school/park grounds are required to be compliant with the Washington County Public Health Food Service Code. At home prepared food or baked items may not be sold.

**137.** Holidays and weekends preceding any large school event(s) may not be available for use and will be dependent upon custodial availability.

**184.** The district will only allow for the natural melting of snow and ice ~~on outdoor fields~~. No snow removal effort, mechanical or otherwise, is permitted in order to ensure warranties along with appropriate care and maintenance of fields (both turf and natural), tennis courts and track.

**15.** Any additional dumpster pickup costs will be the responsibility of the renter if it is determined that your group's waste disposal exceeds normal district usage. See Appendix D for rate.

#### **TOURNAMENT FEES AND USAGE POLICIES:**

1. A tournament charge will be assessed and includes all permitted areas; *as a result of an increased use of facilities by hosting multiple games, involving numerous participants*. Tournament use is considered Friday evening through Sunday evening or an abbreviation thereof. For tournament fees see Appendix D.

2. The district reserves the right to limit the number of tournaments allowed to each group based upon the condition of the facilities.
3. If portable sanitation week-end service is requested, the entire cost shall be the responsibility of the permitted facility user. ~~Indoor facility use for tournaments will require additional custodial costs.~~  
a. ~~Dumpsters for all outdoor tournaments must be ordered and paid for by the Association.~~  
~~An additional service fee is required and will be billed to the Association for indoor tournaments.~~

**USE OF SCHOOL DISTRICT FACILITIES MAY BE CANCELED  
IF ANY OF THESE RULES ARE VIOLATED**

