

Policy A INDEPENDENT SCHOOL DISTRICT 832**COMMUNITY EDUCATION****1520 Mahtomedi Avenue****Mahtomedi, Minnesota 55115****FACILITY USE - RULES AND REGULATIONS**

~~For schedule changes or cancellations, please contact Mahtomedi Community Education, 651-407-2036 2018, at least forty-eight hours in advance.~~

1. Group leaders are responsible for the conduct of both participants and spectators. **All children must be under direct parental/leader supervision.**
2. All groups shall abide by the starting and ending time specified on the permit.
3. Only the locations specified on the permit may be used. It is the group's responsibility to see that the room or area that has been used is returned to its original condition.
4. After the permit has been approved and signed by school authorities and an authorized representative of the organization, it becomes a contract with the applicant. The agreed upon rights and privileges are nontransferable. **Upon receipt of approved permits the authorized representative has 5 business days to make edits or changes. Any requested changes after these 5 days will result in a new permit.**
5. In accordance with state law and Mahtomedi School District 832 policy 406-Drug-Free Workplace/Drug-Free School, **alcoholic beverages or liquor are not permitted on school district property.**
6. Mahtomedi School District 832 policy 404-Tobacco-Free Environment states that all school grounds and buildings are tobacco free. **No use of tobacco products is permitted.**
7. No firearms shall be brought on school property for any reason other than authorized firearm safety programs or by law enforcement personnel.
8. All refreshments are restricted to the cafeteria areas of the schools or other pre-approved areas. Kitchen and serving areas are not to be used unless arrangements are made ~~and are listed on the permit~~ with Food Service staff.
9. Unless previously arranged, groups will not be allowed to store materials or **equipment** in scheduled building facilities. If permission is granted by the Community Education coordinator, a fee will be assessed per the facility fee schedule.
10. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees 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 or equipment.**
11. School district authorities ~~may~~ require the applicant and/or organization to provide a certificate of insurance to cover potential issues of liability and property damage. (Appendix C)
12. Inclement weather and/or building emergencies may necessitate a cancellation of all or a portion of this permit. School closings will be communicated through the instant alert system, local television and/or radio ~~and through telephone message by calling 651-407-2020 (Community Education weather hotline).~~
13. Any fees or charges for use of facilities and support services will be billed to the user by Community Education. For schedule changes or cancellations, please contact Mahtomedi Community Education, 651-407-2018, at least forty-eight hours in advance.
 - a. Weekend custodial indoor rates: facility use permit will be filed for the actual hours of usage desired (minimum 3 hours). The organization will pay one half hour before the

event begins and the time needed after the event concludes for clean-up. (plan your set-up time as your start time.) On-call custodian phone - 651-417-6179.

b.

~~III. COORDINATION WITH BUILDING PRINCIPALS/DIRECTOR OF STUDENT ACTIVITIES~~

14. ~~A.~~ Master Calendar Reservation Timeline

- a.~~1.~~ Community Education facilitates the development of a master calendar planning process which creates a comprehensive schedule of all school-related activities which require priority scheduling. The process begins in February for fiscal year beginning July 1 and ending June 30.
- b.~~2.~~ The process begins with identifying school master calendar events for all school buildings such as holidays, conferences, staff development days, etc. All schools identify major events that require the school buildings to either be completely or partially blocked out from conflicting community use for one day or multiple days.
- c.~~3.~~ In February Mahtomedi High School identifies its major events, a committee which includes school, community education and MAEF representatives will meet to determine Class I scheduling needs of the Chautauqua Fine Arts Center. In the event a scheduling conflict cannot be resolved and consensus cannot be reached, community education will work with those involved to determine the schedule for use.
- d.~~4.~~ By May 1, building secretaries will enter all the school events data in the scheduling system. By August 1, the calendar is made available to the public for facility use scheduling.
- e.~~5.~~ May-June, Community Education programs/events are entered into the facility reservation system, including historical events. PTO events are entered beginning June 1.
- f.~~6.~~ Scheduled community events may be altered or canceled due to the need to accommodate school district functions or emergencies that arise.
- g.~~7.~~ Notification of any necessary revisions to the master calendar needs to be immediately communicated to the Community Education Office.

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