



## **902.1PR COMMUNITY USE OF FACILITIES**

### **I. PHILOSOPHY**

The policy of the Hastings Public Schools is to encourage the use of school facilities by citizens living in the district. The implementation of this policy requires both individual and community cooperation. Certain rules and regulations are necessary to ensure that all community members have equal access to district facilities, to effectively administer this policy, and to support the ongoing care and maintenance of facilities used.

### **II. RULES AND REGULATIONS**

#### **A. Priority of Use**

1. Regular school activities and school organizations shall have first priority in the use of any school facility, even after a permit has been issued to another non-school district organization.
2. In the event of a conflict between non-school district organizations, all reasonable efforts will be made between parties to come to a resolution. Organizations involved will receive notice of the resolution.
3. Gym priority will be given to sports activities that require gym use for regular sports play. This priority extends to the period when the sport is in season per the Minnesota State High School League.
4. The Director of Community Education or his/her designee retains the right to make a final decision regarding building use. In all instances, this decision will bear in mind the best interests of the community.

#### **B. How to Apply**

1. Application forms for the Use of School Facilities are available online at:  
[www.hastingscommunityed.com](http://www.hastingscommunityed.com) and <https://www.hastings.k12.mn.us/>



or in person during regular business hours at:

Hastings Community Education  
Tilden Community Center  
310 River Street, Hastings, MN 55033;  
651-480-7670; [www.hastingscommunityed.com](http://www.hastingscommunityed.com)

2. Please make any special requests for equipment usage when submitting the permit.
3. Organizations using the school facilities shall agree to indemnify the district for any and all damages by any person or persons attending the activities, and likewise the school district against any and all liability and any and all damages to any person or persons.
4. Groups in Classes II-IV using any school facility **must** provide a Certificate of Liability insurance in the amount of one (1) million dollars/occurrence and one (1) million dollars/aggregate before use.
5. Classification section, *local* refers to having at least 75% of participants reside in or attend schools within the boundaries of the Hastings Public Schools.

C. Custodial fees during the school year

Hastings Public Schools (except Tilden Community Center) facilities are staffed by custodians, during the school year, Monday-Friday from 6 a.m.- 10 p.m. No custodial fees are charged for building use during those hours.

1. Saturday: A custodian is on duty at Hastings High School *only* from 7:30 a.m. to 3:45 p.m. Permits issued on Saturday for buildings other than the high school will be charged a custodial overtime fee of \$50/hour unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Permits issued on Saturday for the high school after 3:45 p.m. will incur a custodial overtime fee of \$50/hour. The number of custodians assigned to a particular event will be decided by the building's lead custodian.
2. Sunday: No custodians are on duty in any district facility. Permits issued on Sunday will be charged a custodial overtime fee of \$50/hour unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Please bear in mind that the custodian will need to clean the facility after your event has left the building when considering your event budget. The final charge for custodial overtime is issued after the conclusion of the event. **Summer custodial hours vary, please contact Community Education for more information.**

D. Use of kitchen facilities

You must request to use the kitchen (in addition to the cafeteria) when submitting the permit. Kitchen use requires hiring district food service personnel at a fee of \$50/hour.

E. Outdoor athletic field use

All groups wanting to reserve school fields must apply through the facility use application process. Other than standard maintenance, additional work will be done at the requester's

expense. Portable toilet requests will be charged at the current rate. The portable toilet fees may be split between user groups utilizing the same field.

- F. Please do not advertise your event until final approval is received. Hastings Community Education will inform the applicant by email when final permit approval is made and the permit is issued. Facility rental is available to non-school district groups beginning the last Monday in August. The first available date for reservation thereafter is the second Monday of September.
- G. Communication and advertising about an event must include this statement at the bottom of advertising materials: "This event is not sponsored by ISD 200. Facility rental is a community service and does not imply endorsement."

### III. INFORMATION ABOUT YOUR PERMIT

- A. All permits shall be revocable and shall not be considered a lease. The school board or its authorized agent may reject any application or cancel any permit.
- B. Permit holders may not assign, transfer, sublet, or charge a fee for the use of facilities or equipment. Once issued a valid permit, permit holders may not assign, transfer, or sublet the permit to any other individual or group. Doing so will result in the revocation of the permit and may result in the denial of the issuance of future permits.
- C. Dances open to the general public will not be issued a permit. School-sponsored dances are permitted.
- D. All state and local ordinances, including the Americans with Disabilities Act, must be observed by the permit holder and all attending the event. The permit holder will assume full responsibility for any unlawful act committed in the exercise of the permit.
- E. Carefully check your permit when sent to you to ensure its accuracy. The building will open for your use at the time indicated on the permit. **You and those attending your event will not be able to enter the building before that.** You or your designee must be in the building when the building opens for your use. Carry your permit with you for every date of your event.
- F. Payment is due 15 days from receipt of the invoice. A \$20 late fee will be charged to unpaid invoices at 30 days, and an additional \$30 late fee will be charged to unpaid invoices at 60 days. After 60 days unpaid, the user and/or organization will be restricted from facility use until the balance is paid in full.

### IV. INFORMATION ABOUT FACILITY USE

- A. All activities must be under competent adult supervision. The custodian on duty is there to

supervise the operation of the facility, not the group or its activities.

- B. Please carefully consider any special request for equipment use. Requests may include the following: PA systems, tables, chairs, podiums, internet access, spotlights, LCD projector and screen, microphones, including wireless mics. Equipment not requested on the application will not be available for use. See fees for equipment below.
- C. Use of any school equipment, especially soundboards and lighting, must receive prior approval. Please note on your permit application what equipment you are requesting to use. A Light and Sound Technician must be on duty for all events booked in the Middle or High School Auditorium. Additional fees may apply.
- D. School District staff are viewed as community members after normal business hours and are subject to school board policies and facilities use procedures and any fees that are associated. No staff member may assume they have access to any building without a facilities permit.
- E. Furniture and equipment owned by the district cannot be moved unless permission is granted from and supervised by the custodian on duty.
- F. You must have prior approval to move any non-school district equipment, decorations, etc. into the facility you have rented. All items must be removed promptly at the end of your event.
- G. Groups must furnish their own first aid kits.
- H. Concessions may not be set up in the school building or on the school grounds without the expressed permission of the Community Education Director or designee. The sale of food must be included in the permit and will require a food handler's license. Food trucks will require a City permit.
- I. Food and drink are strictly prohibited in the Auditoriums and High School Auditorium Lobby. A fine of \$150 will be charged to users in violation of this rule.
- J. Any damage to district property occurring from the renter, either unintentional or intentional misuse, will be repaired by the district at the renter's expense.
- K. The following are prohibited in school facilities and on school grounds:
  - 1. smoking;
  - 2. intoxicating beverages, liquors, and other substances;
  - 3. illegal and banned substances; and

4. disorderly conduct.

**L. Snow removal**

If snow removal is required when a community group is scheduled in a facility on a day when the facility is otherwise not being used, the cost of snow removal will be billed to the group holding the permit for the facility. Snow must be removed when accumulation reaches three (3) inches or as determined by the district Buildings and Grounds Director.

**M. Propping doors to facilitate the entry of participants into the building is strictly prohibited. Additionally, doors may not be propped open to transport items into the building.**

**N. Loading and unloading of equipment**

Parking is prohibited on sidewalks surrounding the schools. If your event will need to load/unload equipment, please make a note of that in your permit request. Access to the school loading docks will be arranged.

**V. CHANGE AND CANCELLATION**

**A. Change fee:** A \$10 permit fee may be charged if excessive revisions or rescheduling is made to the original request.

**B. No-show fee:** Billed according to estimated cost on confirmation.

**C. Late cancellation fee:** Billed according to estimated cost on confirmation when notification to Community Education is less than (2) full non-holiday business days in advance.

**VI. CLASSIFICATIONS**

**A. Class I:** Independent School District 200 school organizations, district or school-operated groups or organizations.

**B. Class II:** Nonprofit youth organizations located within ISD 200 district boundaries. Examples include youth athletic associations, youth groups, and youth booster clubs.

**C. Class III:** All other organizations located within ISD 200 district boundaries. Examples: musical performances, dance groups, townhome associations.

**D. Class IV:** means organizations outside ISD 200 district boundaries.

**E. Adult Sports Leagues:** local teams (\$225/team)

Tournament/Large Event/Fundraiser Fee: This applies to all groups class II-IV where an admission fee or ticket to the event is required. Not applicable to practice/rehearsal permits. Custodial overtime/kitchen
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use/technical support charges are additional. Cancellation less than 72 hours in advance of the event will incur a three-hour custodial overtime charge, in addition to a cancellation fee of \$150.

Kennedy, Pinecrest, McAuliffe

One-day fee (5-10 hours in one day)	\$75
Weekend fee (Friday evening through Sunday evening)	\$150

Hastings Middle School

One-day fee (5-10 hours in one day)	\$150
Weekend fee (Friday evening through Sunday evening)	\$300

Hastings High School

One-day fee (5-10 hours in one day)	\$200
Weekend fee (Friday evening through Sunday evening)	\$400

The permit fee for Class II-IV: \$15

		Class II	Class III	Class IV
<b>New ISD 200 Rates - permit fee \$15</b>	gym (elem)	\$ 10.00	\$ 20.00	\$ 50.00
	gym (MS)	\$ 15.00	\$ 30.00	\$ 60.00
	gym (HS)	\$ 17.00	\$ 35.00	\$ 70.00
	classroom (all levels)	\$ 6.00	\$ 10.00	\$ 20.00
	lecture hall	\$15.00	\$20.00	\$25.00
	wrestling (MS)	\$ 5.00	\$ 10.00	\$ 15.00
	wrestling (HS)	\$ 10.00	\$ 20.00	\$ 25.00
	commons (HS)	\$ 17.00	\$ 35.00	\$ 70.00
	cafeteria (MS & HS)	\$ 10.00	\$ 15.00	\$ 20.00
	pool	\$ 30.00	\$ 50.00	\$ 70.00
	turf	\$ 40.00	\$ 100.00	\$ 225.00
	auditorium (MS)	\$ 15.00	\$ 50.00	\$ 115.00
	auditorium (HS)	\$ 25.00	\$ 75.00	\$ 130.00
	band/orch/choir (MS & HS)	\$ 15.00	\$ 20.00	\$ 25.00
	stadium lights	\$ 10.00	\$ 15.00	\$ 20.00
	microphones	\$ 5.00	\$ 10.00	\$ 15.00

	pressbox	\$ 35.00	(official events only)
	portable bleachers	\$ 100.00	flat fee
	custodian OT	\$ 50.00	per hour
	kitchen OT	\$50.00	per hour
	Light/Sound Tech	per contract	
	trailer storage	\$ 5.00	per day (approval required)
	adult sports league	\$ 225.00	per team

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