



# Facility Use Fees

Effective July 1, 2025

**PRIORITIES FOR FACILITY USE:** The following classifications of groups are considered on a priority basis. When applicable, Classes 1-5 may have charges for supervision, custodial, and technical support. Facility Use fees pertain to Classes 3, 4 and 5.

The Superintendent, Director of Community Education, or appointed designee reserve the right to waive certain costs with a written agreement due to unique circumstances

## FEES: CLASSIFICATIONS

Facility use fees are assessed according to the schedule outlined in School Board Policy 902, Appendix D.

**PERMIT SERVICE FEES:** \$25 to secure a permit for one date or \$30 for multiple date events to that permit for Class 3 clients. \$35 for class 4 & 5 or late requests - if the office is able to accommodate your group with short notice (less than one-week advance booking).

**Class 1** - Includes all school-related activities outside of school hours, such as conferences, musical events, athletic events, staff and committee meetings, staff development activities, workshops, wellness activities, etc. City, county, state and federal government elections serving district residents (90% or more). No facility charges, except for staff support which is needed exclusively for the event.

**Class 2** - Includes all activities coordinated or co-sponsored through Community Education, Parent Teacher Organizations and Mahtomedi Area Educational Foundation (MAEF) events and employee unions. No facility charges, except for staff support which is needed exclusively for the event.

**Class 3** ~~Athletic Associations, scouts, cities/city councils, political groups, special interest groups and government agencies serving primarily District 832 residents and other groups that have ongoing facility needs and serve 90% of area youth, adults and families.~~  
Includes all athletic associations, scouts, Special Olympics, cities/city councils, political groups, special interest groups, and governmental agencies serving primarily District 832 residents and other groups who have ongoing facility needs and serving 90% percent of area youth, adults, and families. Also includes the school district's staff private tutors.

Charges for staff support (supervision, custodial, and technical support) which is needed exclusively for the event will be assessed.

Athletic Associations and other groups as requested are subject to the following additional requirements:

- Annual proof of liability insurance protection
- Prescribed coaches certification training
- Criminal background checks for all volunteer coaches
- Compliance with certain school district policies such as student hazing and harassment and concussion training

Facility charges will be assessed according to the facility fee and charges schedule. Charges for staff support needed exclusively for the event may be assessed.

**Class 4** - Includes for profit groups and/or private groups which provide educational, civic, recreational or charitable activities. Includes religious organizations, colleges and universities; nonprofit (501c3) groups not comprising a majority (90% or greater) of District 832 residents. ~~volunteers coaching athletic teams not sanctioned by area athletic associations and includes volunteers coaching teams for an extended season (such as AAU basketball) in which the team is not serving a majority of participants living or attending schools within school district boundaries.~~ Volunteer coaches must meet MAAC standards. Volunteer coaches desiring to be independent of the direction of a local athletic association need to demonstrate through written documentation that they have participated in a process with the local association to resolve expressed issues and grievances. If this level of intervention fails to produce a workable solution, at the initiation of the volunteer coach, the issue will be heard at the level of the Mahtomedi Area Athletic Council (MAAC). This group will provide a resolution recommendation to the School District for consideration. Independent volunteer coaches are subject to the same requirements of area athletic association coaches noted in CLASS III above. Facility charges will be assessed according to the rental charges schedule. Staff support costs for exclusive coverage will also be assessed. Air-conditioning and snowplowing costs, etc. may be assessed.

**Class 5** - Includes all activities offered by individuals, private agencies, companies and vendors that use District 832 facilities for commercial purposes or profit.

Facility charges will be assessed according to the Facility Fees Schedule. Staff support costs and technical support for exclusive coverage will also be assessed. Air-conditioning and snowplowing costs, etc. may be assessed.

**Additional Costs:** Custodial, technical, food service, and supervision support will be assessed based on the amount of time and services required. Weekend use requires custodial staff. The prevailing hourly rate will be assessed. There may be additional costs for use of technology, trash, sanitation, snow removal, ~~air-conditioning~~, etc. The facility use permit will provide an estimate of costs. An invoice detailing actual costs will be provided after the event.

District Education Center	Class 3 Rate	Class 4 Rate	Class 5 Rate
Classroom/Learning Area	\$ 12	\$ 33	\$ 53
Community Room 103	\$ 28	\$ 63	\$ 106
Fields (#1, #2, #3 each)	\$ 18	\$ 41	\$ 66
Gym	\$ 12	\$ 33	\$ 53
Rinks (lower/upper)	\$ 41	\$ 66	\$ 99
DEC Outside Sign Use	\$35/week		

Elementary Schools OHA or WW	Class 3 Rate	Class 4 Rate	Class 5 Rate
Classroom/Learning Area	\$ 12	\$ 33	\$ 53
Cafeteria	\$ 23	\$ 63	\$ 108
*Kitchen/Serving Area	\$ 28	\$ 68	\$ 91
<del>*Food Service Staff required for all kitchen use. \$25/hr</del>			
Media Center/Computer Lab	\$ 23	\$ 53	\$ 85
Gym	\$ 12	\$ 33	\$ 53
Baseball Field (OHA only)	\$ 18	\$ 41	\$ 66

Middle School	Class 3 Rate	Class 4 Rate	Class 5 Rate
Classroom/Learning Area	\$ 12	\$ 33	\$ 53
Cafeteria/Commons	\$ 23	\$ 63	\$ 108
*Kitchen/Serving Area	\$ 28	\$ 68	\$ 91
<del>*Food Service Staff required for all kitchen use. \$25/hr</del>			
Media Center/Computer Lab	\$ 23	\$ 53	\$ 85
Gyms	\$ 13	\$ 48	\$ 91

High School	Class 3 Rate	Class 4 Rate	Class 5 Rate
Classrooms	\$ 12	\$ 33	\$ 53
Cafeteria/Commons	\$ 23	\$ 63	\$ 108
*Kitchen/Serving Area	\$ 28	\$ 68	\$ 91
<del>*Food Service Staff required for all kitchen use. \$95/hr</del>			
**Chautauqua Fine Arts Center (MHS Theatre <del>Theater</del> )	\$ 38	\$ 113	\$ 234
**Black Box <del>Theater</del> Fine Arts Center Lab Theatre	\$33	\$88	\$124
<del>**Theater Manager (event prep, take down and required event coverage) \$55/hr</del>			
Fields	\$ 18	\$ 41	\$ 66
Field Stadium	\$ 76	\$ 116	\$ 237
HS Varsity Baseball Field	\$ 26	\$ 56	\$ 86
Gym Main (2 courts)	\$ 26	\$ 96	\$ 182
Gym Back	\$ 13	\$ 38	\$ 63
Media Center/Computer Lab	\$ 23	\$ 53	\$ 85

~~\*Food Service Staff required for all kitchen use. \$95/hr~~

~~\*\*Theater Manager (event prep, take down and required event coverage) \$55/hr~~

**Tournament fee** for district athletic associations is \$450 per building per Friday through Sunday and includes the use of all permitted use areas. One day tournament fee is \$225 per building.

**Outside organization fees** are determined at the time of booking. For IV and V, a \$600 tournament deposit is required one month in advance.

**Out of Season Use** for gym and field rentals priority given to in season sports. If permitted out of the regular season, cost increases to \$15 per permit plus additional fees as necessary.

**Parking Lot fee** for extended use is \$60/hr. \*can not exceed 12 hours of rental time.

**Additional Dumpster fee** is \$90/pick-up during regular business hours if it is determined that your group's waste disposal exceeds normal district usage.

**Field Prep fees** are determined by specific field needs: ~~Baseball~~ - \$23.95, Softball - ~~-\$~~ (DEC#3) \$23.75 (Quads & DEC #1&2) \$27.25.

**Initial field layout fees** are determined by specific field needs: Lacrosse - \$550 (full size field) \$325 (youth size field), Football/Soccer - \$500 (full size field) \$300 (youth size field).

**Cancellation fee** will be assessed if CE is not given at least 5 working days' notice of any cancellations. Failure to do so will result in a user charge at a rate of \$50 plus any scheduled fees.

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