

Community Relations

Use of School District Facilities and Equipment

I. Purpose

This policy provides guidelines for community use of school district facilities and equipment. The district is committed to making its facilities and equipment available to the community.

II. General Statement of Policy

The school district encourages maximum use of district facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school or district purposes. The use of district facilities as community centers to promote educational, recreational, cultural, and civic activities in the community ~~are~~ **is** an important resource in the development of the whole person through learner success, achievement, health, and physical wellbeing across age groups.

III. Process and Procedures

- A. Facilities are available to the community on an equitable basis and are to be used in a manner consistent with district policies and their appendices.
- B. The community education facility use office serves as the operations and facilities service center for all community use of district facilities in the areas of scheduling, billing, and supervision. The office provides these services in accordance with the process and procedures set forth in the appendices to this policy.

IV. Fees

The community education facility use office will annually submit a Facility Rental Fee Schedule to the board for its approval. The fee schedule will be available on the district's website and through the community education facility use office.

Legal Reference:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References:

Policy 628 (Student Activity Programs)
Policy 901 (Community Education Services)

Policy
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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 902

Procedures for Using School District Facilities and Equipment

Facilities Available

Most school district facilities are available for a variety of activities, as guided by school board policies.

- Gymnasiums
- Athletic Fields/Stadiums
- Auditoriums
- Meeting Rooms
- Swimming Pools
- Classrooms
- Cafeterias
- Kitchens

Facilities are available during non-school hours. General hours of operation for non-school-district activities and events during the school year are Monday – Friday 6:00 p.m. – 10:00 p.m. and Saturdays 7:30 a.m. – 3:00 p.m. Third floor rooms are available at the Edina Community Center Monday through Friday 7:30 a.m. – 10:00 p.m. and Saturdays 7:30 a.m. – 3:00 p.m.

Additional days and times may be available upon request and are dependent on staffing availability.

Services Available

Community education is a part of Edina Public Schools, serving the community of Edina. The community education facility use office serves as the operations and facilities service center for all community use of district facilities in the areas of scheduling, billing, and supervision. Community Education employees coordinate requests for district equipment related to the activity (on-site-use only) and schedule building supervisors.

Classification of Organizations and Priorities for Use of Facilities

Organizations using district facilities are grouped into one of five classification, four non-school-district sponsored groups, and a fifth user group for district sponsored activities. A rental fee schedule has been established for facility usage for non-district organizations based on the nature and purpose of each group, agency, or organization. All other requirements for use, such as application procedure, standards of conduct during use, and supervision, are constant for all user groups regardless of organizational differences.

Classifications and priority of access to district facilities are as follows:

Class E Priority one	Edina Public Schools sponsored groups, including community education, athletics, and extra-curricular extracurricular activities. Edina Public Schools support organizations including PTO, site councils, and booster organizations.
Class A Priority two	City of Edina groups and athletic associations under the umbrella of the City of Edina. Edina-based non-profit organizations that are not charging fees.
Class B Priority three	Edina-based non-profits organizations charging fees.
Class C Priority four	Private groups and individuals not charging admission. Non-Edina-based non-profit organizations.
Class D Priority five	Private individuals, groups, agencies, companies, and vendors using district facilities for commercial purposes or profit.

The facility use office operates a centralized scheduling system coordinating all requests for the use of district spaces. Occasionally, a non-district-scheduled activity may conflict with a planned or rescheduled district

activity or program. If a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual.

The class and rental schedule are determined by the district administration and approved by the board on an annual basis. Additional modifications may be made with board approval.

Process and Procedures for Scheduling Facilities

A facility use permit ("permit") process is used to secure the use of district facilities creating a centralized schedule for use and operations. The initial step in the process is the completion of the online facility request. An online facility use request must be completed to provide reservation information for requested facilities, equipment, and special use.

1. Prior to using district facilities, a district applicant must apply for a facility use permit ("permit") at least three business days prior to expected use. A non-district applicant must apply for a permit at least five business days prior to expected use.
2. The application for permit must be submitted by an authorized adult representative of the organization or individual applying for the use and must list the person responsible during the use.
3. A submitted application for a permit for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules, and regulations regarding the use of school facilities.
4. Each application for a permit for use of district facilities will state the general nature and purpose of the use. A permit will be issued only for the dates, hours, area, and equipment specified.
5. If the application is approved, the district will issue a permit to the applicant. Facilities are not reserved until the user group receives a facility use permit distributed by the facility use office via e-mail or the group can verify through their online account that the request has been processed and approved. [If deemed necessary by the district, an emergency event plan may be required and facility use is contingent upon a satisfactory emergency event plan.](#)
6. Once a permit is granted to an organization or individual, facilities will be used strictly for purposes for which the space was requested. Permit holders must not transfer or sublet the permit to another organization or individual, doing so nullifies an approved permit.
7. The permit should be in the possession of the group leader upon entry for use of district facilities to ensure that all details of the event are appropriate for the space being used.
8. District staff are allowed to request a copy of the permit from the organization or individual. If an approved permit cannot be verified, district staff may request the organization or individual to leave the facilities or grounds. Law enforcement will be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the district representative.
9. Facility rental fees associated with use of district facilities, deposits/down payments for use of facilities, support staff, and special equipment are required for using specific facilities. [The Facility Rental Fee Schedule is available on the district's website and through the community education facility use office.](#) ~~Please see Appendix II for a Facility Rental Fee Schedule.~~
10. A permit will not be granted for any use that in the judgment of the district administration (1) may conflict with the mission of the district, or (2) for which satisfactory sponsorship or adequate adult supervision is not provided.

Scheduling

Scheduling is based on four seasons. The following chart highlights the timeline used for priority scheduling. Facility use permits may be submitted after the given dates with approval based on availability. Permits must be submitted at least three business days prior to expected use for district applicants and at least five business days priority to expected use for non-district applicants.

Scheduling Request Groups	FALL August 15 – October 31	WINTER November 1 – March 14	SPRING March 15 – May 31	SUMMER June 1 – August 14
District groups submit requests by	July 1	September 15	February 1	January 1
City of Edina submit requests by	July 15	October 1	February 15	February 1
All other users submit requests by	August 1	October 15	March 1	March 1

Tournaments, concerts, and other large-scale events may be scheduled prior to the schedule set out above with the approval of the director of community education and strategic partnerships or designee.

Scheduling of auditoriums will follow the timeline guidelines set forth in Appendix III II.

The building administration or designee will identify the classrooms and facilities that are available for use beyond the school day, recognizing some classroom limitations may need to occur.

The custodians must apply for a permit for dates and times required for preparation and special maintenance of facilities, grounds, and fields. The building administration will be notified when custodial permits impact regular education (e.g., physical education) or after-school activities.

District employees or employee groups may not block out facilities for use by other district or non-district users. Non-district users may not block out facilities for use by other users. The district facilities staff or district administration must approve any blocking out of facilities.

Completing the Application Process

1. Online Registration: If you do not have an account, please call 952-848-3963. If you already have an account, you may request a facility at <https://edina.ce.eleyo.com/>
2. In Person: Visit our office 8:00 AM – 4:00 PM, Edina Community Center, 5701 Normandale Rd, Edina, MN.

For questions, contact the facility use office at 952-848-3963 or visit our website at <https://communityed.edinaschools.org/facilities>. Office hours are Monday through Friday, 8:00 AM – 4:00 PM.

Administrative Responsibility

1. The district administration is authorized to approve and arrange for scheduling the use of district facilities by applicants satisfying the terms of this policy. The district reserves the right to revoke any permit, without liability, should the revocation be deemed necessary or desirable.
2. The district scheduler will receive pre-approval from the building administration for use of facilities, including grounds and equipment, on school days during regular school hours.
3. The district scheduler will ensure that all required permit information is complete prior to the use of the facilities.

4. The district scheduler will maintain a master calendar of activities occurring in the district on a yearly, quarterly, weekly, and daily basis.
5. The building administration or designee is responsible for monitoring all activities held in the building. The administration will work with the district administration when a conflict or concern occurs.
6. The business office will ensure necessary custodial coverage is available during evening hours and on non-school days, including the summer. The district will assess a fee for such custodial time.

Indemnification and Public Liability Insurance

The permit holder agrees to protect, indemnify, and hold harmless the district and its employees from any and all claims, liabilities, damages, or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.

The permit holder will indemnify the district for all damage to its facility or equipment occurring during the scheduled activity by persons participating or in attendance.

The administration is authorized to require users of district facilities to furnish public liability insurance issued by a responsible insurer indemnifying the district against any public liability claims for personal injury or property damage alleged to have resulted during the use or occupancy, or both, of property owned by the district. The public liability insurance must be in the amount and for the duration that may be deemed to be necessary and suitable in the circumstances. The insurer must agree to waive the defense of governmental immunity in the event a claim is made against the district.

The user must provide proof of insurance to the facilities scheduler before a permit can be approved. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident, and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the district. Exceptions may be granted but must be approved by the director of community education and strategic partnerships or designee.

In the event that a user has liability coverage that can be extended by endorsement to provide satisfactory coverage, this endorsement may be acceptable. Either a certificate of insurance or an endorsement on a present policy must be submitted with the enclosed facility use permit before approval can be made for use of district facilities.

District activities (e.g., pre-K–12, ~~extra-curricular~~ **extracurricular**, community education services) and parental support groups (e.g., PTOs, site councils, booster organizations) do not need to provide separate liability coverage.

Changes and Cancellation of Facility Use Permits

1. Changes in use needs of existing permits must be communicated to the facility use office as far in advance as possible or a minimum of five business days prior to the event to ensure requests can be fulfilled. Requests must be submitted in writing. Failure to meet this timeline will result in full charges for the permit or permit part, including space, equipment, and personnel fees.
2. Cancellation by the permit holder must be received by the facility use office in writing. Cancellation of a permit in full or in part by the permit holder must be received at least five business days prior to the rental date in order to receive a refund. Failure to meet this timeline will result in full charges for the permit or permit part, including space, equipment, and personnel fees.
3. An approved permit will not be considered by the applicant as a lease, and the building administrator or designee reserves the right to cancel or revoke any permit at any time. Reasons that the district may cancel a facility permit include, but are not limited to:
 - a. Inadequate group supervision as determined by the building administrator or designee.

- b. Misuse of equipment or facilities.
 - c. Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee.
 - d. Emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical). The decision to close the school will be made by the superintendent or designee. On days when school is closed, the decision on cancellation or postponement of ~~school~~-district co-curricular events and all other events scheduled in district facilities will be made by the building administrator or designee.
 - e. Violation of any district policies and failure to comply with district policy.
4. District administration may cancel a permit effective immediately, if in its judgment continuation would be potentially harmful, dangerous, or the program or participants' actions are not in alignment with the district's mission, core values, and policies.
 5. The district reserves the right to cancel or withhold use privileges if rules and regulations are violated.
 6. In the event of the cancellation or revocation of a permit, there will be no claim or right to damages or compensation on account of any loss, damage, or expenses whatsoever.

Facility, Personnel, and Equipment Use Fees

Annually, the superintendent will recommend and receive board approval for the district facility and equipment use fees and personnel fees. Refer to ~~Appendix H~~ [the Facility Rental Fee Schedule](#) for specific fees. The following is additional information regarding the fee schedule.

1. Rental fees are calculated on a per hour basis and begin at the determined entry time and end at the projected completion of the event.
2. A service fee may be charged if an employee is not on regular duty, or if the intended use does not permit the employee to complete regularly assigned duties. Direct payment by the user to an employee for services is prohibited.
3. Organizations and individuals will assume the cost of custodial service for the use of the school beyond regular custodial duty hours.
4. Any facility user may be assessed a custodial service fee if the use of a facility requires significant clean up. Organizations and individuals are expected to return the facility to its original state before leaving.
5. Facility users must supply and assume the cost of any special supervision required, such as security or parking supervision, as determined by the building administrator or designee.
6. Specific events (e.g., section athletic tournaments) may require a district administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.
7. The district reserves the right to require a payment deposit or rental and user fees in advance before the application for permit is processed for non-district users. Deposits must be received by the facility use office a minimum of 10 business days before the start of the event.
8. A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of billing. A late charge will be assessed if a bill is overdue.

Site Supervision and Required Personnel

The user organization is fully responsible for the safety and supervision of the specific space that they are using and will assume full liability for any damages keeping in mind the following additional regulations:

1. All activities must be under competent and responsible adult supervision (defined as a high school graduate, 18 years old or older) with an overall site supervisor identified prior to the start of the event use.
2. Admittance to the designated area is not permitted until the adult supervisor is present. District personnel on duty will supervise the operation of facilities but are not required to supervise the group or its activities.
3. The organization's site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event.
4. A district employee must be on duty whenever facilities are in use. Custodians, cooks, auditorium technicians, and media/technical support assistants will supervise the facility, but not the facility user or its activities. Additional personnel are required in the following areas:
 - a. Kitchen – A food service employee must be on duty whenever cafeteria kitchen facilities are used.
 - b. Performing Arts – A trained district media technology employee must be on duty when the operation of sound and/or lighting systems is required.
 - c. Media and Technology Spaces – Computer labs may be used when a trained district media technology employee is on duty, and the use of the lab is approved by the director of media and technology services or their designee.
 - d. Swimming Pool – A certified lifeguard is required for groups/organizations and individuals using a district pool. Proof of certification is required.
5. If deemed necessary by the district, police supervision may be required and charged to the user.
6. When adult supervision is not adequate, district employees ~~must~~ will report this information to the community education administration and take immediate action as appropriate.
7. Responsibility for loss, breakage, or repair of any district property rests solely with the organization using the facility or leader in charge of the group.

Prohibited Activities at Facilities

The following types of activities are prohibited by permit holders:

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment.
3. Any purpose in conflict with school activities.
4. Fundraising campaigns, except as already permitted by board policy.
5. Activities violating district policies.
6. During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit-making purposes, except those specifically related to the school in which they are displayed.

Rules for District Facilities and Equipment Use

The following rules must be observed in the use of district facilities, and the groups, organizations, and individuals will be held responsible for compliance.

1. The use of district-owned equipment for private purposes either on or off district property is prohibited. No exceptions are to be made except by express approval granted by the superintendent.

2. The district is not responsible for lost or stolen items.
3. Possession and use of tobacco and alcoholic beverages are not permitted on district property at any time, except as permitted by policy.
4. No firearms will be brought onto district property for any reason other than an authorized firearms safety program.
5. Fire and safety regulations of the state, district, county, and city must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
6. District facilities must be vacated by the time indicated on the usage permit or additional charges will be assessed.
7. The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exceptions to the rules and regulations as deemed necessary.
8. Equipment of a specialized nature will be made available only with authorized personnel, approved by a district administrator, to supervise its operations.
9. The district will not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on district property.
10. Organizations and individuals having special needs, such as extra electrical, generators, dry ice, or reconfiguration of standard district equipment and facilities, may be required to seek prior plan approval from the local fire inspector, building inspector, or health inspector. Any and all expenses incurred through these approvals and licenses are to be paid by the organization or individual.
11. All accidents occurring while using district facilities must be reported to the building supervisor or custodian on duty.
12. Any loss, breakage, or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. In the event of damage to district property, the applicant will pay all appropriate repair costs as determined by the district. If damage is not reported, it could result in revocation of future facility usage.
13. Vehicle parking must use the dedicated parking lots of the district and all posted parking regulations must be followed.

Special Use Areas

Athletic Fields

1. Vehicles are not allowed on athletic fields. Unauthorized use of bikes, motor vehicles, or horses is prohibited.
2. Only use the space that has been permitted and respect the rights of other users of the space in field areas where multiple uses may be taking place. Any use of space not listed within the permit is strictly prohibited.
3. Users will be responsible for proper policing of the grounds. If security is required because of the size of the event, user groups will be assessed all fees involved.
4. Beverages may not be served in glass containers.

Gyms

1. No one will be allowed on a gymnasium floor without gym shoes. Rubber-soled street shoes cannot be used.
2. All gymnasium users are required to have a first aid kit on site at all times. The district does not provide first aid supplies.
3. Use of district-owned physical education supplies and/or equipment is not permitted.

Swimming Pools

1. Swimming pool regulations are posted in each pool area. It is the responsibility of the person in charge of the group to enforce the regulations.
2. All swimming pool users are required to have an adequate number of certified lifeguards on deck at all times of use and must show lifeguard certification prior to gaining access to pool space. ~~Lifeguards are available to be hired through community education.~~

Cafeterias/Kitchen Areas

All groups wanting to reserve cafeterias and kitchen areas must be aware of all food policies, including catering and concessions. Contact the facility use office for details.

1. For the use of kitchen areas, a nutrition staff member must be present. The user is responsible for covering all personnel expenses.
2. All uses of food and beverage in cafeterias and commons areas must be included in the application request as it will likely involve cleanup fees. In addition, the user group is responsible for ensuring that all trash is disposed of properly in the containers provided.
3. All health and food permits, as required by the City of Edina, must be obtained by the user prior to sales or distribution.

Concessions Stands

Edina Athletic Boosters ("Boosters") hold the rights for use of concession areas in district facilities. The Boosters may approve outside groups to operate concessions on a case-by-case basis. Such approval will be coordinated by the facility use office.

1. Requests for use and specific operational arrangement must be made a minimum of 21 calendar days in advance of the scheduled event.
2. All health and food permits for concessions or refreshments, as required by the City of Edina, must be obtained by the user prior to sales or distribution.

Auditoriums

Auditoriums are available to be rented for special events and activities through the facility use application process. Specific guidelines regarding the scheduling and use of auditoriums are set forth in Appendix III II.

Leases

The district may lease facilities to organizations and individuals.

1. Leases should generally involve physical facilities that are not otherwise used or needed by other ~~school~~ district programs or services.
2. All leases are coordinated through the director of community education and strategic partnerships and reviewed and approved annually by the board.

3. The lease is defined as a written agreement between the district and another party for the purpose of exclusive use of district property for a specified period of time.

Appendix

revised: 06/21/21

revised: 02/12/24

revised: / /26

[**Appendix II Deleted]

Appendix II to Policy 902

**Facility Rental Fee
Schedule**

Class E No Charge	Edina Public Schools sponsored groups, including community education, athletics, and extra-curricular extracurricular activities. Edina Public Schools support organizations including PTO, site councils, and booster organizations.
Class A	City of Edina groups and athletic associations under the umbrella of the City of Edina. Edina based non-profit organizations that are not charging fees.
Class B	Edina based non-profits organizations charging fees.
Class C	Private groups and individuals not charging admission. Non-Edina based non-profit organizations.
Class D	Private individuals, groups, agencies, companies, and vendors using district facilities for commercial purposes or profit.

	Hourly Rate							
	July 1, 2023 – June 30, 2024				July 1, 2024 – June 30, 2025			
	A	B	C	D	A	B	C	D
Auditoriums								
EHS-EPAG/Fick, SVMS								
No spectators	\$48	\$106	\$155	\$250	\$50	\$108	\$160	\$258
Events	\$89	\$148	\$220	\$280	\$92	\$150	\$228	\$288
VVMS, EGG								
No spectators	\$32.50	\$48	\$102	\$154	\$35	\$50	\$105	\$152
Events	\$41.75	\$90	\$146	\$238	\$45	\$95	\$150	\$240
Gymnasiums								
EGG/EHS/SVMS Large	\$18.25	\$41	\$64	\$112	\$19	\$42.50	\$66.25	\$116
EGG/SVMS/VVMS Small	\$14.50	\$34	\$57	\$96	\$15	\$35	\$59	\$99
Elementary	\$14.50	\$28.50	\$44	\$78	\$15	\$29.50	\$45.50	\$80.75
EHS Activity Center – per court	\$14.50	\$33.50	\$55	\$90	\$15	\$34.50	\$57	\$93
Cafeterias/Kitchens								
Secondary	\$27.50	\$53	\$77.50	\$112	\$28.50	\$54.75	\$80	\$116
Elementary	\$20.25	\$40	\$59	\$78	\$24	\$41.50	\$61	\$80.75
Classrooms								
Secondary and Elementary	\$7.50	\$15.75	\$21.75	\$37.50	\$7.75	\$16.25	\$22.50	\$39
Professional Development Rooms								
EHS Community Rms, EGG Rms 166/170/317/348/349/350/351 (ea)	\$11.75	\$19.50	\$27.50	\$46	\$12	\$20	\$28.50	\$47.50
Swimming Pools								
SVMS (includes diving well)	\$72	\$107	\$138	\$250	\$74	\$110.75	\$142	\$252
VVMS	\$39.50	\$54	\$78	\$150	\$41	\$56	\$80	\$152
Timing/Sound Equipment	\$14.75	\$14.75	\$14.75	\$14.75	\$15.25	\$15.25	\$15.25	\$15.25
Fields								
Kuhlman Stadium	\$16.75	\$56	\$102	\$146	\$17.50	\$58	\$105.50	\$154
EGG Multipurpose Fields (ea)	\$16.75	\$56	\$102	\$146	\$17.50	\$58	\$105.50	\$154
EHS Upper Turf	\$16.75	\$56	\$102	\$146	\$17.50	\$58	\$105.50	\$154
EHS Multipurpose Fields (ea)	\$16.75	\$56	\$102	\$146	\$17.50	\$58	\$105.50	\$154
Grass Field	\$8.50	\$16.25	\$35.75	\$50	\$9	\$16.75	\$37	\$51.75
Tennis Courts	\$8.50	\$16.25	\$22	\$40	\$9	\$16.75	\$37	\$51.75
Stadium Lights	\$88.75	\$88.75	\$88.75	\$88.75	\$92	\$92	\$92	\$92
Locker Rooms (daily rate)	\$7.50	\$7.50	\$7.50	\$7.50	\$7.75	\$7.75	\$7.75	\$7.75

Fees do not include equipment use charges such as technical equipment, or any applicable sales tax.

Kitchen equipment use must be arranged through the manager of food services. Fees to use the kitchen are per day, and fees to use the cafeteria are per hour.

Additional Fees/Charges

Application fee per permit	\$16
Large group process fee (75+ people)	\$80
Building supervision	\$23.60/hour (2-hour minimum)
Gustodial time (setup, cleanup, and assistance)	\$52/hour (\$70/hour on Sundays and holidays)
Kuhlman Stadium Press Box	\$36.25/hour
District technician*	\$36.25/hour
Additional dressing room	\$25 per day
Orchestra Shell Setup/Teardown:	\$300

*Required for auditorium use and pool timing/sound equipment use.

Appendix

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Appendix III II to Policy 902

Procedures for Using Auditoriums and Equipment

Facility use

Auditoriums will only be open when the facility is scheduled for use within the current school district permitting system and all scheduled use will be entered into the centralized scheduling system. All school day uses must be approved by the facility use office prior to any further planning and will be placed on the centralized scheduling system to ensure appropriate safety, security, setup, and maintenance of the site.

Practices, rehearsals, and special setups will be scheduled at the time of initial permitting and will be reasonably accommodated with regard to the best uses of the overall facility.

Use of auditoriums will follow the guidelines set forth in the Appendix I except where specifically contradicted in this Appendix III II.

Scheduling

Scheduling for auditoriums is based on an annual calendar corresponding to the academic school year.

Edina Public Schools fine arts and special district event functions will be the first priority scheduled and will be coordinated by the facility use office and respective user groups. These requests will be submitted to the facility use office annually by February 15.

Once district-requested permits have been approved, the facility use office will have the authority to market, promote, sell, and schedule groups from outside of the district for special events, concerts, and performances. The additional events to be scheduled will be done keeping in mind the facility needs of the district users and the operational challenges that specific activities create for a facility of this nature.

Additional use dates may be requested by district users, but they are now available on a first-come, first-served basis. It is to the advantage of the district users that advanced scheduling be done as much as possible within the first priority time frame.

The facility use office in consultation with the involved district groups will make any and all decisions pertaining to extended use, large-scale events, or other special requests by specific user groups that could impact the use of auditoriums. These requests may be scheduled prior to the schedule set out above with the approval of the director of community education and strategic partnerships or designee.

Rules for Auditoriums

The following rules must be observed in the use of auditoriums, and the groups, organizations, and individuals will be held responsible for compliance.

1. No food or beverage, except water, is permitted in the auditoriums.
2. Possession and use of alcohol and tobacco are not permitted on district property, except as permitted by policy.
3. Health and food permits, as required by the City of Edina, must be obtained by the user prior to sales or distribution.
4. Only authorized personnel can operate the counterweight fly systems.
5. Only authorized personnel can work in the catwalk.
6. Marley flooring is required for dance performances and is not supplied by the district.
7. Only water-based hazers and foggers are permitted for use. No open flame or pyrotechnics are permitted.
8. No confetti, glitter, or loose sequins are permitted on stage or in dressing rooms. Streamers are allowable.

Concert and Production Sound Volume Policy

The district requires compliance with the following guidelines for the safety of patrons and performers. These guidelines will apply to all presentations or productions that occur in district auditoriums, including concerts, dance performances, theatrical productions, and any event using sound reinforcement, amplification, or sound playback.

Volume levels exceeding 85 decibels will not be prolonged but short-lived (less than 15 seconds). Volumes above 100 decibels will not occur, even briefly.

Measurement of the decibel level will be performed by district staff using the NIOSH SLM (National Institute of Occupational Health and Safety - Sound Level Meter) application on a smartphone, positioned at the center of the venue's seating during the rehearsal or sound check time. The user, their sound engineer, or a district technician will adjust volume levels independently, until the sound level is determined to be compliant with these guidelines. Volume levels are to remain compliant thereafter and throughout the production or performance.

Site Supervision

There will be on-site supervision in auditoriums during all hours of operation. A building supervisor is scheduled by the facility use office and has site responsibilities in the areas of information and assistance, opening and securing space, monitoring use, and other related duties. The supervisor is the on-site contact person for situations that pertain to the facility and the operation of the facility.

In addition to the site supervisor, a district technician must be on site when an auditorium is in use by an external user.

The user will be responsible for covering the expenses related to site supervision and technical personnel.

Rental Rates and Fees

[For the rental fee schedule, please refer to Appendix II the Facility Rental Fee Schedule on the district's website or in the community education facility use office.](#) ~~for the rental fee schedule.~~ Dress rehearsals will be charged the no spectators rate and performances with spectators will be charged the events rate.

Included in an auditorium rental are the following:

- Stage lights
- Sound system
- Two microphones
- One dressing room/changing area
- Use of the respective lobby area

Space Specifications

Fick Auditorium

- Ideal venue for music performances, dance performances, musical theater, and lectures
- Seating capacity: 690
- Wireless microphones available: 8 handhelds or 8 bodypacks
- Changing areas: 2 dressing rooms and green room
- Intercom system: 8 wired intercoms available
- A/V Capabilities: projector and screen with inputs on stage right and front of house

Edina Performing Arts Center (EPAC)

- Ideal venue for music performances, dance performances, musical theater, and lectures
- Seating capacity: 640
- Wireless microphones available: 4 handhelds or 22 bodypacks
- Changing areas: 2 dressing rooms and green room
- Intercom system: 8 wired intercoms and 4 wireless intercoms
- A/V Capabilities: projector and screen with inputs on stage right, front of house, and tech booth

South View Auditorium

- Ideal venue for music performances, dance performances, musical theater, and lectures
- Seating capacity: 604
- Full stage orchestra shell
- Wireless microphones available: 4 handhelds or 4 bodypacks
- Changing areas: 2 classrooms
- Intercom system: 8 wired intercoms and 4 wireless intercoms
- A/V Capabilities: projector and screen with inputs on stage left, tech booth, and front of house

Valley View Auditorium

- Ideal venue for small performances and lectures
- Seating capacity: 552
- Wireless microphones available: 2 handhelds
- Changing areas: 2 classrooms
- A/V Capabilities: projector and screen with inputs on stage right and tech booth

Edina Community Center Auditorium

- Ideal venue for lectures
- Seating capacity: 500 in bleachers, 125 in chairs
- Wireless microphones available: 4 handhelds or 4 bodypacks
- Changing areas: 2 classrooms
- A/V Capabilities: projector and screen with inputs on stage right and tech booth

Appendix

established: 06/17/19
reviewed: 06/21/21
revised: 02/12/24
revised: / /26