



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

February 3, 2011

AGENDA ITEM: 9.16

TOPIC: Community Use of School Facilities Policy #701

BACKGROUND: This policy is in need of revision.

PROCESS: The School Board Policy Committee is working on this policy.

RECOMMENDATION: Second reading of this policy. No action is recommended at this meeting.

The Forest Lake Area Schools encourages the use of school facilities by our school and community for a variety of purposes and for residents of all ages. It is the policy of the Forest Lake Area School District to permit the use of school facilities by residents of the school district. The policy also permits the use of school facilities by other individuals and organizations. However, the use of school facilities should not interfere with the various school programs. This policy will be administered by the Community Education Department with rental fees deposited in the General Fund. **The Community Education Department shall maintain the Facility Use Rental Fee Schedule which shall be subject to an annual review.**

Non-profit status shall be in accordance with Internal Revenue Code, 26 U.S.C. 501(c)(3).

I. RENTAL FEES RENTAL GROUP CLASSIFICATIONS

A. NO RENTAL FEE CLASS I:

1. Forest Lake Area School District ~~sponsored~~ **events and events by Forest Lake Area School District organizations including FLAS PTA/O/SAs and FLAS Booster clubs.**
2. **Governmental agencies operating within the Forest Lake Area School District boundaries. This includes City, Township and County public hearings, caucuses, elections, candidate forums, and other similar events.**
3. ~~Community non-profit youth groups with at least 80% of their participants living in the Forest Lake Area School District. There cannot be any fees, donations or concessions associated with these events.~~
4. ~~Community, Civic, Service and Non-Profit adult groups with at least 80% of their participants living in the Forest Lake Area School District. There cannot be any fees, donations or concessions associated with these events.~~
5. ~~Tax-supported public agencies operating within the Forest Lake Area School District boundaries. This includes City, Township, County public hearings, caucuses, elections, candidate forums, and other similar events. There cannot be any fees, donations or concessions associated with these events.~~

B. PARTIAL RENTAL FEES CLASS II:

1. **Community Non-Profit Youth Groups within the Forest Lake Area School District. There cannot be any fees, donations or concessions**

~~associated with these events, which charge admission fees, accept donations or sell concessions at their event(s) will pay 50% of the full rental fee. This shall not include single baseball games at Schumacher Field.~~

2. ~~Community, Civic, Service and Non-Profit adult groups within the FLAS District. There cannot be any fees, donations or concessions associated with these events, which charge admission fees, accept donations or sell concessions at their event(s) will pay 50% of the full rental fee.~~
3. ~~Local Community Groups with less than 80% of their participants living in this School District will pay 75% of the full rental fee. Forest Lake Area Schools Booster Clubs.~~
4. ~~Local Business Groups will pay 75% of the full rental fee.~~

C. FULL RENTAL CLASS III:

1. ~~Church activities and/or religious services. Community non-profit youth and adult groups which charge admission fees, accept and/or solicit donations or sell concessions at their event.~~
2. **Local business groups.**
3. Out-of-District organizations or groups.
4. Charter or Private Schools **or Educational Institutions.**
5. **All other groups or individuals not already specifically named.**

II. RULES AND REGULATIONS

- A. School groups and school organizations will have first priority for the use of the school facilities providing they reserve facilities at least four weeks in advance through the Community Education Office.
- B. ~~Outside groups can make their application for use of facilities at the Community Education Office, in the Forest Lake Area School District Building at 6100 North 210th Street, Forest Lake. a request to use district facilities by contacting the Community Education Office. Requests or changes will not be accepted unless they take place at least 24 hours before the requested facility use.~~
- C. Use of a building will be permitted only when an authorized permit (green sheet) has been presented to the custodian of the building (by the Community Education Office in advance, or by the user at their event).

- D. All non-school users of school facilities shall complete and sign a Hold Harmless Agreement.
- E. The School District ~~may also~~ requires **all facility use groups to provide proof of \$1,000,000 bodily injury and property damage** liability insurance ~~of up to \$1,000 property damage, \$100,000 per individual and \$300,000 per accident.~~
 - 1. ~~This insurance will be required of all groups charging admission to a public event for the purpose of raising funds in excess of costs incurred by the event.~~
 - 2. ~~Insurance is also required as determined by the Director of Community Education.~~
- F. In the case of large **or multiple** events the Community Education Department may also require a supervisor **and/or additional custodians** to be on duty and the cost will be billed to the rental group.
- G. The applicant shall assume responsibility for damages to property that occur during use of the facility by their group or participants.
- H. All groups using school facilities shall reimburse the district for all extra labor or costs incurred by the district due to their use of facilities.
- I. Use of school facilities shall be denied to any groups which violate Policy 427 Smoke/Tobacco Free Environment or Policy 422 Employee Alcohol and Other Drug Use.
- J. Tobacco, alcohol, ~~and~~ other chemicals **and weapons** are prohibited in all school buildings and on school grounds.
- K. A custodian is required to be on duty when a building is occupied.
- L. The custodian on regular duty shall not be required to provide direct supervision for any groups or activities during the custodian's normal forty hour week. ~~There are no custodial charges for groups unless custodial services are required.~~
- M. When a custodian is on overtime duty for a rental group, the custodian is required to be present to provide custodial services and ~~to assist the rental group~~ **and must be employed at the expense of the user.**
- N. A Food Service Department employee is required to be on duty whenever kitchen equipment is used or when the kitchen is to be used as a food preparation area. **This includes but is not limited to the high school dishroom and high school cafeteria concession area. If the group**

requesting to use school facilities intends to serve food or beverages of any kind at their event, this information must be shared with the facility use scheduler at the time the request for facility use is made to determine if there are additional custodial or food service needs or requirements.

- O. Audio-visual equipment may be used for a fee and when doing so a ~~D~~district-provided A.V. ~~T~~technician must be employed at the expense of the user.
- P. The Senior High School auditorium sound system and lighting equipment may be used for a fee and a ~~D~~district-provided A.V. ~~T~~technician must be employed at the expense of the user.
- Q. Buildings must be vacated by ~~10:00~~ 9:30 p.m. unless special permission is obtained from the Director of Community Education.
- R. Any problems with Forest Lake Area Schools personnel must be reported to the Community Education Office on the next working day.

~~III. SCHEDULE OF RENTAL FEES & OTHER CHARGES~~

~~There shall be a \$25.00 annual (July 1 — June 30) registration fee. At this time there is no fee for permit changes but we ask that you please keep them to a minimum.~~

~~Rental Fees (up to 4 hours use) (minimum 2 hours)~~

~~Refer to Draft A "Facility Use Rental Fees"~~

SENIOR HIGH SCHOOL

Auditorium	\$200.00
—(with Stage Lighting and/or Sound System \$450.00)	
Gym	\$240.00
Cafeteria	\$160.00
Kitchen	\$100.00
Classroom	\$ 60.00
Media Center	\$150.00
Outdoor Stadium	\$500.00
Outdoor Field	\$100.00
Schumacher Field	\$350.00

JUNIOR HIGH SCHOOL AND CENTRAL LEARNING CENTER

Gym	\$160.00
Cafeteria	\$120.00
Kitchen	\$ 80.00

Classroom	\$ 60.00
Media Center	\$120.00
Outdoor Field	\$ 50.00

ELEMENTARY SCHOOL

Gym	\$120.00
Cafeteria	\$100.00
Kitchen	\$ 60.00
Classroom	\$ 60.00
Media Center	\$ 90.00
Outdoor Field	\$ 30.00

NOTE: The Forest Lake Area Schools Swimming Pool, Ice Arena, parking lots, other outdoor grounds and computer labs will have an hourly rental rate as determined by the Director of Community Education.

Equipment Rental Charges ~~(August 31, 2010 THIS SECTION IS YET TO BE UPDATED Pending information from technology staff)~~

On-availability basis

VCR with monitor	\$25.00 per use
Overhead projector	\$40.00 per use
Cordless Microphone	\$25.00 (with stand \$35) per use
Spotlight	\$25.00 per use
LCD Projector	\$40.00 per use
Choir Microphone	\$15.00 per use
Portable Sound System	\$50.00 per use

Personnel Charges

These charges are in addition to the rental fees.

• Food Service

Time and one half (or double time on Sundays and holidays) of the Senior High School Cook Manager.

• Custodial

Time and one half (or double time on Sundays and holidays) of the Senior High School Head Custodian. If custodians are on their regularly scheduled duty, there are no charges unless additional

services are required.

- Supervisory

Designated rate of pay to be determined by the Director of Community Education.

- A.V. Tech

Designated rate of pay to be determined by the Director of Community Education.

REVISED: 8/26/74
12/05/77
9/08/87
2/5/90 (effective 3/01/90)
5/16/95
7/07/05

DRAFT Nov. 9, 2010

Facility Use Rental Fee Schedule

(*Class designations are described in recommended changes to 701 policy)

There shall be a \$25.00 annual (July 1 – June 30) registration fee. The fee will be assessed on the first rental agreement of the year. At this time there is no fee for permit changes but we ask that you please keep them to a minimum.

Facility Use Hourly Rental Fees

(2 hour minimum)

Class I: No charge.

	<u>Class II</u>	<u>Class III</u>
<u>Elementary</u>		
Gym	\$6	\$30
Cafeteria	\$6	\$25
Kitchen	\$6	\$25
Classroom	\$3	\$15
Media Center	\$5	\$23
Outdoor Field	\$3	\$8
<u>Jr. High</u>		
Gym		
(*three at Century, *two at Southwest)	\$8	\$40
Cafeteria	\$8	\$30
Kitchen	\$5	\$25
Classroom	\$3	\$15
Media Center	\$6	\$30
Outdoor Field or Tennis Court	\$4	\$13
<u>Sr. High</u>		
Auditorium	\$12	\$50
*With Stage Lighting and /or Sound System	\$25	\$113
Gym	\$10	\$60
Cafeteria	\$8	\$40
Kitchen	\$6	\$25
Classroom	\$4	\$15
Media Center	\$6	\$38
Outdoor Stadium		
(Without lights)	\$25	\$125
(With lights)	\$25	\$150
Outdoor Field or Tennis Court		

(Without lights)	\$5	\$25
(With lights)	\$30	\$50
Schumacher Field		
(Without lights)	\$40	\$125
(With lights)	\$65	\$150

Note: The Forest Lake Area Schools Swimming Pool, parking lots, other outdoor grounds not specified herein will have an hourly rental rate as determined by the Director of Community Education.

Equipment costs (per day unless otherwise specified)

Podium \$10

Staging risers \$10 each 4' X 8'

LCD projector system w/hard wired DVD \$50 for 4 hours

Sound system only \$150

Sound and lights \$250

large projection screen \$25.

Set up for special lighting \$25/hour

Upright piano \$50

Grand piano \$150

Risers: \$25 for single or double. \$50 for full set

Sound Shells: \$35 for single or double. \$75 for full set

Overhead projector \$10

Digital projector (non-auditorium) \$25/4 hours

Non hardwired sound/lighting/technical equipment \$10/each

Computer lab \$20/hour

Computer lab tech cost \$32/hr

AV tech cost \$11/hr

District Portable Sound System \$80/4 hours (+ tech costs)

SMART Boards - *INFORMATION FORTH COMING*

Charges for other specialty items will be set as part of rental agreement as determined by the Community Education Director

Personnel Charges

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- Food Service

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- Custodial

Time and one-half (or double time on Sundays and holidays) of the Senior High School Head Custodian. If custodians are on their regularly scheduled duty, there are no charges unless additional

services are required.

- Supervisory

Designated rate of pay to be determined by the Director of
Community Education.

Effective Date: _____