

COMMUNITY USE OF SCHOOL FACILITIES

Need, Question, Issue

Are school facilities available for community group use?

POLICY STATEMENT

Community use of school facilities enhances school-community relations and makes better use of public facilities. Centennial School District No. 12 encourages community group use of facilities whenever possible. Community group activities should not interfere with school-sponsored activities. Community groups may be asked to pay an appropriate user costs to cover building supervision, utility, custodial, food service, and other direct expenses. Centennial School District No. 12 Community Services, as the Superintendent's designee, shall approve all such requests (except as outlined in this policy). Authorization for use of school facilities shall not be considered Centennial School District No. 12 or School Board endorsement of the group or activity. No smoking, alcohol, weapons, or pets are allowed on Centennial School District No. 12 property.

The regular scheduling (two or more times per month) of school facilities by the same group or organization, at times other than the normal work week of the custodians, shall normally not be allowed. Any exceptions to this policy must have the approval of the Community Services Director.

Fundraising groups may be required to provide a minimum of \$2 million of comprehensive liability insurance covering the time of the event, with the District a named insured.

The School Board wants to help provide for the health and safety of all groups using Centennial School District No. 12 facilities. That health and safety includes the consumption of food and beverages on District property. The School Board recognizes the prevalence of food borne illnesses and potential liability to the District, and will work with the Anoka County Health Department to enforce the Minnesota Food Code.

RULES AND PROCEDURES

PHILOSOPHY

Centennial School District No. 12 and the Centennial School District No. 12 School Board encourage the use of school facilities to promote educational, recreational, cultural and civic activities. The School Board is entrusted with the care and upkeep of District facilities and believes the use of these facilities shall not be a cost to the District.

OBJECTIVE

- To schedule all use of District facilities beyond the traditional school day.
- To provide for supervision and security of district facilities when scheduled beyond the traditional school day.
- To permit reasonable community access to Centennial schools while preserving the condition of buildings and grounds to the maximum extent possible.
- To collect a fee for facility use to help cover the cost of scheduling and building supervision.

FACILITIES USE PRIORITY LISTING

This listing of groups from first to last priority will be used in situations where there is a conflict in scheduling. The listing will also be used to determine the fee charged for facility use. See Exhibit B for use of the Performing Arts Center or Middle School Auditorium.

- A-1 Centennial School District No. 12 school activities (including co-curricular and extra-curricular)
- A-2 Centennial School District No. 12 Community Services
- A-3 Tax-supported public agencies operating within the District (would include public hearings, caucuses, elections, etc.)
- B-1 City-sponsored recreation
- B-1 Centennial School District No. 12 community groups - non-profit
- C-1 Centennial School District No. 12 community groups - fundraising
- C-2 Non-Centennial School District No. 12 groups
- C-3 Other

Youth Activity Priority: Priority for gym/cafeteria use is given on school days to youth activities from 6-8 p.m.

Group A: There is no charge for facility use by this group when facilities are typically open. However, a fee may be charged (see Schedule B - Exhibit A) to groups using facilities when they would normally be closed—for example on weekends, holidays, summer evenings, and during non-custodial building hours.

Group B: There is a charge for city-sponsored recreation and school district-based community groups including non-profit community-based civic, youth, service, and religious organizations, non-profit community-sponsored athletic associations, non-profit community adult groups, and area colleges/ universities. See Schedule B - Exhibit A. Special fees may be negotiated as determined by the Community Services Director.

Group C: There is a charge for school district-based community groups charging admission or conducting fundraising activities, for businesses, for-profit groups, for non-profit groups not based in the Centennial School District No. 12 community, and for all other groups not previously listed. See fees on Schedule C - Exhibit A. Special fees may be negotiated as determined by the Community Services Director.

FEES FOR FACILITY USE

Fees for facility use are listed on a separate schedule and are subject to change without notice. Fees for facility use shall be paid in advance. A reservation change fee may be charged when groups alter their original reservation. Cancellations of facility use must be made (sent and received) 48 hours in advance of the scheduled rental or group will be liable for entire facility use fee. A cancellation fee of 50 percent of the facility use fee may be assessed when facilities are cancelled and other groups have been denied use of that space or the cancellation fee may be charged. A late service fee may be charged for any account balance due carried over 60 days.

The District reserves the right to negotiate to receive a percentage of gross admissions, sales, etc.

Groups using the fields at the high school campus for summer softball/baseball will be assessed a fee for grooming and chalking of fields. Rental of portable bathrooms must be handled between the group and vendor. Weekend field grooming is not available.

Performing Arts Center, Middle School Auditorium, and secondary schools' track and fields are reserved through either the Centennial High School Activities Office or the Centennial Middle School Activities Office. See Exhibit B.

Notes related to fees:

- ↗ **Tournaments - Centennial youth groups** holding tournaments will be charged per non-Centennial School District No. 12 team, plus a potential charge for trash removal and any additional cleanup that may be necessary. This additional charge will be determined by the Community Services Director. The District reserves the right to limit the number of tournaments allowed each group. Youth groups must be non-profit and carry their own liability insurance.
- ↗ **Tournaments - Outside groups** sponsoring tournaments or league games will be charged the appropriate hourly fee on Schedule C plus a potential charge for trash removal and any additional cleanup that may be necessary. This additional charge will be determined by the Community Services Director. The District reserves the right to limit the number of tournaments allowed each group.
- ↗ **Parent group use of buildings on weekends:** school-affiliated parent groups connected with the E-12 program are charged for weekend facility use according to Schedule B. A potential charge for trash removal and any additional cleanup that may be necessary may be charged. This additional charge will be determined by the Community Services Director.
- ↗ **Youth service groups:** youth groups such as 4-H and Scouts can enter into an agreement to work off rental costs by cleaning fences around a school, policing school grounds after outdoor activities such as football games, or other service projects suggested by the youth group. The District's goal is to recover the group's cost of the facility use through the service projects.
- ↗ **Youth athletic groups:** community-sponsored youth athletic groups will be charged 45 percent of the facility use fee for gym/wrestling room use on school days. Groups requesting practice facilities on weekends or days custodians are not on duty will be billed according to time and facility requested as listed on Schedule B. Groups must be non-profit and carry liability insurance.
- ↗ **Snowplowing service** is available at an additional cost by separate agreement.

FOOD SAFETY

1. Coffee may be served only in the cafeteria or in other approved locations within the school building. Coffee is provided for a fee by Centennial School District No. 12 Food Services.
2. Functions requiring use of kitchen facilities/equipment may occur only with completion of a Facilities Use Application and advance approval by Centennial School District No. 12 Food

Services. Use of kitchen facilities/equipment is allowed only by Centennial School District No. 12 Food Services employees. Additional work required by the Food Services staff will be discussed and negotiated when the application is made.

- 3. In accordance with the Minnesota Food Code adopted by Anoka County, the District prohibits service or sale of food items on District grounds that are not:
 - ❖ Commercially prepared in a licensed facility or are pre-packaged in individual (single) servings;
 - ❖ Prepared by Centennial School District No. 12 Food Services staff; or
 - ❖ Prepared in an area that has obtained a Class 6 Food License from the Anoka County Health Department.

NOTE: Groups must comply with current Anoka County Health Department requirements which include obtaining a temporary food license. The required license must be presented to Centennial School District No. 12 Community Services prior to service or sale of food items.

- 4. Home-prepared shared meals or baked items (potluck dinners, bake sale items prepared by individuals at home) are not allowed.

LIABILITY

- ↗ The District may require a group to name Centennial School District No. 12 as an additional insured on a comprehensive general liability policy with limits of \$2 million unless determined otherwise by the administration.
- ↗ Any damages to District-owned property must be paid in full by the group using the facility.
- ↗ If a group brings in its own equipment, the District assumes no liability in connection with the use, loss or damage of that equipment.

PERFORMING ARTS CENTER (PAC) & MIDDLE SCHOOL AUDITORIUM (MSA) USAGE

The PAC is reserved through the Centennial High School Activities Office. The MSA is reserved through the Centennial Middle School Activities Office.

Groups requesting the PAC/MSA may be asked to provide light and sound operators and one person at each of the two entries to the auditorium. Food and beverages are not allowed in either auditorium.

The Centennial High School Media Center and other rooms are not available for use in conjunction with use of the PAC. Additional middle school rooms are not available for use in conjunction with use of the MSA. If the PAC/MSA is not large enough to accommodate the group, the group is too large for the PAC/MSA.

Groups are advised to schedule a meeting with the PAC/MSA technician to discuss and plan activities prior to use of the facility.

Due to their profit-making status, dance studios will be charged for all facility use on Schedule C. Dance studios located within the District that are Centennial School District No. 12 taxpayers and dance studios whose client base is 50% or more Centennial School District No. 12 students will be allowed to rent the PAC or MSA (a property tax statement may be requested of the dance studio).

ADMINISTRATION

Centennial School District No. 12 Community Services administers the School Board’s Facility Use Policy. This includes scheduling all District facilities (except those noted in this policy) beyond the traditional school day and during vacations and summer; approving user groups; communicating with building staff and the community; and managing the revenue and expenses generated by facility use.

STEPS TO RENTING A SCHOOL FACILITY

1. Applications are available from Centennial School District No. 12's Community Services, the District Office, from any school office, and/or on the website at www.isd12.org/cs .
2. Applicant completes and returns the application.
3. The Director of Community Services, through the Facilities Coordinator, confirms or denies the request. If confirmed, a copy of the use permit will be sent to the group.
4. Applicant is billed and the fee is processed.
5. To reserve the PAC/MSA, please see Exhibit B.

SCHEDULING, AVAILABILITY AND DURATION OF USE

- ❖ Facilities should be requested at least two weeks in advance.
- ❖ Facilities are generally available from 5:30-10 p.m. (depending on school dismissal time) on regularly scheduled school days. Buildings must be vacated at 10 p.m. unless special permission is obtained. Buildings are also available on non-school days at an additional cost.
- ❖ A scheduled facility use may be canceled to accommodate school functions on eight working days notice to Centennial Community Services from the principal or designee of the building involved. Upon notification of cancellation, Community Services will notify the organization (and/or person involved) and arrange alternate facilities if possible.
- ❖ A reservation change fee may be charged when groups alter their original reservation.
- ❖ Cancellations, additions or changes to a permit shall be communicated (sent and received) through Centennial Community Services. Cancellation of facility use shall be made (sent and received) 48 hours in advance of the scheduled rental or group will be liable for the entire facility use fee. A cancellation fee may be assessed when facilities are cancelled and other groups have been denied use of that space.
- ❖ Seasonal activities will be given priority in their season (i.e. basketball in the winter, softball/baseball in spring, etc.).
- ❖ Centennial School District No. 12 will permit reasonable community access to District facilities while preserving the condition of buildings and grounds to the maximum extent possible. For this reason, use by non-school community organizations on days when school is not in session shall be carefully scrutinized and generally shall not be allowed on an on-going, long-term basis. Exceptions may be made for emergency situations where a non-profit organization has no facility due to fire damage or planned remodeling. In these cases, non-profit organizations may request use of a school on a temporary basis if a building plan is in place which has a life of one year or less. The plan shall be reviewed with the District every three months. A written agreement between the District and the non-profit organization will be developed and approved before the temporary use begins.

SUPERVISION

1. All activities must be supervised by a competent and responsible adult, with the organization using the facilities assuming full responsibility for any damage.
2. District personnel on duty (custodian or site supervisor) fulfill a supervisory, safety, security and public relations function with groups permitted to use District facilities. They supervise the facilities, but do not supervise the group or its activities.
3. Meetings/activities must be confined to areas reserved in advance.
4. Children must be supervised at all times.
5. Groups are responsible for clean-up of the area they use and shall leave it in an orderly condition. If additional hours are required for clean-up, an additional charge will be added to the facility use fee. If additional trash is generated and an additional cost is assessed the District, that cost will be added to the facility use fee.
6. Additional Centennial School District No. 12 staff are required for specific facilities. See Exhibit(s) A and B.

7. The Community Services Director, in consultation with building Principals and other building personnel, will determine adequacy of supervision and continuation of permits.
8. All accidents/incidents must be reported to Centennial Community Services within 24 hours. If emergency services are required, call 911 or the Anoka County Dispatcher 763-427-1212.

DUTIES OF SITE SUPERVISOR OR CUSTODIAL PERSONNEL

1. Is responsible for the security of the facility until all classes/activities are completed.
2. Will unlock doors at established time.
3. Will check the facility use permit for special services requested and assist the facility user in meeting those requests.
4. Will help groups with set up, but set-up is the main responsibility of the facility user. Will make sure groups return facility to condition it was in prior to their use. This may include sweeping the floor, taking out the garbage, putting chairs and tables away, etc.
5. Will generally monitor group behavior in facility. The Adult Activity Supervisor, who must be present in each group, is responsible for enforcing rights and responsibilities.
6. Will remind groups providing/selling beverages/food to participants/fans, that beverages/food are not allowed in gyms or auditoriums.

RIGHTS AND RESPONSIBILITIES

1. A District employee shall be present at all times when school facilities are used.
2. A District employee shall supervise any relocation of District-owned equipment or materials.
3. Groups shall not assign or transfer the right to use buildings.
4. Groups must comply with all rules and regulations prescribed by School Board Policies.
5. When Centennial School District No. 12 is closed due to inclement weather or building emergencies, all facility use permits are canceled.
6. All permits for facility use are revocable and shall not be considered a lease. Occasionally facility use permits for scheduled community events must be canceled to accommodate unforeseen events or changes in school functions. If a conflict occurs, every effort will be made to relocate the activity.
7. Permits are permitted for a specific area including only the nearest drinking fountain and restroom.
8. Only equipment specified on the permit will be made available to the permit holder.
9. School facilities shall not be used for commercial activities, activities or sales for profit, public dances not sponsored by the schools or Community Services, private social gatherings such as parties or family gatherings.
10. Centennial School District No. 12 facilities and grounds are tobacco/drug/alcohol/pet/weapon and firearm free.
11. Non-payment or late payment may result in the denial of future requests for facility use.
12. Activities are limited to the purposes for which the facility was designed.
13. Groups using Centennial School District No. 12 facilities shall observe local and state ordinances and laws of the police and fire departments. Exits, aisles and hallways must remain clear of any obstructions at all times.
14. Flammable substances may not be used within school buildings.
15. Permission to use the facilities by groups may be rejected or revoked by the District for any reason.
16. A deposit may be required by the District.
17. Food or drink must be served and consumed in lunchrooms or other designated areas and must appear on facility use form. Kitchen facilities, equipment and storage areas may only be used by Centennial Food Service personnel.
18. The contract holder must report facility or equipment breakage or repair needs to the site supervisor or custodian and Centennial Community Services. Damage to district property must be paid for by the contract holder or their insurance carrier.
19. In the event of a power outage, the building must be evacuated.

20. If a group requests chairs or equipment, those items will be made available by the custodian if included on request. It is the renting organization's responsibility to set up and leave the facility in the same condition in which it was found. There will be additional charges for set up and take down for large groups or if the renting organization does not fulfill their obligations.

21. Regarding gym or auditorium use:

- ❖ Only soft-soled shoes may be worn on gym floors.
- ❖ Inside, Nerf or Softee soccer, baseball and softballs are allowed while regulation soccer balls, baseballs and softballs are not allowed.
- ❖ No food or beverages are allowed.
- ❖ Group will be charged an additional amount (Bleacher Service Fee) based on custodial contract if bleachers need to be put in or pulled out.

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Reviewed: 7-17-06

Centennial School District No. 12

Hourly Fee Facility Use Schedule **Exhibit A**

SCHEDULE B (For group B. Also for A-2 and A-3 and A-4 groups that use facilities when they are not normally open or when they require specific staff)		SCHEDULE C (For groups designated C)	
Elementary Schools		Elementary Schools	
Cafeteria	\$15	Cafeteria	\$45
Cafeteria w/kitchen	\$43	Cafeteria w/kitchen	\$129
Computer lab	\$45	Computer lab	\$135
Gym	\$16	Gym	\$48
Atrium - Rice Lake	\$15	Atrium - Rice Lake	\$45
Media center/ Conference Room	\$15	Media center/ Conference Room	\$45
Staff Lounge	\$20	Staff Lounge	\$60
Little Theatre - Centennial Elementary	\$16	Little Theatre -Centennial Elementary	\$48
Middle School and High School		Middle School and High School	
Cafeteria	\$22	Cafeteria	\$66
Cafeteria w/kitchen	\$48	Cafeteria w/kitchen	\$144
Classrooms – Non School Days	\$18	Classrooms – Non School Days	\$54
Classrooms-School Days		Classrooms-School Days	\$45
Computer lab	\$48	Computer lab	\$144
Fields		Fields	
Gym	\$22 + BSF	Gym	\$66+ BSF
Media center/Staff Lounge/Band Room/Conference Room	\$20	Media center/Staff Lounge/Band Room/Conference Room	\$60
Pool	^	Pool	^
Performing Arts Center/ Middle School Auditorium	#	Performing Arts Center/ Middle School Auditorium	#
Track	#	Track	#
High school weight room	\$48	High school weight room	\$144
High school wrestling room/workout room	\$16	High school wrestling room/workout room	\$48
Middle school weight/ wrestling room	\$48	Middle school weight/ wrestling room	\$144
Learning Lab	\$20	Learning Lab	\$60
Special Access Fee	\$55	Special Access Fee	\$55
Custodial Fee	Current Contract Hourly Rate	Custodial Fee	Current Contract Hourly Rate
Reservation Change	See Below	Reservation Change	See Below
Cancellation	See Below	Cancellation	See Below

- Youth athletic groups—community-sponsored youth athletic groups will be charged 45 percent of the facility use fee for gym/wrestling room use on school days. The per team charge for tournaments is \$45 per non-Centennial School District No. 12 team.
- A reservation change fee of \$30 may be charged when groups alter their original reservation.
- Cancellation of facility use must be made (sent and received) 48 hours in advance of the scheduled rental or group will be liable for entire facility use fee. A cancellation fee of 50 percent of the facility use fee may be assessed when facilities are cancelled and other groups have been denied use of that space or the cancellation fee of \$30 may be charged.
- In addition to the rates above, a **special access fee** may be charged to groups using facilities on weekends, holidays, non-school day evenings.
- Youth group meetings (approximately 15 participants) are charged \$3 per meeting (average 1.5 hours).
- * Includes food service staff, computer staff, or weight room staff
- ** Groups using the fields at the high school campus for summer softball/baseball will be assessed a fee for grooming and chalking of fields. Weekend field grooming is not available.
- ^ Includes lifeguards. Fee is \$45/\$60 for up to 25 swimmers, \$55/\$70 for up to 50 swimmers, and \$65/\$80 for up to 75 swimmers, and \$75/\$90 for up to 104 swimmers. Pool maximum is 104.
- # These facilities are handled separately. Please contact the Activities Director at the appropriate school and see Exhibit B.
- Multiple Space: Community Services reserves the right to discount or waive the cost of one or more spaces when several are used at the same time. Discount is full fee for most expensive space, half fee for additional spaces.
- Minimum Usage: A two (2) hour minimum reservation may be required, especially on weekends.
- BSF = Bleacher Services Fee: \$150.

Centennial School District No. 12
RULES AND REGULATIONS
For the Centennial Performing Arts Center (PAC)
and Centennial Middle School Auditorium (MSA)

CENTENNIAL SCHOOL DISTRICT NO. 12 USE OF PAC/MSA

1. All PAC/MSA activities are scheduled by the Activities Director in the appropriate building. The sponsor must properly complete a multi-copy carbonless APPLICATION FOR FACILITY USE form. A minimum of one month lead time is recommended.
2. The PAC/MSA technician staff shall be present for activities as follows:
 - ❖ Elementary school plays, concerts and other events.
 - ❖ Elementary rehearsals (unless approved by technicians).
 - ❖ High school and middle school activities on a request basis.
3. High school/middle school staff may be authorized to use the PAC/MSA without the technician present. Any inappropriate use shall be documented and may result in loss of authorization.

FEES AND RENTAL RATES FOR SCHOOL USE OF PAC/MSA

1. \$20 per hour for PAC/MSA technician labor (as per claim form detail); OR
2. Adults shall pay admission for elementary plays, concerts and other events. Elementary age students and younger shall be admitted free if accompanied by a paying adult. Admission fee is typically \$1. Admissions shall be receipted in the General Fund.

NON-SCHOOL USE OF PAC/MSA

1. All PAC/MSA activities are scheduled by the Activities Director in the appropriate building. The sponsor must properly complete a multi-copy carbonless APPLICATION FOR FACILITY USE form. A minimum of one month lead time is recommended.
2. The PAC/MSA technician staff shall be present for activities as follows:
 - ❖ All non-school performances and events.
 - ❖ All non-school rehearsals (unless approved ahead of time).
3. Groups cannot assign or transfer the right to use buildings.
4. Food and beverages are not allowed in the PAC/MSA. The sponsor is responsible for providing adequate ushers or other supervisory personnel. It is suggested that the sponsor make the audience aware of this policy in verbal and/or printed announcements.
5. Food and beverages are allowed in backstage areas. -
6. Sponsors desiring to use the PAC/MSA concession stand facilities must make prior arrangements with the Activities Director and comply with Food Safety guidelines noted in this policy.
7. Clean-up of the stage, backstage hallways, and dressing rooms is the responsibility of the sponsor. The PAC/MSA technician staff will determine that such clean-up has been completed before releasing the sponsor from further responsibility. If necessary, the sponsor will be charged an hourly custodial fee for cleaning these areas.
8. A group shall obtain prior approval to bring in equipment and must remove this equipment immediately after the event.
9. Activities shall not be allowed after 10:00 p.m. unless special approval is granted.
10. Permission to use the facilities by groups may be rejected or revoked by the District.
11. Fees and/or rental rates will be itemized on an invoice and forwarded to the sponsor by the District. A deposit may be required.
12. The District may require comprehensive insurance coverage paid up by the sponsor with the District named as the insured.
13. Any damages to District-owned property must be paid in full by the sponsor.

14. Other rules as deemed necessary by the District.

Centennial School District No. 12
RULES AND REGULATIONS
For the Centennial Performing Arts Center (PAC)
and Centennial Middle School Auditorium (MSA)

FEES AND RENTAL RATES FOR NON-SCHOOL USE OF PAC/MSA

	Category	Fee Rate
#1	Centennial School District No. 12 community groups with civic, educational, religious, cultural, or charity sponsorship. There would be no charging of admission, selling, collecting, or anything of this nature.	\$45/hour
#2	Centennial School District No. 12 community groups where admission, selling, or collecting takes place and the profits remain with the community.	\$85/hour
#3	Non-Centennial School District No. 12 groups with or without admissions, selling or collecting. Examples: would include any group from another community.	\$150/hour