

St. Francis Area Schools

Community Education • Facility Scheduling
3325 Bridge Street NW, St. Francis, MN 55070
763-213-1589 • www.communityed15.com/facility

Facility Use Policy & Procedures

St. Francis Area Schools Facility Use Philosophy

St. Francis Area Schools subscribes to the principle that the public schools are owned by and operated for its patrons and that the schools are an integral part of the community. St. Francis Area Schools School Board Policy 702 encourages the public use of school facilities and grounds.

St. Francis Area Schools School Board Policy 702 Use of School District Facilities and Equipment

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The School Board encourages maximum use of school facilities and equipment for community groups and individuals. The Community Education Director will develop a procedure manual for the use of district facilities and equipment. This procedure will be updated annually or more often at the discretion of the Community Education Director. At a minimum, the procedure shall include:

- Statements outlining the use of school equipment rules and rules for use of facilities and equipment.
- District classifications, commercial, business, civic, or private organizations outside the boundaries of St. Francis Area Schools.
- A schedule of rental/service fees by classification.
- A list of other requirements including, but not limited to; supervision, insurance, suitability, food/drink, building/facility clean-up, alcohol/tobacco/chemical use, weapons, and personal gain.

St. Francis Area Schools Community Education has been assigned the responsibility for administering the School Board's Facility Use Policy.

This includes: scheduling all district facilities (buildings and fields) after school, evenings, weekends, vacations and summers. This includes K-12 activities and functions scheduled within these parameters.

The Director of Community Education is authorized to reject any requests and may rescind, modify or amend any or all rules, regulations or fees.

Scheduling Facility Use

All requests must be made in writing ten (10) business days prior to requested use. Forms are available at www.communityed15.com or in the Community Education office located at St. Francis High School. Individuals signing the Request to Use School Facilities form must be 21 years of age or older and assume responsibility for all fees and supervision associated with the event. Any changes must be made in writing via email or by submitting a Facility Request Change Form. Call 763-213-1589 for assistance.

Each completed form should be submitted with \$10 permit fee, certificate of liability insurance, non-profit status documents and Minnesota Sales Tax Exemption if applicable.

Upon approval, a Facility Use Permit will be emailed to the contact person of the user group. Permits are non-transferable and are restricted to dates, times and locations stated within. User groups may not sublet the use of the contracted space to any other organization, individual or vendor/business. These groups must obtain a Facility Use Permit. Businesses, individuals or user groups may apply for a district sponsorship if associated with a Class 1 (district) event or function. See St. Francis Area Schools Sponsorship Request form.

Using St. Francis Area Schools Facilities

These policies and procedures are an agreement between you (organization requesting the permit) and St. Francis Area Schools. By using the school facilities as indicated on your permit, you acknowledge your acceptance of the following conditions.

Organizations using district facilities and grounds agree that the organization will not unlawfully discriminate on the basis of actual or perceived race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, age or veteran status.

Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds. Law enforcement may be notified.

All flyers/advertising of event must be approved by the Director of Community Education prior to printing and distribution. St. Francis Area Schools disclaimer statement must be included on publication.

Food and drink are only allowed in designated areas.

Events which include concession or sale of food must be in compliance with Minnesota Department of Health Guidelines.

No bake sales are permitted.

Liability

A current Certificate of Liability Insurance policy is required. Please see requirements at www.communityed15.com.

St. Francis Area Schools School Board approved booster clubs, PTOs and APTs are currently not required to carry liability insurance for meetings that consist of adults. Nor are these groups subject to facility use fees for their board meetings.

Users of school facilities shall agree to indemnify the school district for any damage to school and other property by any person and persons attending the activity. Any cost of damaged property/equipment is the financial responsibility of the user group.

If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of the equipment. This equipment must be approved by the district facilities scheduling manager. Any equipment must be removed from the site after use is complete.

Prohibited Items

Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and/or law enforcement personal.

According to Minnesota State Law, all district buildings and grounds are tobacco, alcohol and chemical free.

No tobacco or E-cigarettes allowed.

Flammable substances may not be used within school buildings. No open flames or foggers.

No latex balloons or latex products allowed.

No parking in designated fire lanes.

Gambling is prohibited. Raffles must have appropriate county permit.

No pets or animals.

Supervision

All activities must be supervised by an adult at least 21 years of age, with the organization using the facility assuming full responsibility for any damage. Groups providing inadequate supervision will be required to pay for additional building supervision. Continued supervision issues will result in the cancellation of user privileges.

St. Francis Area Schools personnel on duty including custodians are responsible for the operation of the facilities, but are not required to supervise the group or its activities.

Supervision *continued*

Meetings/activities are confined to the areas reserved in advance. For safety reasons, all children need to be supervised at all times by an adult (age 21 or older). Those supervising an event may be asked to complete a volunteer background check.

Areas used should be left in an orderly condition. Additional clean up necessary will be invoiced to the user group.

Any damage to equipment or facilities should be reported immediately.

Certain rooms/facilities require the supervision of district personal at all times this includes but is not limited to computer labs and district kitchen facilities. Please see fee schedule.

Outdoor activities may require a district grounds person to be on duty.

User groups must provide their own first aid supplies.

St. Francis Area Schools After Hours and Weekend Emergency Response Procedures information will be issued to each user group. Those persons responsible for supervision of the user group assume the responsibility of understanding the procedures.

Cancellations

Cancellation of an issued permit must be made 48 hours in advance of the scheduled event. Accumulated expenses will be the responsibility of the user group.

St. Francis Area Schools may cancel a permit at any time. In the event a permit is issued and a conflict with a district Class 1 function occurs every effort will be made to provide an alternative district facility but may not be possible.

Inclement Weather or Emergency Closing

When St. Francis Area Schools are closed due to inclement weather or other emergencies, all facility use is cancelled.

Scheduling Priorities

St. Francis Area Schools activities and events have priority for the use of district facilities and grounds. St. Francis Area Schools reserves the right to decline any request that may compete with district programs or activities.

When a conflict with other facility user occurs, efforts will be made to provide an alternative district facility that is appropriate for the event.

Class 1

St. Francis Area Schools activities and public elections

Includes all events/functions scheduled by district administration, athletic/activities scheduled by Athletic/Activities Director, concerts, school board meetings, community education, public elections, PTO/APT and St. Francis Area Schools co-sponsored events.

Class 2

Government organizations

Includes local city, county and government entities within St. Francis Area Schools boundaries.

Class 3

Local organizations/non-profits serving youth that are 90 percent district residents

Includes Boy Scouts, Girl Scouts, 4-H, school board-recognized booster clubs and athletic groups whose purpose is serving district youth (90 percent district residents).

Class 4

Local organizations/non-profits serving adults, community, and religious organizations

Class 5

All local non-profit organizations, serving either youth or adults, charging fees or generating revenue (fundraising) and groups whose membership is less than 90 percent district residents. User groups participating in a district sponsored event that have not obtained an St. Francis Area Schools sponsorship.

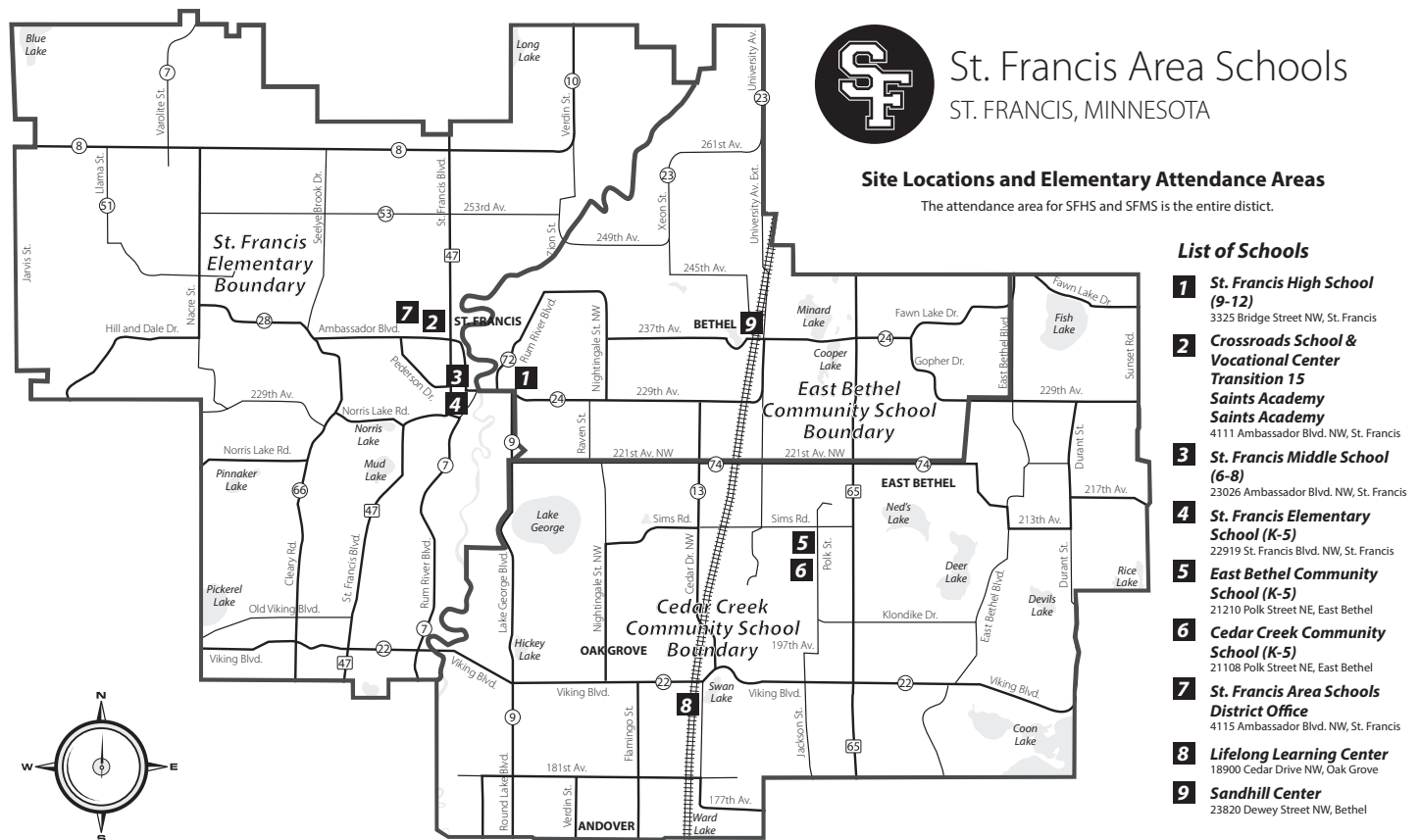
Includes adult or youth amateur teams, youth sporting organizations and booster clubs generating revenue.

Includes tournaments or shows.

Class 6

Commercial or for-profit organizations

Includes all groups or individuals using facilities/grounds for profit.



St. Francis Area Schools
ST. FRANCIS, MINNESOTA

Site Locations and Elementary Attendance Areas

The attendance area for SFHS and SFMS is the entire district.

List of Schools

- 1 St. Francis High School (9-12)**
3325 Bridge Street NW, St. Francis
- 2 Crossroads School & Vocational Center Transition 15 Saints Academy Saints Academy**
4111 Ambassador Blvd. NW, St. Francis
- 3 St. Francis Middle School (6-8)**
23026 Ambassador Blvd. NW, St. Francis
- 4 St. Francis Elementary School (K-5)**
22919 St. Francis Blvd. NW, St. Francis
- 5 East Bethel Community School (K-5)**
21210 Polk Street NE, East Bethel
- 6 Cedar Creek Community School (K-5)**
21108 Polk Street NE, East Bethel
- 7 St. Francis Area Schools District Office**
4115 Ambassador Blvd. NW, St. Francis
- 8 Lifelong Learning Center**
18900 Cedar Drive NW, Oak Grove
- 9 Sandhill Center**
23820 Dewey Street NW, Bethel

July 2018

All rates are hourly unless otherwise indicated					
Buildings	Class 2 & 3	Class 4 & 5	Class 6	Other	
SFHS Main Gym 1-2*	\$15.00	\$20.00	\$75.00		
SFHS Gym 3*	\$8.00	\$14.00	\$35.00		
SFHS Gym 4, 5*	\$12.00	\$18.00	\$60.00		
SFMS Gym 1-2*	\$10.00	\$16.00	\$60.00		
SFMS Gym 3*	\$5.00	\$11.00	\$35.00		
SFMS Gym 4/Crossroads*	\$6.00	\$12.00	\$35.00		
EBCS, LLC or SFES Gym*	\$5.00	\$11.00	\$35.00		
CCCS Gym 1-2-3*	\$9.00	\$15.00	\$60.00		
SFHS Wrestling Room*	\$12.00	\$16.00	\$75.00		
Saints or Bridge Street Room	\$15.00	\$35.00	\$50.00		
Classroom	\$6.00	\$12.00	\$35.00		
Conference Room	\$8.00	\$25.00	\$50.00		
Commons-Cafeteria-MP Room	\$8.00	\$25.00	\$50.00		
Computer Labs	\$15.00	\$35.00	\$75.00	All plus comp tech hourly	
Media Centers	\$10.00	\$20.00	\$60.00		
Performing Arts Center	\$50 performance fee	\$50 performance fee	\$100 performance fee	Plus staff	
	Plus \$20/hr & A/C	Plus \$35/hr & A/C	Plus \$60/hr & A/C		
Sandhill Cabaret	\$10.00	\$25.00	\$50.00	Plus staff	
Kitchens-no use without Nutrition Services staff	NS hourly only	\$20 plus NS hourly	\$30 plus NS hourly		
Central Services Community Room	\$15.00	\$50.00	\$75.00	Plus staff	
Fields					
SFHS Varsity Baseball*	\$10.00	\$20.00	not available		
SFHS Varsity Softball*	\$10.00	\$20.00	not available		
SFHS Baseball*	\$6.00	\$12.00	\$50.00		
SFHS Softball*	\$6.00	\$12.00	\$50.00		
SFHS Soccer 1-2 (lights)*	\$7.00	\$14.00	\$50.00	Plus cost of lights if used	
SFHS Soccer 3-4*	\$6.00	\$12.00	\$50.00	Cost is per field	
SFMS Fields*	\$6.00	\$12.00	\$50.00		
SFMS Track*	\$10.00	\$16.00	\$75.00		
Elementary Fields*	\$6.00	\$12.00	\$50.00		
Additional cost of fields will include but not limited to paint, lights, portable toilets, trash removal and grounds personal for large event					
*Facility subject to Minnesota sales tax of 7.125%					
Other Rates (2-hour minimum)					
Custodians/Grounds	\$38/hour	Facility monitor	\$20/hour		
Nutrition Services	\$38/hour	Other personnel	As determined by contract		
Sound & Light Technician	\$32/hour	Additional personnel charges may apply			
Student Sound & Light Tech	\$18/hour				
Equipment Rental					
Microphone	\$15.00	Projector	\$50.00		
Podium	\$20.00	Piano	\$50.00		
Screen	\$5.00	Equipment Move Fee	\$30.00 per move		
Scoreboard	\$20 per gym per day	Additional equipment charges may apply			
Event Supply Fee	\$20 per day per building				