

Community Use of School Facilities

2011-2012

Roseville Area Schools, ISD 623

1910 West County Road B Roseville, Minnesota 55113

How to Rent School Facilities

Individuals and organizations using Roseville Area Schools facilities must have an approved permit on file in the Facility Use office prior to the desired usage date. Permits will be approved according to our prioritized guidelines as noted. Requests must be submitted at least 10 working days in advance of the activity.

Request forms are available online at www.isd623.org/CommEd/FacilityUse.cfm. You may also request a form by calling 651-604-3510 or in person at the Facility Use Office in the Fairview Community Center at 1910 County Road B West, Roseville, Minnesota.

Roseville Area Schools' buildings and grounds are tobacco, alcohol & drug free and handicap accessible. Weapons are not allowed on the premises.

Outside organizations using the school district premises are requested to furnish a certificate confirming liability insurance in the minimum amount of \$300,000 per person and \$1,000,000 per occurrence. We require that the Roseville School District ISD 623 be named as the certificate holder.

Hourly Rental Rates

All rates are per hour unless otherwise stated and require appropriate district personnel supervision (minimum of 2 hours) at an additional fee.

	<u>Resident/NonProfit</u>	<u>Non-Resident/ForProfit</u>
Auditoriums		
Middle School (300)		
Rehearsal	\$25/hr	\$50/hr
Performance	\$50/hr	\$75/hr
High School (575)		
Rehearsal	\$35/hr	\$75/hr
Performance	\$75/hr	\$125/hr
Cafeterias		
Elementary	\$20/hr	\$40/hr
Middle School	\$25/hr	\$60/hr
High School (300)	\$30/hr	\$65/hr
Fairview (200)	\$30/hr	\$65/hr
Classrooms/Media Centers		
General (10-30)	\$15/hr	\$30/hr
Large (30-50)	\$25/hr	\$50/hr
Great Room/FV	\$30/hr	\$60/hr
Gymnasiums		
Small Gym	\$25/hr	\$50/hr
Large Gym – 1 court	\$30/hr	\$60/hr
Large Gym - 2 court	\$45/hr	\$90/hr

Kitchens

Kitchen use requires supervision by district Nutrition Services staff. Please contact Facility Use for details, costs of kitchen and equipment rental.

Pools

Pools measure 25 yards long, 6 lanes wide, 3 ½ feet deep. Both pools have 10' deep diving wells. Maximum number of swimmers is 100. One lifeguard per 15 participants is required & extra staffing fee is required.

Parkview	\$40/hr resident/non-profit	\$80/hr non-resident/profit
Fairview	\$40/hr “	\$80/hr “

Stadium – High School Turf Field

District Youth*	\$ 60/hour	Lights	\$ 20/hour
District Adults*/Non Profit	\$150/hour	Scoreboard/Pressbox	\$100/event
Out of District Groups/For Profit	\$200/hour	Locker rooms	\$100/event

Fee includes one stadium supervisor. If additional supervisors are needed as determined by Activity Director, group will be billed at an additional \$20 per hour. Special access fee (\$40/hour) will be charged if complex management issues that would be best supported by a stadium specialist are determined and/or the activity has a large number of attendees. Custodial overtime fees of \$40 will incur if stadium is not properly cleaned by the user following activity as stated in Community Use of RAHS Stadium regulations.

*Groups able to show evidence that 75% of the user group lives at an address within District 623 or are 623 students.

Other Charges and Fees

Non-refundable permit fee:	\$25
Cancellation fee w/2 day notice):	\$10 (under 2 days, all supervision charges will be applicable)
Change fee for each change in permit:	\$10
Event Fee:	\$25 per day for groups over 50 people
No-Shows:	Total amount due
Late fee:	\$10 each month an invoice is past due

Equipment

Gym Bleachers	\$25/day per gym
Choral Risers	\$50/day
LCD Projector System	\$50/day
Microphone	\$15/day
Overhead Projector	\$15/day
Sound/Light Board	\$50/day
Shells	\$50/day
Stage Lighting	\$10/hour
TV/VCR/DVD	\$15/day

Personnel/Supervision – 2 hour minimum

Audio/Visual Tech	\$25/hour
Building Aide/week day	\$20/hour
Building Aide/weekend	\$25/hour
Custodian	\$40/hour
Kitchen Supervisor	\$30/hour
Lifeguard	\$20/hour
Theatre Manager	\$45/hour

Athletic Fields and Tennis Courts

Field and court reservations are accepted for the local municipality parks and recreation sponsored programs only. Groups will be responsible for any damage to school property. Athletic Fields and tennis courts are available on a first come first served basis when district or parks & rec groups are not using the space.

Priority Categories

Requests are scheduled according to these prioritized guidelines:

1. Regularly scheduled daytime school activities
2. Federal, state, municipal and school elections
3. Political caucuses as required by law
4. School/PTA events – after school & evening
5. Community Education program events & classes
6. Municipal recreation youth programming/youth service organizations
7. Municipal recreation adult programs
8. Public hearings conducted by federal, state, municipal agencies and political conventions
9. Non-profit/community sponsored activities
10. For-profit in-district and all out-of-district activities.

Rate Categories

Facility requests are placed in to one of the following fee categories. All categories will incur building supervision and/or custodial costs.

No Rental Charge

District 623 K-12 activities, Community Education programs, youth service organizations (scouts), public meetings, hearings, elections, caucuses, and local municipal youth groups (75% or more of the players must live or attend school in Roseville).

Resident/Non-Profit

Local adult recreation programs, meetings & activities sponsored by non-profit organizations, community groups, area colleges and universities, churches located within District 623 and youth programs with less than 75% of players that live or attend school in Roseville.

Non-Resident/Profit

All out of district community groups, for-profit businesses sponsoring employee staff development or free community programs, private family functions and any organization or activity not covered by definition in the above categories.

Rules and Regulations for Use of Roseville Area School Facilities

These rules and regulations are an agreement between you (the organization requesting the permit) and us (Independent School District #623, Roseville, MN). By using the school facilities as indicated on the permit, **you acknowledge your acceptance of the following conditions:**

1. The School Board is committed to providing community use of school facilities whenever possible. Occasionally it may become necessary to cancel or modify a permit in order to accommodate the needs of the school district. Except in cases of extreme emergency, we will give you advance notice of any changes. We will endeavor to relocate your activity rather than cancel it.
2. Permits which grant the use of our property or facilities will be limited to the terms as stated in the permit request. All arrangements must be clearly identified in advance. You must understand that there is no guarantee that equipment or permit changes can be accommodated once you enter the building. **If you must cancel the activity, you must notify our Facility Use office at least 48 hours in advance of the intended use date. Otherwise, you agree to pay any fees incurred.**
3. You are responsible and liable for injury to persons involved in the activity identified in this request, and for any damage occurring to our property caused by this activity. We may ask you to show evidence of adequate liability insurance in the form of a Certificate of Insurance in the minimum of \$300,000 per occurrence and \$600,000 aggregate.
4. Our buildings and grounds are **TOBACCO FREE**. The use of alcoholic beverages or illegal chemical substances in any form is also prohibited.
5. All activities require District 623 staff (custodian, lifeguard, building aide, or Community Ed instructor) to be present at all times. You are responsible for these supervision fees.

6. An adult group leader from your organization must be present from the time of entry stated on this permit until all participants have left the premises. Your group leader must check in with our staff person upon arrival. It is your responsibility to maintain control of the behavior and location of participants involved in the activity and to ensure that they remain in the area authorized in the permit.
7. Report injuries and damages to school personnel immediately.
8. You may be required; at your expense, to provide special supervision, such as police or security guards if we determine that the activity justifies this.
9. You will be informed of any rules or regulations pertaining to specific areas such as gymnasiums, swimming pools, kitchens, or auditorium. You agree to adhere to these rules and regulations.
10. Only approved safety classes and law enforcement officers may bring firearms onto school district property.
11. This permit is non-transferable and is restricted to the dates and times stated within. You may not sublet the use of the contracted space to any other organization or individual.
12. Serving of food or non-alcoholic beverages is allowed only with prior approval. Special food service licenses may be necessary for some activities. Food and beverages are not allowed on the pool deck or balconies. Additional cleanup costs will be incurred in any area where food has been served.
13. Kitchen facilities, equipment, and supplies may be used with prior approval and then, only under the supervision of our Food Service personnel. Additional charges will apply.
14. You must return tables and chairs to their original locations and ensure that the area is left in a neat and orderly condition. Additional costs will be incurred if extra custodial services are necessary.
15. We are not responsible for the loss or theft of any personal items by individuals or groups using our facilities.
16. It is the responsibility of our staff person to ensure that all rules and regulations are adhered to. Improper conduct or infraction of rules may result in the immediate cancellation of your permit and may prevent the approval of future use of our facilities.
17. Persons requesting space must be over 21 years of age.
18. If you have an unpaid Facility Use balance which is 60 days or more past due, we reserve the right to deny new requests until the account is paid in full..
19. Requests will not be considered scheduled until all these steps are completed: A request form is submitted by organization with authorized signature; the availability of space and fees are approved by the Facility Use Office; the Facility Use Office has received the non-refundable application fee; a permit has been issued; a Certificate of Insurance has been submitted by the renting organization, if required; and, the Facility Use office has received pre-payment of any rental fees.
20. Your request will be processed in order of receipt and approved according to our district's priority policy as shown on the Community Use of School Facilities document where the rates for rental, staffing and equipment are also shown.

If you need help completing the Facility Use Request for or have any other scheduling questions, please call the Facility Use Office at (651) 604-3510.