

Facilities Use Guide

Thank you for using the facilities in St. Cloud Area School District 742. It is our desire that your experience in the schools be pleasant and rewarding for you and your group.

This guide will provide you with information that is vital to your successful use of the schools. Please familiarize yourself and your group with the contents of this guide. Please share the contents of this guide with anyone who will be in charge of your group.

APPLICATION PROCEDURES

- A. All requests for St. Cloud Area School District facilities, except for K-12 instructional programs, must be requested through the St. Cloud Community Education Office.
- B. Requests for building usage should be made in writing at least ten (10) days in advance. No function can be bumped within 28 days of the event (exception: any school event canceled and rescheduled due to weather).
- C. Building use agreements shall be arranged through the St. Cloud Community Education Office and signed by an authorized representative of the organization requesting the facilities.
- D. The permit shall list facilities and equipment to be used by an organization. Groups will be responsible for replacement or repair costs in the event of damage.
- E. A damage deposit may be required in the amount of \$50 for groups less than 50, \$100 for groups between 51-100 and \$500 for groups over 100.

USAGE

Priority usage will be given to the earliest request based on classes listed below: **all classes may be charged for security fees if appropriate.*

Class A - School and school related activities, such as athletic contests, fund-raisers, musical events and school productions.

Class B - Community Education Activities.

Class C - Community/Governmental Agencies.
Kidstop
Organized youth/adult groups
Parks and Recreation
City Use

Class D - District 742 based civic groups/non-profit agencies/resident groups.

Class E - St. Cloud District based commercial/for profit/religious activities/fund-raisers for non-school purposes (*sport tournaments are also included in this class*).

Class F - Non-resident individual/group usage.

GENERAL RULES AND REGULATIONS

1. Permit holders are responsible for providing competent and adequate supervision for all activities at all times and enforcing facility use guidelines.
2. Security will be assigned for all buildings at user's expense.
3. Disorderly conduct is prohibited.
4. Groups using St. Cloud Area School District facilities shall observe local and state ordinances and laws of the police and fire department: a) candles will not be permitted, b) highly flammable or explosive materials will not be permitted, c) exits, aisles, and hallways must remain free of any obstructions.
5. All accidents/incidents must be reported to the Community Education Office within 24 hours. If emergency services are required, notify Apollo Security immediately, 253-3203.
6. Facility or equipment breakage or repair needs must be reported to the site supervisor or custodian and the Community Education Office, 529-6500. Damage to District property must be paid by the permit holder or their insurance carrier.
7. Failure to comply with the above rules will result in revoked privileges for using District buildings. (Each permit holder will receive one warning for any violation of permit/facility rules and regulations.)

Facilities Use Guide

CANCELLATIONS

1. Permits are non-transferable and are expected to adhere to the stated hours and intended use of facility as stated on the permit.
2. Changes, additions, or cancellations must be made through the Community Education Office at least three days in advance of scheduled use. Failure to do so may result in a charge to the user at a rate of \$10 or 50% of the estimated charges, whichever is less.
3. An approved permit shall not be considered by the holder as a lease and the School District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage or expense whatsoever.

LIABILITY

1. Permit holders shall agree to indemnify the School District for any and all damages by any person or persons attending the activity, and indemnify the School District against any and all liability and any and all damage to persons or person.
2. Groups may be required to provide insurance coverage based on size and content of event.
3. The District may not be held liable for loss or destruction of personal items.
4. In the event of damage to school property, permit holder shall accept the School District's estimate of the amount of damage and shall pay all appropriate costs.

EQUIPMENT

1. The use of school equipment is for permit holders only and must be requested at the time of scheduling.
2. Equipment is generally limited to volleyball stands, chairs, and tables at no charge. Physical Education equipment and other curriculum equipment is not available. Fees will be assessed for undue wear or damages.
3. Furniture equipment owned by the District shall not be moved unless requested in advance through Community Education. Generally, the permit holder must set up and take down equipment, leaving the room in the same condition as found. Permission to move equipment may be given on site by the building custodian or supervisor.
4. Any apparatus or other equipment moved into the building must have prior approval by both Community Education and the building principal and must be removed promptly after each use so as not to interfere with the regular school program.
5. A limited amount of audio/visual equipment may be available for a minimal charge. Requests must be listed on the permit. Charges for equipment are based on cost of supply and operation and reasonable rates of depreciation.

St. Cloud Community Education reserves the right to refuse the use of school facilities when it has been determined that such use is not in the best interest of the St. Cloud Area School District or does not fit with school programs.

If you would like a complete copy of the St. Cloud Area School District 742
Facility Use Policies and Procedures,
or if you have questions regarding facility use,

please call:
320-529-6500

or write:

St. Cloud Area Community Education

216 8th Avenue North
Waite Park, MN 56303

Facilities Use Guide

FACILITY SPECIFICS

Classroom - shall be limited to educational purposes or meetings.

Computer Labs - can be utilized by groups with appropriate St. Cloud Area School District staff.

Gymnasiums - are designed for specific recreational purposes, but may be used for other approved activities that will not cause damage to the floor.

Auditoriums/Stages - St. Cloud Area School District 742 shall have the right to limit activities in the auditoriums consistent with their equipment and furnishings. Groups will be responsible to hire a district lighting technician if use of lights are needed.

*Kitchens - use of kitchens by community members requires a food service employee to be present at all times while the kitchen is being used. The obligation of food service personnel is primarily to supervise the use of kitchen facilities. Any additional work required by food service staff will be discussed and negotiated at the time of application. Service of light refreshments or meals in multi-purpose rooms or cafeterias is permitted without charge if kitchen facilities and equipment are not used. Any food served should comply with the Department of Health Regulations.

Swimming Pools - may be rented to qualifying community groups under the provisions of the School District. Rules associated with the swimming pool are posted in the pool area. School District certified lifeguards are required for groups using the pools. The lifeguard to participant ratio is 1-30. Infants must wear rubber pants; no disposable diapers are allowed.

FACILITY FEES AND CHARGES

A group may not be issued a facility use permit if there is an outstanding bill

Personnel

Building Security/Supervisors	\$12/hour
District Maintenance Services	\$23/hour
Nutritional Services Personnel	\$13/hour
Lifeguard	\$9/hour
Lighting Technician	\$10/hour

Indoor Facilities

Auditorium	\$82.50/hour
<i>*Rehearsals will be charged less than performances</i>	
Cafeteria/Commons	
With Kitchen	\$27 - \$79.50/hour
Without Kitchen	\$20 - \$48/hour
Classrooms	\$10 - \$16/hour
Gymnasiums	\$15 - \$60/hour
Little Theater	\$40/hour
Weight Room	\$36/hour

Outdoor Facilities

Baseball Field	\$30 - \$50/field
Football Field - night w/lights & maintenance	\$60/hour

Outdoor Facilities - continued

Football Field - day	\$130/game
Myers School House	\$120/use
Soccer Field	\$30 - \$50/field
Softball Field	\$30 - \$50/field
Swimming Pools	\$40/hour
Tennis Courts	\$2.50/hour/court
Track	\$30/hour

Rental Equipment

Computer labs of 15 or less	\$100/use
Computer labs of 16 or more	\$150/use
Computer station	\$10/use/each
Filmstrip/Overhead Projectors/Screen	\$10/use
Microphone & Sound System	\$10/use
Movie Projectors & Screen	\$10/use
Non-District offered Computer Course	\$225/course
Piano	\$20/use
Slide Projector & Screen	\$10/use
Stage Lighting	\$10/use
Tape Recorder	\$10/use
VCR & TV	\$20/use