

General Information

It is the policy of Chisago Lakes Area Schools to make available the use of school facilities primarily by citizens of the district. The Implementation of this policy requires both individual and community cooperation. School facilities rules and regulations under this policy shall apply to all property owned and managed by the school district and shall be in effect at all times when the school property is not in use for regular educational programs.

APPLICATION PROCEDURE

1. A person requesting use of District facilities will obtain a Facility Use Request Form from the Community Education Office or online at www.chisagolakes.k12.mn.us/communityed. Forms are also available in the principal's office at every school building.
2. Complete the Facility Use Request Form attach a \$15 non refundable permit fee for class II-V payable to Chisago Lakes Community Education and return it to the Community Education Office either by mail, fax, credit card, in person or on-line. Reasonable efforts will be made to accommodate permits received less than ten working days in advance of the proposed date(s) of usage.
3. Community Education staff will review the form, complete the approval section and establish costs according to the Facility Use Policy.
4. The applicant will be informed by email after approval is completed by the Community Education Office. Billings will be prepared by the Community Education Office for charges or fees pursuant to this policy.
5. If the request is to be denied, the requestor will be informed of the reason(s). He/She may appeal by calling, writing, or meeting with the Director of Community Education. If the director upholds the decision, the requestor may appeal to the Superintendent who will review the request and make a final decision.
6. Requests for use of equipment will utilize the same procedures and applicants will complete an Equipment Loan Request form.
7. A \$5 non-refundable rescheduling fee is charged for each revision of an existing permit.
8. A Facility use request form must be completed for use of kitchen facility and or equipment.
9. **All organizations must furnish a Certificate of Liability Insurance.**

GENERAL RULES AND REGULATIONS

1. All permits shall be revocable and shall not be considered as a lease. The Board of Education or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or pre-emption of any application/permit must have the approval of the Director of Community Education with notification to the user within 48 hours, or sooner if possible.
2. The Chisago Lakes Area School District will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility must be on duty whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building supervisor, Community Education building staff, administrator, co-curricular supervisors or extra-curricular supervisors during the time they are supervising students assigned to their co-curricular or extra curricular assignment. Cost for the school district employee and other charges may be billed to the user.
4. Permits are non-transferable and are restricted to the stated hours and intended use of the facility as stated on the building use permit. The requester is responsible for notifying Community Education when his/her group wants to make changes to a confirmed permit. A \$5 non-refundable rescheduling fee is charged for each revision of an existing permit.
5. Permit holders are responsible for providing competent and adequate adult supervision for all activities at all time. Children will have adult supervision at all time. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district building employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. Furniture and equipment owned by the district shall not be moved unless authorized.
7. All facilities of the Chisago Lakes School District are TOBACCO-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive or obscene language will not be tolerated.
8. All local and state ordinances and laws of the police and fire department must be observed.
9. Requester will be responsible for leaving the facilities in the same condition as upon arrival (including returning furniture to original configuration). The requester will be billed for emergency cleaning personnel.

10. Requester should check permanent equipment at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or building supervisor immediately. Groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

11. Any use of recreational, audiovisual, music or other school equipment must show item approval on the Facility Use Request Form prior to use. Competent equipment operators, approved by the administration, must be available and any charge will be assessed to the permit holder.

USER GROUP CLASSIFICATIONS

To make maximum use of school facilities with a minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities will be classified as Class I through V with a Class I having highest priority for use when developing the annual master calendar. Thereafter, priority is on a first-come, first-serve basis by classification.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities:

Class I - SCHOOL RELATED ACTIVITIES

All directly related school activities such as musical events, PTO, Parent Advisory Committee, athletic events, school productions, staff meetings, community education activities, etc.

Class II - PUBLIC AGENCIES - Local community groups which are tax supported.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class III - LOCAL NON-PROFIT - Youth Non-profit Organizations, Non-profit civic and service groups.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class IV - LOCAL COMMERCIAL, GROUPS IN THE DISTRICT - Individuals, groups and organizations where the physical address is within the boundaries of Chisago Lakes School District and is listed on the IRS 501 c 3 certificate.

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

Class V - OUT-OF-DISTRICT GROUPS -

If use of a facility is requested at a time it would not be supervised, a charge for personnel (custodial) may be assessed.

FACILITY USE CHARGES

Class I: No charge.

Class II & III No charge unless a fee is charged for activity or program or a fund-raising activity is being conducted and the group meets the following criteria: Volunteer driven, available scholarships, 80% of the participants would be from within the district, and foster a philosophy of including all who wish to participate.

CLASS II & III: CLASS IV: CLASS V:

Elementary Buildings:

		<u>Hourly Rates (2 hr. Min.)</u>	
*Classroom/Cafeteria	\$ 3.00	\$10.00	\$20.00
*Media Center	5.00	10.00	20.00
*Gymnasium	5.00	20.00	40.00
*Kitchen	8.75	15.00	30.00
*Music Room	5.00	10.00	20.00
*Computer Lab	15.00	25.00	50.00

Secondary Buildings:

*Classroom/Home Ec./Lockerroom	\$ 3.00	\$10.00	\$20.00
*Band Room	10.00	20.00	40.00
*Choir Room	5.00	20.00	40.00
*Media Center/Wrestling Rm/Commons	5.00	10.00	40.00
*Computer Lab	15.00	25.00	50.00
*Cafeteria/Stadium Plaza	5.00	20.00	40.00
*Lecture Hall(CLHS)	10.00	20.00	40.00
*Gymnastics Studio	15.00	30.00	60.00
*Gymnasium (CLMS)	5.00	37.50	75.00
*Gymnasium (CLHS-Ward gym)	7.50	45.00	90.00
*Gymnasium (CLHS-Main gym)	10.00	55.00	110.00
*Weight Room	10.00	55.00	110.00
*Kitchen HS	20.00	40.00	40.00
*Kitchen MS	15.00	30.00	30.00
*Track/Molnar Field	20.00	50.00	100.00
*Staff Lounge	5.00	10.00	20.00
*Scoreboard/Concession stand	5.00	20.00	40.00
*HS Stadium Field	30.00	65.00	Negot.
*Fields-HS FB, BB, SB	5.00	25.00	50.00
MS FB, So, BB	5.00	25.00	50.00

Extra Charges

- Overtime Custodian \$35/hour
- Stadium/PAC Supervisor \$25/hour
- Light/Sound Supervisor \$9.5/hour (min.wage)
- Kitchen Supervisor \$30/hour
- Ushers Min. Wage
- Police, security, ticket takers, lining fields, refuse removal - Actual Cost

Equipment Charges

MS Field Lights	\$10/hr	Tables/Chairs	\$5 each
Stadium PA	\$50/use	Grand Piano	\$100/use

Other Fees

1. If special furniture and/or equipment is used for an activity, an additional charge may also be assessed. Such charge shall be determined by the Director of Community Education. A damage deposit may also be required.

2. Charges for custodial services for moving furniture or equipment in addition to the custodian's regular duties will be assessed the flat rate of \$35 per hour.

3. Any time custodial services are needed when a custodian is not regularly on duty, a custodian may be hired to cover the activity.

4. Any time kitchen facilities are used a facility use charge is assessed. A kitchen employee will be hired work the event. A special service charge could be added for equipment and supplies.

5. Other charges for facilities not identified in this policy shall be determined when the request for facility use is made.

The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.

Community Education Staff

Bob Meyer, Director
Coreen Agre, Secretary



Chisago Lakes Community Education Center

13289 St. Croix Ave.

Lindstrom, MN 55045

Mission Statement: Community Education exists to identify lifelong learning needs of our communities through community-wide involvement, making resources available and providing opportunities to share talents and resources, thereby improving the quality of life within our communities.

Community Use Of School Facilities

Chisago Lakes Area Schools District 2144



Community Education Department

Phone (651)-213-2603

Fax (651)-213-2094

e-mail - cagre@isd2144.org

website - chisagolakes.k12.mn.us