

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.

All local/state ordinances and laws pertaining to the use of public buildings must be observed.

- A. Possession or consumption of tobacco, alcoholic beverages or drugs in any form is prohibited on school premises.
- B. No firearms, weapons, etc., on school premise

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.

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.

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.

PAC etiquette:

- *No food or drink in the PAC.
- *Removal of hats upon entering.
- *No abuse of seats in any manner.
- *No putting feet on any part of chairs.
- *Remain seated for entire performance.

It is requested that PAC "Rules of Etiquette" be printed in each event's program.

To view the entire version of the policy go to www.chisagolakes.k12.mn.us/communityed

Reservation Procedure

1. Reservations must be made by all school and community groups. First contact for reservation of the PAC and Stadium between 7:30 a.m. – 2:30 p.m. school days must be made through the Activities Director (651-213-2526). First contact for reservation of the PAC and Stadium for any other time is made by calling or visiting the Community Education Facility Use Office, at (651-213-2603). Confirmation of the reservation will be made after all calendars have been checked.
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 via email , a contract will need to be signed and returned to 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. 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.
7. A Facility use request form must be completed for use of kitchen facility and or equipment. Included in the reservation process is completing the Facility Use Form, Equipment and Staff Reservation Request Form.
8. **All organizations must furnish a Certificate of Liability Insurance.**

Stadium Rules

- Athletes are to use field only – track and other areas are off limits.
- All participants/coaches must enter through the South gate on the building side of the stadium.
- Spikes on soccer and football shoes cannot be longer than ½ inch.
- Absolutely no stakes, poles, etc. are to be stuck in the turf.
- Spectators are restricted to bleachers. Bleachers and stairs are not to be used for training.
- No food or drink except water! No gum or sunflower seeds on the field!
- No pets in the stadium.
- Groups are expected to pick up after themselves and leave the field in its original state. Failure to follow this procedure may result in additional clean up fees being assessed to the renter. Large events may require custodial services which will be billed back to the renter.
- Use of Chisago Lakes athletic department equipment is prohibited (cones, portable goals, hurdles, high jump pad etc.) unless prior arrangements have been made with Building Principal and/or Activities Director and/or Community Education Director.
- All group leaders or coaches are required to remain with the group at all times and are responsible for the group's conduct and compliance with all rules.
- There is no field use when lightening is evident.
- Coaches must carry an appropriate first aid kit and cell phone.
- Lights can only be used for approved, large events. District 2144 restricts routine use of the stadium lights out of respect for near by neighbors.

The supervisor charge is not included in the rental rate.

FACILITY USE CHARGES

Secondary Buildings:

Performing Art Center <i>Rel. & Perf.</i>	30.00/60.00	R- 70.00	R- 90.00
		P-125.00	P-140.00
HS Stadium	30.00	65.00	Negotiable

CLASS II & III: CLASS IV: CLASS V:

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 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. Where the physical address is within the CL 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 IV - LOCAL COMMERCIAL, GROUPS IN THE DISTRICT - Individuals, groups and organizations within the boundaries of Chisago Lakes School District.

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.

Extra Charges

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

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. Other charges for facilities not identified in this policy shall be determined when the request for facility use is made. Extra charges for air-conditioning or other special services may be added to these charges.

General Guidelines

User groups must supply any special supervision required such as police protection and parking supervision. Applicants MUST bring in enough support people to fully man the house or Stadium activity, this means for PAC ushers, ticketing people, stage manager and backstage crew if needed. The applicant needs to provide a list of these people to the PAC Coordinator or Stadium Supervisor or other administrator as needed prior to the performance. For most performances, even small ones, some people may arrive an hour before show time, with most arriving between one-half hour and show time. Usually the doors or gates to the auditorium or stadium will be open one-half hour before show or game time. House/stadium management is to be there one and one-half hours before show time, dependent on activity.

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.



Community Education Staff

*Bob Meyer, Director
Coreen Agre, Secretary*

**Chisago Lakes Community Education Center
13289 St. Croix Avenue North
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 Specialty
Facilities**

**Performing Arts Center & High School Stadium
Chisago Lakes Area Schools
District 2144**



**Community Education
Department**

**Phone (651) 213-2603
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www.chisagolakes.k12.mn.us/communityed**