

Philosophy

The policy of the Hastings Public Schools is to encourage the use of school facilities by citizens living in the district. The implementation of this policy requires both individual and community cooperation. Certain rules and regulations are necessary in order to ensure that all community members have equal access to district facilities; to effectively administer this policy and to support ongoing care and maintenance of facilities used.

Rules and Regulations

Priority of Use

1. Regular school activities and school organizations shall have first priority in the use of any school facility, even after a permit has been issued to another non-school district organization.
2. In the event of a conflict between non-school district organizations, all reasonable efforts will be made between parties to come to a resolution. If agreement cannot be reached, the first group to apply for the permit will be given priority.
3. When requests are made from multiple groups of the same classification, priority will be determined based upon the number of participants; history of the program and/or previous use.

How to Apply

4. Application forms for Use of School Facilities are available online at www.hastingscommunityed.com and www.hastings.k12.mn.us, as well as at Tilden Community Center, 310 River Street. Please make any special requests for equipment usage when submitting the permit.
5. Complete online registration or fill out the form and return to the Hastings Community Education office at Tilden Community Center, fax 651-437-8081.
6. Organizations using the school facilities shall agree to indemnify the district for any and all damages by any person or person attending the activities, and likewise the school district against any and all liability and any and all damages to any person or persons. Groups using any school facility must provide Certificate of Liability insurance in the amount of one (1) million dollars/occurrence and one (1) million dollars/aggregate prior to use.
7. All groups requesting non-profit status must provide proof of 501(c)3 or 501(c)4 status.

8. *Local* refers to having at least 75% of participants reside in or attend schools within the boundaries of the Hastings Public Schools.

9. See **Classifications** to determine what fees may be assessed to use the facility you are permitting. Payment is required ten (10) business days prior to use. Class IV and V users must provide a deposit of 25% of the total estimated bill before the permit will be issued.

10. **Custodial fees:** All Hastings Public Schools facilities are staffed by custodians Monday-Friday from 6 a.m.-10 p.m. No custodial fees are charged for building use during those hours. **Saturday:** a custodian is on duty at Hastings High School *only* from 7:30 a.m.-3:45 p.m. Permits issued on Saturday for buildings other than the high school will be charged a custodial overtime fee of \$50/hour. Permits issued on Saturday for the high school after 3:45 p.m. will incur a custodial overtime fee of \$50/hour. **Sunday:** no custodians are on duty in any district facility. Permits issued on Sunday will be charged a custodial overtime fee of \$50/hour. Please bear in mind that the custodian will need to clean the facility after your event has left the building when considering your event budget. Final charge for custodial overtime is issued after the conclusion of the event.

11. **Use of kitchen facilities:** You must request to use the kitchen (in addition to the cafeteria) when submitting the permit. Kitchen use requires hiring district food service personnel at a fee of \$28.50/hour.

12. Hastings Community Education will inform the application when final permit approval is made. Please do not advertise your event until final approval is received.

Information About Your Permit

13. All permits shall be revocable and shall not be considered a lease. The school board or its authorized agent may reject any application or cancel any permit.

14. Permit holders may not assign, transfer, sublet or charge a fee for the use of facilities or equipment. Once issued a valid permit, permit holders may not assign, transfer or sublet the permit to any other individual or group. Doing so will result in revocation of the permit and may result in denial of issuance of future permits.

14. Dances open to the general public will not be issued a permit. School sponsored dances are permitted.

15. All state and local ordinances must be observed by the permit holder and all attending the event. The permit holder will assume full responsibility for any unlawful act committed on the exercise of the permit.

Information About Facility Use

15. All activities must be under competent adult supervision. The custodian on duty is there to supervise the operation of the facility, not the group or its activities.

16. Please carefully consider any special request for equipment use. Common requests include:

- PA systems
- tables
- chairs
- podiums
- projector and screen
- spotlights
- pianos.

Equipment not requested on the application will not be available for use.

17. Use of any school equipment, especially sound boards and lighting, must receive prior approval. Please note on your permit application what equipment you are requesting to use. A technician to run equipment can be hired through the district. If you wish to supply your own technician, this request must be approved by the district in advance of the event.

18. Furniture and equipment owned by the district cannot be moved unless permission is granted from and supervised by the custodian on duty.

19. You must have prior approval to move any non-school district equipment, decorations, etc. into the facility you have rented. All items must be removed promptly at the end of your event.

20. The following are prohibited in school facilities and on school grounds: •smoking; •intoxicating beverages and liquors; •illegal and banned substances; •disorderly conduct.

21. **Snow removal:** if snow removal is required when a community group is scheduled in a facility on a day when the facility is otherwise not being used, the cost of snow removal will be billed to the group holding the permit for the facility. Snow must be removed when accumulation reaches three (3) inches or as determined by the district Grounds Supervisor.

Cancellation Fee

22. A cancellation fee of \$150 will be charged to all permits cancelled within ten (10) business days of the scheduled event.

Classifications

Class I:

School related events. Examples: student clubs, conferences, student activities

Class II:

School related groups. Examples: booster clubs, parent-teacher organizations

Non-profit youth organizations. Examples: Scouts, 4H, athletic associations. Proof of 501(c) or 501(c)4 status may be requested.

Special meetings sponsored by local non-profit organizations which are open to the public and for which no admission is charged

Precinct caucuses per Minnesota Statute

Class III:

For-profit groups that do not charge an admission for their activity

Religious sponsored recreation programs

Class IV:

Local religious organizations/services/meetings, non-profit organization fund raising events and other requests not covered in Class I, II, III

Local commercial or business requests that are educational in nature

Class V:

Non-local religious organizations/services/meetings, non-profit organization fund raising events and other requests not covered in Class I, II or III

Class IV and V organizations that continuously rent a district facility for 39 weeks or more during a school year may be offered a 10% discount on the total permit rental fee, excluding custodial overtime fees.

Building Use Charges

Permit Application Fee

Single permit	\$10
2-5 Permits Annually	\$25
6-10 Permits Annually	\$50
11-14 Permits Annually	\$75
16 or More Annually	\$100

Hourly Rental Fees

No Charge for Class I and II groups renting a facility when a custodian is on duty.

Facility	Class III	Class IV	Class V	Custodial Fee/OT
Elementaries				
Cafeteria*	\$11	\$22	\$30	\$50/hr.
Gym	\$14	\$25	\$40	\$50/hr.
Media Center	\$9	\$20	\$30	\$50/hr.
Middle School				
Auditorium	\$28	\$50	\$110	\$50/hr.
Cafeteria*	\$17	\$30	\$60	\$50/hr.
Choir Room	\$11	\$22	\$30	\$50/hr.
Classroom	\$9	\$20	\$30	\$50/hr.
Gyms	\$17	\$40	\$60	\$50/hr.
Media Center	\$9	\$20	\$30	\$50/hr.
High School				
Auditorium	\$44	\$70	\$130	\$50/hr.
Band Room	\$11	\$22	\$30	\$50/hr.
Choir Room	\$11	\$22	\$30	\$50/hr.
Dressing Rm.	\$11	\$22	\$40	\$50/hr.
Classroom	\$9	\$20	\$30	\$50/hr.
Commons*	\$17	\$30	\$60	\$50/hr.
Gyms	\$17	\$40	\$70	\$50/hr.
Lecture Hall	\$14	\$25	\$60	\$50/hr.
Media Center	\$9	\$20	\$30	\$50/hr.
Multi Purpose	11	\$22	\$30	\$50/hr.
Orchestra Rm.	\$11	\$22	\$35	\$50/hr.

- * Kitchen use: \$28.50 /hr. See *Rules and Regulations*.
- Custodial Fee charged when custodian is not otherwise scheduled into facility. See *Rules and Regulations*.
- Information about equipment rental available upon request.

Hastings Public Schools Community Education

Tilden Community Center
310 River Street
Hastings, MN 55033
651/480-7672

www.hastingscommunityed.com

Community Use of School Facilities



Philosophy Rules and Regulations Building Use Charges

www.hastings.k12.mn.us

effective July 1, 2011-June 30, 2012