

**NEW PRAGUE AREA SCHOOLS
DISTRICT 721
Policy 902
Facility Use Guide**



Website: www.np.k12.mn.us

Effective date: November 25, 2013

Purpose **The following guidelines have been established for use of our facilities by our students and staff, our extracurricular programs and community members**

The District reserves the right to adjust these guidelines to fit unique circumstances as determined by the Superintendent.

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General Information

Usage of all schools is arranged through facility schedulers in each building.

How to schedule

High School	952-758-1200
Middle School	952-758-1400
Falcon Ridge Elementary	952-758-1600
Raven Stream Elementary	952-758-1500
Eagle View Elementary	952-758- 6000
Central Education Campus	952-758-1717

Facility Use Contract is available on website:
www.np.k12.mn.us

Contract

All forms are required to be completed, signed and submitted to the Building Facility Scheduler five (5) days prior to the event. Rooms/areas requested should be age appropriate for the facility requested. Each group is required to have the signed contract available for review during your event. In addition, the Personal Guaranty signature is part of the requirement for securing a space with New Prague Area Schools. The District reserves the right to require pre-payment.

Applicants and/or organizations agree to assume all responsibility for damage or liability of any kind and further agree to hold harmless Independent School District 721 from any liability and/or expense in connection with the use of the school facilities. The Board of Education shall require the applicant and/or organization to furnish a "Certificate of Liability/Property Insurance" in the amount of \$500,000 per occurrence naming the school district as an additional insured.

Insurance

If you are tax exempt, a completed "Certificate of Exemption"—MN Revenue Form ST 3 must accompany your request.

Tax Exempt Status

The school district reserves the right to cancel any reservations should district needs arise. Regular school activities and organizations of the school district shall have first priority in the use of any facility.

Right of Refusal

Payment for use of facilities, equipment, and district personnel fees are due immediately upon receipt of the billing statement. Contract holders with unpaid invoices of 60 days or more will not be allowed to reserve district facilities until the account has been settled.

Invoice Payment

Community Rules and Regulations

Rules and regulations exist to protect property owned by our school district, and to ensure safety to users. The following rules are to be adhered to when using school district facilities, grounds and equipment in accordance with Minnesota School Board Association Policy 902. It is the facility user groups responsibility to communicate these rules and regulations to their leaders, participants and spectators.

- Priorities** • Regular school activities, programs and organizations shall have first priority in the use of any district facility or grounds.
- Agreement** • After the Facility Use Contract has been approved and signed by the facility scheduler, it becomes an agreement with the requestor and/or the organization. Contract holders can not sublet or transfer their rights and privileges to any other individual, group, business or organization.
- Damage** • If any damage is found after a group has used the district facilities, grounds or equipment, the group scheduled will be held responsible for the cost of repair or replacement of any items damaged, lost or stolen from school district property. Facility user groups will be responsible for leaving the facilities and property in the same condition as upon arrival (including returning furniture to original configuration and any other clean up needed).
- Specific Areas Requested** • The Facility Use Contract is granted for specific dates, equipment, room or areas of building for specific periods of time and for specific uses including the nearest restrooms and drinking fountain. Using a building for other purposes, using additional facilities, loitering in other areas, entering or remaining in the building beyond the allotted time will be considered as unauthorized use of the facilities. Additional charges may be added to the facility use fee as well as denial of future use.

Community Rules and Regulations

Facility user groups will be responsible for entering and securing the building when district staff is not available. Any propping of doors, or doors remaining open during the time of your event will result in denial of future facility use requests.

Entering Facility

- For use of kitchens (food service areas), classroom with cooking facilities, sound booths, lighting booths and all related technology equipment usage will require appropriate district trained personnel. The facility user group will be billed at the current hourly rate. Use of computer facilities must comply with the district's Internet Acceptable Use Guidelines as defined in Policy 524.

Kitchen and Technology Use

- Facility user groups receiving approval to use district facilities, grounds and equipment are responsible for ensuring adequate supervision for the approved activity. For safety reasons no children will be allowed entrance to a building until a responsible adult is in attendance and ready to take charge of the group. The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until he/she is certain that all members of his/her group are out of the building and picked up by parents/guardians.

Supervision

- The adult responsible for the activity is also accountable for the conduct and behavior of both participants and spectators. Responsibility also includes enforcing rules and regulations as well as restricting group activity in the areas listed on the facility use contract. All children must be under parental/leader supervision. Running or ball play is not permitted in hallways or lobbies.

Behavior

Policies and Procedures

New Prague Area Schools policies, local and state ordinances and laws, and fire codes pertaining to the use of public facilities must be observed. Copies of all school district policies are available online at www.np.k12.mn.us. Policies included but are not limited to the following:

- New Prague Area Schools is tobacco free. Use of tobacco products is prohibited on school district property including buildings, and grounds as defined in Policy 419.
- Possession or consumption of intoxicating beverages or illegal substances, (drugs) of any form is prohibited on school district property including facilities and grounds as defined in Policy 418.
- No weapons or look-a-like weapons, as defined in Policy 501, shall be allowed on school property for any reason other than in conjunction with an authorized firearm safety program with the exception of legally authorized officials.
- Facility user groups agree to go over any safety concerns and rules related to the scheduled activity including proper sportsmanship, location of fire extinguishers, and proper use of equipment. Facility user groups must furnish their own first aid kits and instructional supplies.
- The New Prague Area Schools District prohibits all forms of harassment and violence as defined in Policy 413.
- If a fire alarm sounds in any area of a building the entire building must be evacuated according to evacuation maps posted in each room near the exits.
- If an alarm sounds related to tornado warning the entire building must take cover in the nearest location as indicated on maps posted in each room/space.
- Consumption of food (including snacks and refreshments) and beverages in schools facilities is allowed in designated areas only, which does not include instructional areas, gymnasiums, auditoriums, and other special use rooms.
- Disorderly conduct is prohibited and punishable by ejection from the facility or grounds. This includes inappropriate communication and disrespect for authority, event supervisor and/or custodian, by group leaders and/or participants of a group. The proper authorities will be notified, including law enforcement to intervene.
- The use of school facilities by churches will be limited to regular Sunday services and religion classes. Exceptions for activities directly related to Sunday services are granted at the discretion of the Superintendent.
- Parking is allowed in designated areas only.

Classification of User Groups

Level I **

Refers to the programs and activities of the New Prague Area School District. All directly related Preschool and K-12 school activities, Community Education services and events, Early Childhood Family Education events, approved meetings and activities of student organizations, and parent organizations, or other organizations whose sole purpose is to support the school district. No fee shall be charged for use of the district facilities except if use is requested at a time when the building would not be open. A charge back for personnel may be assessed as well as any special services; and also refers to municipal, township or county government information meetings or activities such as a public hearing, caucuses or election places.

Level II **

Refers to local non-profit groups, clubs, agencies, parks and recreational programs and adult service organizations composed of school district residents and organized to promote civic, charitable, educational, social, leadership, service learning, support services or recreational activities for youth. This includes local youth religious, social, recreational activities, and local non-public school recreational activities, camps or clinics provided for district youth. Level II also includes local community theater groups, amateur Athletic Union or elite team practices composed of district residents.

Level III **

Refers to occasional use by organizations for youth instruction, political parties, partisan issue organizations and local adult/youth special interest, recreational, or social groups/clubs/associations.

Level IV **

Refers to fund raising activities hosted by an organization or individual other than the school district, booster clubs or a local youth sport association, and not specifically designed to benefit the school district.

Level V **

Refers to profit businesses, educational institutions and non-profit organizations, including religious services.

**** Final decision is subject to Superintendent's discretion**

Facility Fee Schedule

	Level I	Level II	Level III	Level IV	Level V
Usage Fee	NA	\$5.00/ day \$10.00/ per yr cap	\$5.00/ day \$75.00/ per yr cap	\$25.00/ day \$100.00/ per yr cap	\$50.00/ day
Classroom	NA	NA	\$7.50/hr	\$15.00/hr	\$30.00/hr
Kitchen	NA	NA	\$30.00/hr	\$30.00/hr	\$45.00/hr
Concession Stand	NA	NA	\$7.50/hr	\$15.00/hr	\$15.00/hr
High School Middle School & CEC Gym	NA	NA	\$7.50/hr	\$37.50/hr	\$60.00/hr
Elementary Gyms	NA	NA	\$7.50/hr	\$30.00/hr	\$50.00/hr
Falcon Ridge Multipurpose	NA	NA	\$7.50/hr	\$22.50/hr	\$30.00/hr
High School Auditorium	NA	NA	\$7.50/hr	\$37.50/hr	\$90.00/hr
Middle School Auditorium	NA	NA	\$7.50/hr	\$30.00/hr	\$75.00/hr

Personnel Charges

AV Technician	\$42.50/hr
Custodian	\$37.50/hr
Event Supervisor	\$40.00/hr
Cook	\$32.50/hr

AV Technician

- Required for use of auditorium sound booths located in the High School and Middle School
- When event requires technology (except for simple microphone usage).
- When a computer lab is used.

Custodian

- The district reserves the right to require a custodian, which may be in addition to the Event Supervisor, if it is deemed that the Event Supervisor cannot accomplish "school readiness" in a timely manner

Event Supervisor

- Needed for security and supervision for more than 50 people in attendance.
- The district reserves the right to require more than one Event Supervisor

Food Service

- The use of any kitchen requires that a district employed cook be present to supervise and ensure the safe operation of kitchen equipment and cleanup procedures.

Equipment Rental

Microphone	\$50.00/day
Risers	\$37.50/day
Piano **	\$45.00/day
Projector	\$37.50/day
Band Platforms	\$37.50/day
Scoreboard Control Panel	\$25.00/day

** Piano may require retuning at current going rate

Equipment Damage Deposit

Microphone	\$50.00/event
Music Stand	\$30.00/event
Scoreboard Control Panel	\$25.00/event
Security Badge	\$25.00/event

** Upon return of equipment, an assessment will be made. If not returned in satisfactory condition, a full replacement cost will be charged.

Recording Device Fee

In the event that New Prague Area Schools' recording system is required, there will be a \$500.00 charge per event if the recording is used for resale purposes. This includes any performance and/or rehearsals along with the required Technician/Auditorium Fee.

Any group may bring in an outside source to record such events upon approval from New Prague Area Schools.

Auditorium Lighting Fee

A fee of \$25.00 per event will be charged for Auditorium lighting.

Procedure For Completing a Facility Use Contract - Form A

- Line 1: Clearly check which building will be utilized for the event
- Line 2: List all room(s) or area(s) you need to reserve
- Line 3: Specify the day(s) and date(s)
- Line 4: Note times requested. Cleaning after your event will be billed according to the time it takes to return the facility to “school readiness” status. Note time to open the room/building. The building will be open one hour prior to your requested time unless you indicate more. This is to ensure the facility is ready for your use. The billing will include this preparatory time.
- Line 5: Provide your organization name
- Line 6: Provide information requested. Must include person responsible for payment. This information is recorded along with the name of the person signing the Facility Use Contract. If contacts need to be made by school staff about your request, this person will be contacted. In addition, the Personal Guaranty signature is part of the requirement for securing a space with New Prague Area Schools.
- Line 7: Responsible adult(s) who will be in attendance during the event.
- Line 8: Provide description of event.
- Line 9: Number of attendees
- Line 10: Check appropriate category for the User Group
- Line 11: Note any special instructions
- Line 12: Proof of liability insurance is required for all groups using district facilities with a minimum of \$500,000 per occurrence naming the school district as an additional insured
- Line 13: Check additional staff needed
- Line 14: Check appropriate tax exempt status

Carefully read the statement regarding compliance. If violations occur, a warning will be issued.

Date and sign. By signing, you are agreeing to the contents of this contract.

Facilities Use Contract and Event Supervisor Waiver are available at each building or online at: www.np.k12.mn.us/profile/facilityuse.shtml

District Staff Responsibilities

Superintendent

- Arbitrator in instances of conflicts and/or one group "bumping" another
- Authority to increase or waive a fee and/or insurance requirement if unique circumstances warrant.

Facility Director

- Communications to "heavy" gym users and a "coordination of requests" meeting in September/October.
- General information and updates to individual buildings regarding changes in laws, codes, policies and/or other items of a general nature related to facility use.
- Completes a cost analysis on repairs and billing when and if a situation arises with a group or individual using a district facility.

Site Scheduler

- Schedules activities and events in that individual building.
- Makes sure that all contracts are completed and signed by the requestor.
- Coordinates the scheduling of extra personnel as needed for upcoming events
- Instructs groups as to which entrance they should use
- Provides accurate information to the Facility Director regarding billing and keeps records of who is using the facilities in case any questions arise about damage, unauthorized use, and/or other situations.
- Completes and tracks the required forms, communications between offices, Custodians, Technicians and Food Service staff when needed and the Facility Use Groups.
- Assesses all equipment returned after rental to make sure that they are returned in satisfactory condition.

Facility scheduling is meant to coordinate the use of District facilities both inside buildings and outside ball fields, to avoid conflicts between groups. Coordinated scheduling also provides for maximum use of these public facilities bringing many people into the facilities.

District Staff Responsibilities

Event Supervisor Duties

- Any current staff member of New Prague Area Schools may serve as an Event Supervisor for any group and must be 21 years of age. If a staff member would like to donate their time, that staff member must sign a waiver stating that they understand the job duties and relinquish all compensation. See Form B (Insert)
- Arrive 15 minutes before the event. Greet the person in charge of the event. Inform that person of where you will be located, always be visible and available to the organization during the entire event.
- Check facility before, during, and after the event for damages, lost articles and report any concerns to the Facilities Director.
- Handle problems and complaints in a calm, professional, courteous and timely manner. Direct all others to Facilities Director.
- Constantly monitor facility for unsafe conditions and report to the custodial staff on duty of the situation as soon as possible. Report any situation that should arise outside of the custodial staff responsibility to the Facilities Director.
- Monitor crowd to ensure building safety standards as stated in the District Policies (i.e. no smoking on school grounds, food/beverages in restricted areas, etc) are followed.
- Provide special direction to guests with regards to handicap accessibility, seating.
- Keep railings, walls, aisles, stairs and other areas free of congestion.
- Know location of medical equipment in case of emergency (CPR/AED) as well as possessing the ability to handle emergency situations.
- Must have a neat and professional appearance.

Security Key FOBS

When necessary a security Key FOB will be issued to the registrant. The use of this device is for the registrant's use and up to four (4) other individuals that are indicated on the Facility Use Contract. Any others using this device may result in limiting access for registrant and/or group. The Key FOB works as follows:

- Use the door that is assigned to you by the Facility Scheduler
- Approach the door and hold the Key FOB within 4" of the brown security reader. Listen for the beep and watch the LED change from red to green to know that your FOB has been accepted. You have now disarmed the security system.
- Pull open the door
- At this point, the security reader counter has registered that you are in the building and what time you entered.
- Conduct event
- Before you leave, insure that the space you rented is left as you found it.
- Lock all doors that you opened.
- Make sure that all participants from your event are out of the building.
- As you are leaving, approach the door that you came in and hold the Key FOB 4" from the brown security reader on or near that door. This will register on the security reader that your event-group has left the building and what time. This also keeps an accurate account in order to guarantee that the last person out of the building will re-activate the security system.
- If you make a mistake, please do not rapidly leave the facility in order to forego the police department that will respond to the alarm. If you are not there to communicate to the police what happened, a full building check will be necessary.

Staff Facility Use Rules and Regulations

District staff must adhere to rules and regulations listed in the Community Use Rules and Regulations including the following:

- To facilitate planning on the part of facility user groups the school district principals and other administrators will submit annual building usage requests for the upcoming school year to the Facility Scheduler by the end of the current school year. To avoid later conflict with community events, this calendar will include not only dates and times of specific activities, but also dates and times when specific spaces or entire facility will not be available for community use due to conferences, limited parking or periods of special event setup. These requests will be reviewed and approved by the Administrative Team for the school district master calendar and/or buildings and schedules. Request forms from facility user groups received prior to any given school year will not be approved until completion of all school and community education programs have been scheduled for the coming school year. Request for summer building usage by school district personnel and programs are due to the facility scheduler in February in order to plan ahead and determine available and suitable building locations.
- District staff is viewed as community members after normal business hours and therefore are subject to the Community Use Rules and Regulations and any fees that are associated. No staff member may assume that they have access to any building and/or space without a signed Facilities Use Contract.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 901 (Community Education)

Board Approved May 29, 2012

**NEW PRAGUE HIGH SCHOOL
221 12TH STREET NORTHEAST
NEW PRAGUE, MN 56071
952-758-1200**

**NEW PRAGUE MIDDLE SCHOOL
721 CENTRAL AVENUE NORTH
NEW PRAGUE, MN 56071
952-758-1400**

**FALCON RIDGE ELEMENTARY
1200 COLUMBUS AVENUE NORTH
NEW PRAGUE, MN 56071
952-758-1600**

**RAVEN STREAM ELEMENTARY
300 11TH AVENUE NORTHWEST
NEW PRAGUE, MN 56071
952-758-1500**

**EAGLE VIEW ELEMENTARY
25600 NEVADA AVENUE
ELKO NEW MARKET, MN 55020
952-758-6000**

**CENTRAL EDUCATION CAMPUS
405 1ST AVENUE NORTHWEST
NEW PRAGUE, MN 56071
952-758-1717**

**NEW PRAGUE AREA SCHOOLS
DISTRICT OFFICE
410 CENTRAL AVENUE NORTH
NEW PRAGUE, MN 56071
952-758-1700**

