



**Hastings Community Education
Tilden Community Center
310 River Street
Hastings, MN 55033
651-480-7670
www.hastingscommunityed.com**

**Hastings Public Schools
Community Use of School Facilities
Philosophy, Rules and Regulations, Building Use Charges
January 1, 2019-June 30, 2019**

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. Organizations involved will receive notice of resolution.
3. Gym priority will be given to sport activities that require gym use for regular sport play. This priority extends for the period when the sport is in season per the Minnesota State High School League.
4. The Director of Community Education or his/her designee retain the right to make a final decision in regard to building use. In all instances, this decision will bear in mind the best interests of the community.

How to Apply

1. Application form for Use of School Facilities is 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.
2. Complete online registration or fill out the form and return to the Hastings Community Education office at Tilden Community Center, fax 651-480-7680.
3. Organizations using the school facilities shall agree to indemnify the district for any and all damages by any person or persons attending the activities, and likewise the school district against any and all liability and any and all damages to any person or persons. Organizations using the school facilities shall agree to indemnify the district for any and all damages by any person or persons attending the activities, and likewise the school district against any and all liability and any and all damages to any person or persons.
4. Groups in Classes II-V using any school facility **must** provide a Certificate of Liability insurance in the amount of one (1) million dollars/occurrence and one (1) million dollars/aggregate prior to use.
5. All groups requesting non-profit status must provide proof of 501(c)3 or 501(c)4 status.
6. In Classification section, *local* refers to having at least 75% of participants reside in or attend schools within the boundaries of the Hastings Public Schools.
7. **Custodial fees during the school year**: Hastings Public Schools (except Tilden Community Center) 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 \$35/hour unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Permits issued on Saturday for the high school after 3:45 p.m. will incur a custodial overtime fee of \$35/hour. The number of custodians assigned to a particular event will be decided by the District Head of Buildings and Grounds. **Sunday:** No custodians are on duty in any district facility. Permits issued on Sunday will be charged a custodial overtime fee of \$35/hour unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. 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. Summer custodial hours vary, please contact Community Education for more information.

8. **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 \$35/hour.

9. **Outdoor athletic field use:** All groups wanting to reserve school fields must apply through the facility use application process. Other than standard maintenance, additional work will be done at the requester's expense. Portable toilet requests will be charged the current rate. The portable toilet fees may be split between user groups utilizing the same field.

10. **Please do not advertise your event until final approval is received.** Hastings Community Education will inform the applicant by email when final permit approval is made and the permit issued. Facility rental is available to non-school district groups beginning on August 15 2018. The first available date for reservation thereafter is August 30.

Information About Your Permit

1. 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.

2. 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.

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

4. 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 in the exercise of the permit.

5. Carefully check your permit when it is sent to you to ensure its accuracy. The building will open for your use at the time indicated on the permit. You and those attending your event will not be able to enter the building before that. You or your designee must be in the building when the building opens for your use. Carry your permit with you for every date of your event.

6. Payment is due 15 days from receipt of invoice. A \$15 late fee will be charged to unpaid invoices at 30 days and an additional \$25 late fee will be charged to unpaid invoices at 60 days. After 60 days unpaid the user and/or organization will be restricted from facility use until balance is paid in full.

Information About Facility Use

1. 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.

2. Please carefully consider any special request for equipment use. Common requests include: PA systems, tables, chairs, podiums, internet access, spotlights, LCD projector and screen, piano, microphones, including wireless mics.

Equipment not requested on the application will not be available for use. See fees for equipment below.

3. 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.

4. Furniture and equipment owned by the district cannot be moved unless permission is granted from and supervised by the custodian on duty.
5. 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.
6. Concessions may not be set up in the school building or on the school grounds without the expressed permission of the Community Education Director.
7. Food and drink are strictly prohibited in the Auditoriums. A fine of \$150 will be charged to users in violation of this rule.
8. The following are prohibited in school facilities and on school grounds: •smoking; •intoxicating beverages and liquors; •illegal and banned substances; •disorderly conduct.
9. **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.
10. **Loading and unloading of equipment:** Parking is prohibited on sidewalks surrounding the schools. If your event will need to load/unload equipment, please make note of that in your permit request. Access to the school loading docks will be arranged.

Changes/Cancellation

Changes: A \$10 permit fee may be charged if excessive revisions or rescheduling is made to the original request.

No Show Charges: Billed according to estimated cost on confirmation.

Late Cancellation Fee: Billed according to estimated cost on confirmation when notification to Community Education is less than (2) full non-holiday business days in advance.

Classifications

Class I: Independent School District 200 school organizations, district or school operated booster groups or organizations; city of Hastings meetings and one-time programs and events.

Examples: student clubs, conferences, student activities, school-operated booster clubs, parent-teacher organizations

Class II: Non profit organizations located within ISD 200 district boundaries

Examples: youth athletic associations; youth groups and associations *A yearly (July 1 – June 30) cap of \$500 applies to this classification. *Excludes tournaments/events

Class III: Local religious organizations/services/meetings; local businesses and for profit groups

Class IV: Non profit organizations outside ISD 200 district boundaries

Class V: All other for profit organizations located outside school district boundaries

Adult Sports Leagues: Local teams, \$205/team.

Tournament/Fundraiser Fee: Applies to all groups class II-V where an admission fee or ticket to the event is required. Not applicable to practice/rehearsal permits. Custodial overtime/kitchen use/technical support charges additional. Cancellation less than 72 hours in advance of the event will incur a three hours custodial overtime charge, in addition to a cancellation fee of \$150.

Kennedy, Pinecrest, McAuliffe

- One day fee (5-10 hours on one day) \$75
- Weekend fee (Friday evening through Sunday evening) \$150

Hastings Middle School

- One day fee (5-10 hours on one day) \$150
- Weekend fee (Friday evening through Sunday evening) \$300

Hastings High School

- One day fee (5-10 hours on one day) \$200
- Weekend fee (Friday evening through Sunday evening) \$400

Permit fee for Class II - V: \$10 All rental fees are based on a 4 hour period. *Occurrence = 4 hours				
Facility	Class II	Class III	Class IV	Class V
	Fee per occurrence* <i>*cap applies</i>	Fee per occurrence*	Fee per occurrence*	Fee per occurrence*
Elementary				
Cafeteria	\$8	\$15	\$23	\$31
Classroom	\$3	\$10	\$22	\$31
Gym	\$8	\$15	\$26	\$41
Media Center	\$5	\$10	\$21	\$31
Tilden Comm.				
Classroom	\$3	\$10	\$22	\$31
Conference Rm.	\$3	\$12	\$24	\$30
Gym	\$8	\$15	\$26	\$41
Multi-Use Room	\$8	\$12	\$25	\$31
Senior Gathering Room	\$10	\$20	\$26	\$61
Welcome Center	\$8	\$15	\$26	\$31
Middle School				
Auditorium	\$10	\$20	\$52	\$115
Cafeteria	\$8	\$19	\$32	\$63
Choir Room	\$8	\$15	\$24	\$32
Classroom	\$3	\$10	\$22	\$31
Gyms (per gym)	\$10	\$20	\$41	\$61
Media Center	\$10	\$20	\$26	\$63
Pool	\$17	\$34	\$42	\$63
High School				
Auditorium	\$25	\$45	\$73	\$135
Band Room	\$10	\$20	\$29	\$37
Choir Room	\$10	\$20	\$29	\$37
Dressing Room	\$10	\$20	\$29	\$37
Classroom	\$3	\$10	\$22	\$31
Commons	\$12	\$24	\$51	\$71
Gyms (per gym)	\$12	\$24	\$51	\$71
Lecture Hall	\$8	\$19	\$32	\$63
Media Center	\$10	\$20	\$26	\$63
Multi-Purpose	\$8	\$19	\$23	\$63
Orchestra Room	\$10	\$20	\$29	\$37
Equipment Rental				
LCD Projector	\$3	\$10	\$22	\$31
Laptop*	\$3	\$10	\$22	\$31
TV/DVD Player	\$3	\$10	\$22	\$31
Portable Toilets (fields)	Current Rate	Current Rate	Current Rate	Current Rate
<i>*Tilden only, limited availability</i>				

Updated 8/14/18