

Classifications

- Class I:** Independent School District 200 school organizations, district or school operated groups or organizations; official government entity meetings and one-time programs and events. Examples: student clubs, conferences, student activities, parent-teacher organizations
- Class II:** Nonprofit youth organizations located within ISD 200 district boundaries. Examples: youth athletic associations; youth groups and associations, youth booster clubs
- Class III:** All other user groups
- Adult Sports Leagues:** Local teams, \$205/team.

Additional Charges

Tournament/Large Event/Fundraiser Fee: Applies to Class II & III, 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 before the event will incur a three-hour custodial overtime charge, in addition to a cancellation fee of \$50.

Kennedy, Pinecrest, McAuliffe

\$75 - One-day fee (5-10 hours on one day)

\$150 - Weekend fee (Fri. evening - Sun. evening)

Hastings Middle School

\$150 - One-day fee (5-10 hours on one day)

\$300 - Weekend fee (Fri. evening - Sun. evening)

Hastings High School

\$200 - One-day fee (5-10 hours on one day)

\$400 - Weekend fee (Fri. evening - Sun. evening)

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 of unpaid, the user and organization will be restricted from facility use until the balance is paid in full.

Service Fees

Depending on schedule and needs, groups may be charged service fees (i.e., food service, custodial, auditorium technician, or other district personnel).

Outdoor Facilities

Outdoor facilities may be reserved by applying for a permit through Community Education. Fees may be associated, depending on use and group needs.

Priority of Use

1. Regular school activities and school organizations shall have 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 sports activities that require gym use for regular sports 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 their designee retains the right to decide on building use. In all instances, this decision will bear in mind the community's best interests.


How to Apply


1. The Community Use of School Facilities application form is available online at www.hastingscommunityed.com and www.hastings.k12.mn.us, as well as at Tilden Community Center 310 River Street.
2. Completed forms can be returned to the Tilden Community Center, emailed to abuechler@isd200.org, or fax 651-480-7680.
3. Classes II & III groups using any school facility must provide a Certificate of Liability insurance for one (1) million dollars/occurrence and one (1) million dollars/aggregate before use.
4. 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. Facility rental applications will be accepted from non-school district groups beginning on August 15. The first available date for reservations is August 30.



COMMUNITY USE OF SCHOOL FACILITIES



 Hastings Community Education
310 River St.
Hastings, MN 55033

 651-480-7670



 <https://hastingscommunityed.com/>

Hastings Public Schools recognizes the importance of using school facilities by the community. As there are expenses involved in the use of facilities, procedures have been established to allow the use of the facilities and to assess charges of these expenses fairly and consistently. Certain rules and regulations are necessary to ensure that all community members have equal access to district facilities, administer this policy effectively, and support ongoing care and maintenance of facilities used.

Regulations

1. 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.
2. All permits shall be revocable and shall not be considered a lease. The school board or authorized agent may reject any application or cancel any permit.
3. The permit holder and all attending the event must observe all state and local ordinances. The permit holder will assume full responsibility for any unlawful act committed in the exercise of the permit.
4. Carefully check your permit when sent to you to ensure its accuracy. The building will open for your use at the time indicated on the permit. You and those

Regulations, cont.

- 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.
5. The following are prohibited in school facilities and grounds: smoking; intoxicating beverages and liquors; illegal and banned substances; disorderly conduct.
6. Food and drink are strictly prohibited in the Auditoriums and High School Auditorium Lobby. A fine of \$150 will be charged if violated.
7. Groups using school district facilities will be required to provide responsible adult supervision of their activities.
8. Dances open to the general public will not be issued a permit. School-sponsored dances are permitted.
9. Furniture and equipment cannot be moved unless permission is granted and supervised by the custodian on duty.
10. Concessions may not be set up in the school building or on the school grounds without the expressed permission of the Community Education Director.
11. All facility requests must be made two weeks before the event.
12. Permits that require a change will be charged a \$10 fee per change order. All changes must be made minimally one week in advance of the event.
13. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the school district may cancel a facility use agreement. If a facility use agreement is canceled, the school district will refund the facility use rental fee paid to the school district. The school district is not responsible for any group or individual expenses due to cancellation or schedule changes.
14. Any requests for facility use not covered by these regulations shall be referred to the Community Education director.

Fees

Permit fee for Class II & III: \$10
All rental fees are based on a 4-hour period. *Occurrence = 4 hours

Facility	Class II	Class III
Elementary		
Cafeteria	\$8	\$15
Classroom	\$3	\$10
Gym	\$8	\$15
Media Center	\$5	\$10
Tilden Comm. Center		
Classroom	\$3	\$10
Conference Room	\$3	\$10
Gym	\$8	\$15
Senior Gathering Room	\$10	\$20
Welcome Center	\$8	\$15
Middle School		
Auditorium	\$10	\$20
Cafeteria	\$8	\$19
Choir/Orchestra/Band	\$8	\$15
Classroom	\$3	\$10
Gym (per gym)	\$10	\$20
Media Center	\$10	\$20
Pool	\$17	\$34
High School		
Auditorium	\$25	\$45
Choir/Orchestra/Band	\$10	\$20
Dressing Room	\$10	\$20
Classroom	\$3	\$10
Commons	\$12	\$24
Gym (per gym)	\$12	\$24
Lecture Hall	\$8	\$19
Media Center	\$10	\$20
Multi-purpose Room	\$8	\$19
Parking Lot (per lot)	\$12	\$24
Equipment Rental		
LCD Projector	\$3	\$10
Laptop*	\$3	\$10
TV/DVD Player	\$3	\$10
Portable Toilets (fields)	Current Rate	Current Rate

*Tilden only, limited availability

Updated 6/17/22