



The School Board encourages the use of facilities and grounds within the procedures and regulations established by District #834 Community Education Department for safety, maintenance and supervision.

The Stillwater Area Public Schools Facility Use Policy

The Stillwater Area School District subscribes to the principle that the public schools are owned and operated by and for its patrons and that the schools are an integral part of the community. To this end, the School Board policy is to encourage the public use of school facilities and grounds

Please Note the Following:

Rules

- According to law, all school buildings and grounds are tobacco and alcohol free.
- Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and/or law enforcement personnel.
- Flammable substances may not be used within school buildings.

Liability

- Users of school facilities shall agree to indemnify the school district, to the extent permitted by Minnesota law, for any damage to school or other property by any person or persons attending the activity.
- A Certificate of Liability insurance policy, or acceptable alternative, is required by the district.
- Applicants agree to assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using. The Director of Community Education or designee is responsible for obtaining a signed application form on which the user accepts responsibility for such liability.
- If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of that equipment. Any equipment must be removed from site after rental is completed.

Supervision

- All activities must be supervised by a competent and responsible adult, with the organization using the facilities assuming full responsibility for any damage.
- School personnel on duty (custodian or building assistant) will supervise the operation of facilities, but are not required to supervise the group or its activities.
- Please confine your meetings/activities to areas reserved in advance. For safety reasons, children need to stay with the group and must be supervised at all times.
- Please leave areas used in an orderly condition. If additional hours are required for clean-up, an additional charge for personnel costs will be added to the facility use fee.
- Please report damage to facilities or equipment immediately to authorized school personnel or to the Community Education Office.
- A district auditorium technician is required for all community auditorium facility use.
- A district Red Cross certified lifeguard is required for every twenty-five (25) swimmers for pool use.
- Organizations using kitchen facilities must have a district food service employee on duty to supervise food preparation in conformance with Washington County Public Health Department standards.
- Outdoor activities may require a district grounds staff to be in attendance.
- User groups must provide their own first aid supplies.



Cancellation

- When Stillwater Area Public Schools are closed due to inclement weather or building emergencies, all facility use permits are cancelled.
- The School Board subscribes to the principle that when a community group has a permit in hand that the district will honor it. Occasionally permits for a scheduled event must be cancelled to accommodate unforeseen events or emergency changes in school functions. All permits are revocable and should be considered a lease. If such a conflict occurs, every effort will be made to relocate the activity.

The Community Education Department has the responsibility for administering the School Board's Facility Use Policy.

This includes:

- Scheduling all district facilities (schools and fields) after school, evenings, weekends, vacations and summer
- Approving user groups
- Communicating with building staff and community
- Managing the revenue and expenses generated by facility use

Once a permit is signed and payment is received the permit is binding and may only be amended by the Community Education Office.

Authorization given for use of school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purpose they may represent.

Steps to Using a School Facility:

All requests must be in writing. Contact the Community Education Department or visit our website at <http://ce.stillwater.k12.mn.us> to obtain an *Application for Use of District Facilities* form and a sample *Certificate of Liability Insurance Form*. Effective July 1, 2011, rental of gyms, fields and pools are subject MN sales tax of 7.125%. Tax exempt organizations must have a certificate of exemption on file with Community Education.

Complete and return these forms at least 3 weeks prior to events. The facility use request will not be processed without the certificates of insurance and exemption (if applicable). We process requests on a first-come, first-serve basis. Requests from athletic and fine arts groups interested in gymnasiums, pools, and auditoriums are scheduled on meet and confer basis due to the high demands of these spaces. We take a fair and balanced approach to meet the facility needs for our entire community. Once your permit has been processed and approved, one copy of the Facility Use Permit will be sent to the contact person by email.

Return forms by mail:

Stillwater Area Public Schools
Attn: Facility Use
1875 South Greeley Street
Stillwater, MN 55082

Return forms by fax:

651-351-8401

A copy of the Facility Use Permit will be emailed to the contact person for the group. Sign and return the permit with full payment of the facility use fee to the Community Education Department well in advance but no later than 2 weeks prior to the event. If payment is not received two weeks in advance, your request will be cancelled and the facility opened for requests. Please carry your permit to your event each time. The permit is binding and may only be amended by the Community Education Department. A \$5 service fee will apply to all amendments on a permit. No amendments will be made later than two weeks prior to your event due to custodial and building supervision that may be hired to accommodate your request.



Questions:

Why do community groups pay to use school facilities?

Access to facilities involves added costs such as utilities, cleaning, consumable supplies, and additional wear and tear. These costs are absorbed by the regular classroom if not charged back to the user.

Where does the revenue from facility rental go?

The revenue is used to replace consumable supplies such as paper towels and toilet paper, offset utilities and personnel costs, and maintenance of facilities and fields.

What percentage of the fee covers the maintenance costs?

After personnel costs and consumable supplies, approximately 65% of fees go into designated funds and the school district general fund to maintain facilities and fields.