

The Hermantown Community Schools, ISD #700, recognizes that school facilities represent a valuable asset for developing and enriching both school and community life. The School Board pledges to cooperate in promoting activities that appear to be in the school district's and community's best interest. The following procedures have been established to allow the use of the facilities and to assess charges for expenses fairly and consistently.

PRIORITY USE

All groups or individuals wishing to use school facilities outside the school day must apply for such use and meet all facility usage requirements. Use of school district facilities is assigned in the following priority:

1st Priority: Regular school district PreK-12 curricular activities and programs.

2nd Priority: School Board approved extra-curricular activities and events.

3rd Priority: School District Community Education programs and activities.

4th Priority: Community and other non-school use with an approved facility use permit from Community Education based on the classification outlined in Policy 902.

Priority 4 is scheduled after Priorities 1-3 and in priority order based on the Minnesota State High School League's in-season schedule for youth athletic organizations, and all out-of-season activities will be scheduled on a first come first serve basis.

Outdoor facilities, except for Centricity Stadium, are open to the public at no charge on a first-come, first-served basis when not occupied by school district curricular or extra-curricular activities, community education activities, or community rentals.

Groups may reserve outdoor facilities in advance by obtaining a permit from the Community Education Department. Community groups that use our outdoor facilities must turn in a Certificate of Liability Insurance and may be assessed a custodial fee for garbage cleanup or other unforeseen costs due to usage and/or damage.

CLASS I - SCHOOL DISTRICT USAGE

- Regular school district PreK-12 curricular activities and programs
 - School Board approved extra-curricular activities and events
 - Community Education programs and activities
1. No rent or service fees are charged
 2. The activity must be scheduled on the facility use calendar

CLASS II - PUBLIC ACTIVITIES, Not-For-Profit COMMUNITY ORGANIZATIONS

- Non-profit community service-based youth organizations and Hermantown youth athletic organizations that support Hermantown Community Schools' mission and include exclusively enrolled students in ISD 700 (in-district 4-H, scouts, PTO, youth athletic organizations, etc.). *An hourly rental fee will not be charged to these groups, but all other rental rules & regulations apply.*

Please note that the rental fee is only waived for Hermantown Youth Athletic Organization practices and single-game events.

CLASS III - PUBLIC ACTIVITIES, Not-For-Profit COMMUNITY ORGANIZATIONS

- Meetings and events of tax-supported entities such as city, township, county, and state governments as defined by State Statute
- Extension classes from local colleges
- Charitable group meetings
- Organized community services
- Out of District youth athletic/fine art organizations
- Citizen and civic groups
- Political party meetings and conventions
- Religious and church organizations
- Charter and private schools

CLASS IV - LOCAL FOR-PROFIT ENTERPRISES

NON-LOCAL NOT-FOR-PROFIT GROUPS

- Businesses and commercial organizations within school district boundaries
- Not-for-profit organizations not within school district boundaries

CLASS V - NON-LOCAL FOR-PROFIT ENTERPRISES

- Businesses and commercial organizations out of the school district boundaries.

LONG-TERM CONTRACTS

Individual contracts may be written for groups that use the facilities on a long-term and consistent basis upon consultation with the Director of Community Education.

The following is applicable to Class II - V, including long-term contracts:

1. Rental fee charged for each hour of use when applicable.
2. Proof of liability insurance is required.
3. \$30 annual one-time, non-refundable application fee.
4. Service fees when applicable.

SERVICE FEES

Custodial Regular Hours: \$20 per hour (only when set-up and/or clean-up is required)

Custodial Saturdays: \$30/ hour, two-hour minimum

Custodial Sundays & Holidays: \$60/hour, two-hour minimum

Auditorium Technician: \$40/hour, three-hour minimum

Tournament or Event Supervisor: \$200 per day
Note: Independent School District #700 reserves the right to determine when supervision is required.



REGULATIONS

1. The school district reserves the right to grant or deny permission for the use of facilities in accordance with Federal Equal Access Laws.
2. Authorization for the use of school district facilities shall not be considered an endorsement or sponsorship by the school district of the activity.
3. Permit holder use shall not interfere with any major maintenance, construction, or alteration projects.
4. Responsibility for injury to persons or damage to school property, including equipment, must be assumed by the organization/individual(s) making the application.
5. Evidence of liability insurance is required of all applicants requesting the use of school district facilities.
6. Groups using school district facilities will be required to provide responsible adult supervision for activities, and/or the school district reserves the right to assign a supervisor at the expense of the organization/individual making the application.
7. Alcohol or illegal chemical substances are prohibited on school premises.
8. Smoking, vaping, or using tobacco products is prohibited in all school district buildings and grounds.
9. Weapons and firearms in any form are not allowed on school district property except with prior authorization for instructional programs and/or for law enforcement personnel.
10. The School Board will annually review rental and service fees for maintenance, operations, and staffing of facilities.
11. Youth athletic organizations supporting the mission of the school district will be scheduled in priority order based on the Minnesota State High School League's in-season schedule.
12. Facility rental fees will be charged based on the classification of the user.
13. Youth organizations supporting the mission of the school district hosting special events are subject to rental and service charge(s). *i.e. tournaments, leagues, etc.*

14. All facility use requests must be accompanied by an annual \$30 non-refundable application fee.
15. All requests for facility use must be made at least 48 hours in advance and approved prior to use.
16. Any group requesting the use of school facilities shall not advertise the event until receiving an approved permit from Community Education.
17. Hermantown Youth Organization rentals must be reserved through an Organization Scheduler and approved by the District Facility Scheduler.
18. Any requests for facility use not covered by this policy shall be referred to the Director of Community Education.
19. School district facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, or other privately sponsored activities.
20. The school district reserves the right to require partial or full payment at the time the permit is issued.
21. Permit changes must be made 3 days in advance of the event.
22. If the facility is found to be in good condition the organization/individual making application will not be assessed a damage fee.

regulations revised 5/9/23

Cancellation Policy: The rental agreement for all gymnasiums and high school auditoriums must be canceled 30 days prior to the event's start date, or your group will incur the full cost of the rental. If the district announces the closure of the facilities due to inclement weather or other unforeseen circumstances, the rental fee shall be waived.

A full copy of Policy 902 can be located on the district website at www.hermantown.k12.mn.us

Rental applications are available [here](#). Please note, you must submit an application to the appropriate facility scheduler below and have it approved prior to use.

HOURLY RENTAL RATES

	Class II	Class III	Class IV	Class V
Category A	\$15	\$15	\$25	\$40
	Classroom (all buildings) Library (HES, HMS) Teacher Lounge (HES) Conference Room (HCLC) Parent Education Room (HCLC)			
Category B	\$20	\$20	\$30	\$50
	Cafeteria (HES) Commons (HMS/HHS) Large Motor Room (HCLC)			
Category C	\$30	\$30	\$40	\$70
	Digital Commons (HES) Lecture Theatre (HMS) Gym - per court (HES) Auxiliary Gym (HHS)			
Category D	\$50	\$50	\$60	\$100
	Auditorium (HHS) Gymnasium (HMS/HHS) per court			
Category E	\$60			
	Centricity Field			

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