

# **Facility Use Procedure Manual**

## **Effective July 1, 2023**

**Revised Mar 27, 2025**

St. Louis Park School District #283 facilities are public buildings. A vibrant community uses its public facilities. School Board Policy 902 states: The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

Exceptions to use:

- Events which may be in any way prejudicial to the best interests of the schools or the educational system.
- Events for which satisfactory adult supervision is not provided.
- Events that may result in undue damage or wear or are inconsistent with the use for which the space is designed.



## **Table of Contents**

### **Overview of Permit Process**

- Priority of Use - page 3
- Scheduling Process & Application Procedure - page 4
- Insurance and Liability - page 5
- Cancellations or Changes - page 6
- Building Issues - page 7
- Priority Scheduling Timeline - page 7

### **Rules and Regulations**

- Use of Space Agreement - page 8
- Supervision - page 9
- Health & Safety, Security, and Emergency Regulations and Procedures - page 9
- Custodial Attention to Community Groups - page 10
- Equipment - page 10
- Food Service & Staffing - page 11
- Use of Facilities - page 12
- Facility Hours - page 14

### **Fee Schedule**

- Rental Chart for Community Use of Facilities - page 15
- Tournaments - page 16
- Additional Fees - page 16

### **Payments and Invoices**

- Methods of Payment - page 19
- Invoices - page 19
- Down Payment Policies - page 19
- Cancellation Charges - page 19

## Overview of Permit Process

### Priority of Use

To achieve maximum use of school facilities with minimum conflict, a scheduling process is in place arranging groups on a priority basis, with timelines for priority scheduling (see page 7 for timeline). The scheduling of school facilities is handled by the Adult Program Specialist, Justin Grays, referred to as Scheduler throughout this document. Justin Grays can be reached at [facilityrentals@slpschools.org](mailto:facilityrentals@slpschools.org) (email), 952-928-6443 (desk), or 952-928-6447 (fax).

St. Louis Park School District #283 schedules facilities according to the following priority list:

- I. Group I (St. Louis Park Public Schools and City of St. Louis Park)
  - A. District 283 school curricular, co-curricular, and extracurricular activities/events
  - B. District 283 Community Education activities/events
  - C. City of St. Louis Park activities/events
  - D. Required by Statute – elections/caucuses
  - E. PTO/PTA/Booster groups (application fee required)
  - F. Alumni/Class Reunion groups (application fee required)
- II. Group II (Programs sponsored by St. Louis Park Public Schools, City of St. Louis Park, municipally-recognized organizations, and St. Louis Park nonprofit organizations)
  - A. St. Louis Park youth athletic associations
  - B. St. Louis Park nonprofit organizations; religious organizations for recreation or social purposes; public agencies/organizations; civic and charitable groups (not including fundraising events/meetings where admission is charged or offerings/donations are made)
  - C. Federal, state, county, and municipal agencies conducting meetings of interest to St. Louis Park residents
  - D. School Districts working in partnership with St. Louis Park School District #283 for educational purposes
  - E. Local political organizations (not including fundraising or events/meetings where admission is charged or donations are made)
- III. Group III (Nonprofit organizations)
  - A. Local political organizations; religious organizations for worship or instruction; and nonprofit organizations for fundraising events
  - B. Nonprofit groups originating from outside St. Louis Park
- IV. Group IV - All for profit and/or commercial organizations; HOAs



## Scheduling Process & Application Procedure

The application process and all aspects of scheduling school facilities are facilitated by the Scheduler. Requests for use of space may be made at any time a maximum of 6 months prior to the intended use date, **but must be made no later than 10 days prior to the first date of the permit.** See scheduling timeline on page 7.

- A permit & contract process is utilized to secure the use of school facilities creating a centralized schedule for use & operations. The initial step in the process is the completion of the facility use application, available [online](#) or at the Lenox Community Center.
  - Community members may submit a Facility Use request by email, postal mail, in-person, or fax – facility requests are not accepted over the phone.
  - A non-refundable Permit Application Fee of \$30 is required with each permit request.
- Applications must be made at least 10 calendar days prior to the date of first use.
  - Every application for use of a facility shall state the purpose of the meeting.
  - If space is requested for a tournament and granted, a Tournament Form will be sent to you at least 10 days in advance of the tournament.
  - In order to conduct your tournament, you must fill out and return the form to the Scheduler.
  - If requested space includes a kitchen, or if food will be handled at the facility, a Food Service Employee may be required. See Food Service & Staffing on page 11.
  - Scheduling for Fall Programming opens on June 15th; permits for fall programming will be received by July 15th. Any applications received after July 15th will receive space as available.
- The application must be completed to provide reservation information for requested facilities, equipment, and special use. All organizations using school district facilities are required to furnish a certificate confirming liability insurance; see Insurance & Liability on page 5 for full details.
  - Facility users without a valid certificate of insurance will not be issued a permit until the certificate is presented to the Scheduler.
  - Incomplete applications may result in delays in processing permit applications.
- The application must be signed by an authorized adult representative of the group and must list the person responsible during use. One application may be used for a series of meetings/games. Every application for use of a facility must state the purpose of the meeting.
- Upon receipt of a Facility Use Application, the Scheduler will:
  - Date and determine the priority order/fees of the request
  - Verify space is available –
    - School calendars and Community Education activities are processed before public requests.



- School programs must be established before space allocations can be made to community users. Every effort is made to accomplish this before the start of the school year.
  - The system used to determine priority of scheduling is on page 3.
  - Compute applicable costs and confirm liability insurance. The fee schedule is on page 15.
- Scheduler will follow up within 7 business days of receiving a completed and signed application.
  - Copies of the permit will be sent to the applicant, the facility, and to the custodian at the building permitted.
  - Certain operational procedures may be required that include but are not limited to: use of certain doors, limitation of movement in building, restrictions on equipment, etc.
  - The permit is not valid until signed by the applicant and returned to the Scheduler.
- The Building Use Permit should be in the possession of the group leader upon entry for use of school district facilities to ensure that all details of the event are appropriate for the space being used. This is especially helpful for first time users of district facilities.
- Facility users with an unpaid balance will not be issued a permit until balance is paid in full.

## **Insurance and Liability**

- The facilities contract holder will be required to provide a \$500,000 per person and \$1,500,000 per occurrence certificate of liability and property damage, per MN State Statute 466.04, naming the School District as Additional Insured.
  - The Certificate of Liability Insurance indemnifies the School District and holds it harmless from any liability arising from their use of the School District property.
  - The Certificate of Liability Insurance must be on file in the Community Education Office prior to use, and St. Louis Park School District #283 must be named as an additional insured and as a certificate holder, with the address as St. Louis Park School District #283, Lenox Community Center, 6715 Minnetonka Blvd, St. Louis Park, MN 55426.
    - The Certificate of Liability Insurance can be emailed to [facilityrentals@slpschools.org](mailto:facilityrentals@slpschools.org) or mailed to St. Louis Park Community Education, % Justin Grays, 6715 Minnetonka Blvd, St. Louis Park, MN 55416.
  - The Certificate of Insurance has named St. Louis Park Public School District #283, which includes, but is not limited to: the school board; administrators; employees; agents; and volunteers, as Additional Insureds with respect to the General, Automobile, and Umbrella/Excess Liability policies. All insurance policies



above are primary and noncontributory to any other insurance available to the Certificate Holder. A thirty-day notice of cancellation is required.

- To the fullest extent permitted by law, organizations or groups using school district facilities assume an unqualified obligation to hold St. Louis Park Public Schools and its school board, administration, employees, agents, and volunteers harmless for all liability associated with the subject matter of the agreement.
- Permits will not be issued until a Certificate of Liability Insurance is received. If a certificate is not presented at least 10 days prior to the first date of permit, the reservation may be subject to cancellation if another group requests the same space.
- Users of St. Louis Park School District #283 buildings and grounds must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the district from any expense or costs in connection with the community use of the school facilities and/or equipment.
- The permit holder must report any loss, breakage, or repair needs of buildings, grounds, or equipment to the Community Education Office. Damage to school district property must be paid for by the permit holder or insurance carrier.
- St. Louis Park School District #283 may not be held liable for loss or destruction of a user's personal property.

### **Cancellations or Changes**

- The applicant shall notify the Community Education Department of any changes or cancellation of previously scheduled facilities at least 48 hours prior for a weekday scheduled event and by the end of the day on Wednesday for a weekend event, or the permit holder will be liable for the rental fee and any custodial overtime that may occur. In all cases, the district will retain the permit fee. See Late Payment Fee on page 17 for further details.
  - Special considerations will be made for inclement weather, even if community education programming has not been canceled.
- If a change needs to be made to an existing permit, the existing permit number needs to be included with the change request.
- Failure to cancel will result in a No-Show Fee of \$50.
- The District reserves the right to cancel the permit if the holder acts or allows others to act contrary to the terms of the permit.
- Permits may be canceled when school is canceled due to inclement weather or physical problems. See [Emergency Closing Information](#) for more detail.
- An approved permit shall not be considered by the applicant as a lease. The school district reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.
- Occasionally, activities scheduled on a long-term basis will have dates that conflict with events that are later planned by the regular school program. Should this occur, every

effort will be made to find another appropriate space (school programs have priority over community activities).

## **Building Issues**

St. Louis Park School District #283 is not responsible for losses due to the unforeseen cancellation of permits resulting from inclement weather, natural disasters, building mechanical failure, or other unexpected events. In such cases, the District will make every effort to provide an alternate location or reschedule the event.

## **Priority Scheduling Timeline**

### **Priority I:**

- I. St. Louis Park Public Schools and City of St. Louis Park
  - A. District 283 & Education activities/events must submit priority scheduling requests by June 15 for the following school year.
  - B. City of St. Louis Park activities/events must submit priority scheduling requests by June 30 for the following school year.
  - C. Any permit application submitted at least 6 months in advance of the event/activity will receive priority scheduling.
  - D. Permit applications submitted after the priority deadlines for the following school year or with less than 6 months notice are accepted as space is available.
  - E. No bumping will occur after these priority scheduling periods.

### **Priority II:**

- II. St. Louis Park Sports Associations
  - A. Must submit priority scheduling by July 15 for Fall-Season sports
  - B. Must submit priority scheduling by September 1 for Winter-Season sports
  - C. Must submit priority scheduling by December 1 for Spring-Season sports
  - D. Must submit priority scheduling by March 1 for Summer-Season sports.
  - E. Usage will be shared equitably between all Sports Association requests for in-season sports received by the deadline.
  - F. Out-season sports will receive permits as space is available.
  - G. Priority I permits may supersede these permits following the deadlines.
  - H. In the event of bumping, all efforts will be made to find another suitable space.

### **Priority III:**

- III. All other groups and individuals
  - A. Permit requests are accepted beginning July 15 for the following school year
  - B. Permit request may be submitted at any time up to 6 months in advance
  - C. Priority I & II permits may supersede these permits following the deadlines.
  - D. In the event of bumping, all efforts will be made to find another suitable space.



## **Rules and Regulations**

These rules and regulations are an agreement between the permit holder and St. Louis Park School District #283. By submitting the facility use application, the permit holder acknowledges acceptance of the following conditions:

### **Use of Space Agreement**

- The applicant agrees:
  - To comply with all rules and regulations regarding the use of school district facilities as proscribed by the school district.
  - To exercise utmost care in the use of school premises.
  - To protect, indemnify, and hold harmless St. Louis Park School District #283 and its officers and employees from any and all claims, damages, liabilities, or rights of action directly or indirectly growing out of the use of the premises covered by the permit.
  - To indemnify the St. Louis Park School District #283 and its officers and employees for any and all damage by any person(s) attending the activity and likewise the school district against any and all liability and any and all damages to any person(s).
- In the event of damage to school property, the applicant shall accept the school district's estimate of the amount and shall pay all appropriate repair costs.
- Groups attempting to secure space by using the priority level of another group may lose facility use privileges.
- The District does not allow subletting of space.
  - Groups that don't need the space/time they've been permitted should contact the Scheduler to cancel.
  - Groups attempting to sublet space may lose facility use privileges.
- All meetings and activities will close in sufficient time to completely vacate the building by the ending time approved on the permit; if activities are not concluded by the time approved on the permit, groups may be subject to additional charges for rental and custodial engineer overtime.
- Requested rooms, areas, and equipment must be returned to their original condition before the group leaves the building (replacing tables, chairs, picking up garbage, raising basketball hoops, etc.). Groups may not take down pictures, erase boards, or move furniture and equipment from one area to another unless specifically approved on the permit and supervised by a custodian.

### **Supervision**

- The individual named on the permit and the group in whose name the permit is issued will be jointly responsible for their use of the building as granted on the permit and will



accept responsibility for any behavior of participants and damage done to school property.

- A School District employee (either a custodial engineer or designated building staff member) will be present at all times when a school building is open to render services necessary in the operation of lights, heat, ventilation, unlocking and locking of the rooms and building.
  - This person will not supervise groups or activities. A custodial engineer's primary function is to maintain the building.
  - The District reserves the right to have a staff member assigned to oversee usage of the rented area or to operate specialized equipment.
- Youth group supervisors must arrive before the first member of their group and stay until the last member leaves the school grounds. If youth are left in or outside a building after the youth group supervisor leaves, the facility monitor or custodian has the option of calling emergency services or child protection for custody.

## **Health & Safety, Security, and Emergency Regulations and Procedures**

### **Health & Safety Regulations and Procedures**

- All St. Louis Park Public School buildings are latex aware and all latex items (balloons, gloves, etc.) are prohibited from being brought into any building.
- Tobacco (including e-cigarettes), alcohol, and weapons are prohibited on indoor and outdoor school district property. Reference School Board Policies 418, 419 and 501.
- In the event of an incident resulting in any spilled bodily fluids which constitutes a biohazard (blood, vomit, etc.), immediately contact the custodial number listed on your permit in order that the area can be clean and sanitized.
  - Custodians are trained to deal with the cleanup of blood and other bodily fluids. Groups should contact them in case of an accident. Do not attempt to clean up hazardous materials yourself. Lack of reporting these incidents immediately could curtail your use of the facilities.

### **Security Regulations**

- No guns or firearms are allowed in school buildings or on school grounds.
- School, City, and State fire and safety regulations will be observed at all times. Parking in designated fire lanes is prohibited. Violators will be tagged and/or towed.
- An applicant may be required to hire off-duty police or personnel approved by St. Louis Park School District 283 to provide security during the requested use of school facilities for certain special events at the discretion of the District based on:
  - size or type of event
  - any past history of concerns during previous use
  - any information that leads the district to believe that a uniformed security presence is required



### **Emergency Procedures**

- In the event of a medical emergency (heart attack, etc.):
  - First, call 911
  - Second, notify the custodial number listed on your permit
  - Third, report to the Scheduler
- In the event of damage without injury, report to the custodian and Scheduler.
- Follow posted placards and Red Emergency binders for weather and/or other emergencies.

### **Custodial Attention to Community Groups**

Basic responsibilities of the custodians shall be:

- To unlock all doors at established time and turn on lights in scheduled rooms.
- To check the permit for special services requested.
- Specially scheduled groups occasionally may need additional services such as set-up, extra equipment, or clean-up. These groups will be informed and agree they are paying for an extra custodian to attend to their needs. Whenever possible, the custodian will inform the group if they will be away from the area for any length of time and where they can be found.
- Groups using the Stadium will be required to pay for a facility monitor (see Additional Fees on page 16). Custodial overtime may be charged based on the size of the group and clean-up required.

### **Equipment**

- St. Louis Park School District 283 will assume no liability or responsibility for any personal items or equipment of the individual or group which is used or stored on School District property.
- Groups may be allowed the use of school equipment within the building such as nets, standards, etc., upon proper arrangements made during the application process.
  - The Scheduler may need extra time to get authorizations to approve special requests. Please make certain to request use of space early to make certain that enough time is allowed to get said authorizations.

### **Food Service & Staffing**

#### **Food Service**

Please see [District Kitchen Use Guidelines Addendum](#). Food may be served in school facilities under the following conditions:

- Food and coffee may be served only in the cafeteria or in other approved lounges or locations within the school building. Approved lounges and locations are site-specific; please confirm with the Scheduler before bringing in food.



- Food served at a school sponsored event must be obtained from a licensed caterer or commercial retailer.
- Food served from concession stands/tables must be licensed by the Hennepin County Environmental Health and Epidemiology Department or meet requirements that grant exemptions.
- All uses of food & beverage in cafeterias and commons areas must be included in the application request as it may involve cleanup fees. In addition, the user group is responsible for ensuring that all trash is disposed of properly in the provided containers.
- Light refreshments and potluck dinners may be served in accordance with Hennepin County Environmental Health and Epidemiology Department regulations and applicable permits.
- Functions requiring use of kitchen facilities and equipment may be used only with advance approval of the Manager of School Nutrition and under the supervision of a St. Louis Park School District #283 School Nutrition Employee (see forms: District Kitchen Use Guidelines and Kitchen Use Request). The group seeking the permit will be required to pay a minimum of \$50 per hour to cover the overtime wages of the School Nutrition Employee supervising the kitchen/kitchen equipment use.

### **Food Service Equipment**

Users requesting a kitchen must furnish all kitchen disposables (pan liners, foil, gloves, paper food boats, spoons, etc.) or be prepared to pay for supplies requested.

### **Food Service Staffing**

A minimum of one school district school nutrition employee is required to be on duty to primarily supervise the use of kitchen facilities. The group will pay school nutrition staffing fees that include the permitted time plus ½ hour before and ½ hour after the permitted time. Any additional work required by the school nutrition staff will be discussed and negotiated at the time of permit application. Charges will be as follows:

- Monday – Friday after 2:30 p.m. \$50 per hour
- Saturdays \$50 per hour
- Sundays (school related functions) \$50 per hour
- Sundays (non-school related functions) \$60 per hour

Once the permit is issued, the permit holder will be put in contact with the Manager of School Nutrition or representative to discuss details of kitchen use.

Staffing on a callback basis (not contiguous to the normal period) shall include a minimum of two hours. To use a St. Louis Park School District #283 kitchen, you must contact the Scheduler at least 10 working days prior to the event; the Scheduler may need to confer with the Manager of School Nutrition before issuing a permit, depending on circumstances.

## Use of Facilities

### Auditoriums

- The Middle School Performing Arts Center is currently unavailable for rentals.
- The High School Auditorium is available for use on a limited basis.
- Rental fees apply for Groups II, III, and IV (see fee schedule on page 15).
- Microphones can be made available with prior request.
- If stage lights, the sound booth, or equipment of a complex nature are needed, an auditorium technician will be required.

### Cafeterias/Kitchen Areas

Organizations requesting the use of school kitchen facilities must receive approval from School Nutrition. Please see Food Service & Staffing on page 11 for general information, or see the document [District Kitchen Use Guidelines](#) for detailed information.

- Cafeterias may be rented for any purpose; however, if the cafeteria is to be used to serve food or drink, it must be included in the application request.
  - If food will be served, a school nutrition employee may be required to be present. See Food Service Staffing on page 11 for Food Service rates.
  - If food will be sold, a food license will likely be required. See the document [District Kitchen Use Guidelines](#) for more information.
- The permit holder is responsible for ensuring that all trash is disposed of properly in the containers provided; additional waste receptacles may be requested on the permit application.
- The permit holder is responsible to pick up and remove all trash. Custodial overtime fees may be assessed if the cafeteria is in a state that requires extra custodial attention.
- Most cafeterias have audio/visual systems - microphones can be made available.

### Grounds, Courts, & Athletic Fields

- School grounds and athletic fields may be used under St. Louis Park School District 283 Policy 801 - Equal Access to School Facilities. Permits may be granted for political meetings, parade drills, and other similar activities.
- St. Louis Park School District 283 does not provide services for marking or lining fields for non-district permit users.
- St. Louis Park School District 283 has the following specialized outdoor areas, excluding Oriole Stadium:
  - Football & Soccer Fields at the Middle School
  - Soccer & Lacrosse Fields at the Middle School
  - Softball Fields at the Middle School
  - Tennis Courts at the Middle School and the High School
  - Track & Field at the Middle School and the High School
  - Playgrounds at elementary schools and Lenox Community Center



- The permit holder is responsible to pick up and remove all trash. Custodial overtime fees may be assessed if grounds and/or athletic fields are in a state that require extra custodial attention.

### **Gymnasiums**

For the purpose of this manual, Gymnasium will be synonymous with Activity Center and/or Field House.

- There is a high demand for gym space, and limited gym space available. Use of gymnasiums are determined by priority order (see Priority of Use on page 3) followed by date of application. Care is taken to be as equitable as possible, but it is not always feasible to give everybody all the space that is requested.
- Use of physical education, athletic equipment, and fitness center, will not be permitted for use.
- Gymnasium Rules include:
  - No pets
  - No outside food/drink, unless approved on permit
  - No street shoes

### **Oriole Stadium**

- Facility monitor fees will be charged to all groups.
- No tournament fee will be assessed for use of the stadium.
- If stadium/field clean-up is necessary, a \$250 fee will be assessed to the group.
- Garbage haul-away fees may be assessed based on the size of the event.
- The concession stand building is not available for use. Concessions may be sold from tables; see the document [District Kitchen Use Guidelines](#) for more information.
- Lining the fields with any type of material is not allowed. Groups who line the field will be assessed a charge that will be determined on an individual basis.
- There is a required 2-hour minimum to rent the stadium.
- The group will pay facility monitor fees that include the permitted time plus ½ hour before and ½ hour after the permitted time.
- Authorized School District events do not require a facility monitor.
- Stadium Rules include:
  - No pets
  - No signs
  - No backpacks

### **Swimming Pools**

- Swimming pools may be used by organizations for recreational and instructional purposes. The organization will employ a qualified lifeguard and/or instructor to supervise the pool.



- If the organization does not have a qualified lifeguard, they can request one from St. Louis Park Public School District #283. See the swimming pool fee schedule on page 16.
- A certified lifeguard must be on deck at all times.
  - A lifeguard must present to the Community Education Office the current required Lifeguard Certification from a nationally recognized organization.
  - Groups that use the pools on a regular basis will need to have their lifeguard certification posted at the pool.
- An aquatics instructor must have a current CPR and First Aid Certification.
- The Aquatics Program Coordinator will see that the lifeguard receives a copy of the written directions covering lifeguard duties and also receives instructions for carrying out these duties. All lifeguards report to the Aquatics Program Coordinator and/or the Adult Program Specialist.
- There must be one (1) lifeguard for every twenty (20) participants.
- Pool capacities are posted at every swimming pool. The maximum number of people in the pool can never exceed the pool capacity.
- Central Early Learning Center Pool is kept at 83°F. High School Pool is kept at 82°F. Middle School Pool is kept at 80°F.

### **Weight Room**

- Use of the weight room will require the presence of a District weight trainer.
  - Renters may provide their own certified weight trainers in lieu of using a District weight trainer. A signed liability waiver will be required.
  - Weight trainer certifications must be presented to the Community Education Office before the permit is granted.

### **Facility Hours**

Occupancy before or after building hours will be charged the custodial overtime fee as outlined in the fee schedule. Facility fees will apply based on Priority (see Priority of Use on page 3). If more than 200 people are expected to be in the building, a second custodian will be added.

Due to fluctuating hours, please use this link to view current hours: <https://bit.ly/SLPHours>



## Fee Schedule

St. Louis Park School District #283 schedules facilities according to the Priority List (page 3). The Fee Schedule follows the same list.

### Group I

Group I organizations incur no fees with exceptions that include, but are not limited to:

- Political caucuses when applicable
- The use of facility monitors when applicable
- Custodial overtime
- Application fee when applicable

### Groups II - IV, hourly rates

\*Premium Spaces

	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
<b><u>Elementary Schools and Lenox Community Center</u></b>			
1. Gymnasium/Auditorium	\$15	\$35	\$46
2. Cafeteria	\$15	\$35	\$46
3. Lenox Kitchen	\$15	\$25	\$30
4. Library Media Center	\$15	\$35	\$46
5. Music & Band Room	\$12	\$30	\$40
6. Lounge & Lenox Room 2/Fireplace	\$12	\$30	\$40
7. Classrooms, each	\$10	\$20	\$30
8. Lenox Little Theater	\$20	\$36	\$50
9. Playground	\$12	\$30	\$40
<b><u>Middle School</u></b>			
1. Cafeteria	\$20	\$46	\$70
2. Kitchen (requires School Nutrition staff)	\$15	\$30	\$40
3. Gymnasium – Fieldhouse 1 & 2 (each)*	\$25	\$45	\$70
4. Activity Center – Fieldhouse 3 & 4 (each)*	\$25	\$45	\$70
5. Activity Area & Classrooms, each	\$10	\$20	\$30
6. Computer Lab (requires IT approval)	\$25	\$50	\$75
7. Library/Media Center & Media Classroom (1 & 2)	\$15	\$35	\$46
8. Classrooms, each	\$10	\$20	\$30
9. Music & Band Rooms, each	\$12	\$30	\$40
10. Performing Arts Center*	\$75	\$100	\$200
<b><u>Central Community Center</u></b>			
1. Cafeteria	\$15	\$40	\$60
2. Gym A or Gym B	\$20	\$40	\$60
3. Classrooms, each	\$10	\$20	\$30
4. Kitchen	\$5	\$25	\$30
<b><u>High School</u></b>			
1. Auditorium	\$50	\$80	\$150
2. Main Gymnasium*	\$25	\$50	\$70



3.	Fieldhouse – Activity Center 1, 2, 3 (each)*	\$20	\$45	\$65
4.	Small Gymnasium	\$10	\$25	\$36
5.	Cafeteria	\$20	\$46	\$70
6.	Kitchen (requires food service staff)	\$15	\$30	\$40
7.	Band/Vocal/Music	\$12	\$30	\$40
8.	Library Media Center & Media Classrooms	\$15	\$35	\$46
9.	Classrooms, each	\$10	\$20	\$30
10.	C350 Conference Room	\$20	\$36	\$53
11.	Computer Labs (requires IT approval)	\$25	\$50	\$75
12.	Weight Room*	\$35	\$75	\$125
13.	Training Room*	\$35	\$75	\$125

#### **Pools, Fields, & Miscellaneous**

1.	Central Pool	\$42	\$60	\$78
2.	Middle School Pool	\$48	\$66	\$84
3.	High School Pool	\$40	\$55	\$70
4.	High School Track & High School Field	\$20	\$35	\$50
5.	Tennis Courts (each) Middle School, High School	\$15	\$20	\$25
6.	Oriole Stadium (practice)	\$40	\$75	\$165
7.	Oriole Stadium (game)	\$60	\$110	\$275
8.	Oriole Stadium Lights	\$25	\$50	\$100
9.	Middle School Fields (each) Football, Soccer, Lacrosse, Softball	\$15	\$30	\$45
10.	Middle School Track	\$20	\$35	\$50
11.	Parking Lot (event rates may apply)	\$20	\$30	\$50
12.	Trash Dumpster	\$90/day	\$90/day	\$90/day

#### **Tournaments**

- A completed Tournament Form will be sent by the Scheduler and will be required to be returned 10 days before the first date of the tournament. If a Tournament Form is not on file by the deadline, the tournament will be canceled.
- We will assess a tournament fee of \$225 per day per site. No tournament fee will be assessed for use of the stadium.
- The tournament no-show fee is \$250.
- All tournaments will be assessed a trash dumpster fee of \$90.

#### **Additional Fees**

##### **All Groups**

- A non-refundable Permit Application Fee of \$30 is required with the submission of the permit application (Group I is exempt from this fee).
- Custodial overtime may be charged to all groups for special set-up or clean-up for all activities that are not normally staffed with custodial personnel. If over 200 people are expected, a second custodian will be assigned.
- No-Show Fee of \$50 will be charged if there is a failure to cancel in the specified time frame.



- Facility monitor fees will be charged to all groups, except where noted.

### **Custodial Overtime Rates**

When permitting space outside of building hours, overtime custodial fees will be incurred. Custodial times are scheduled ½ hour before and ½ hour after permitted time. If more than 200 people are expected during a rental, another custodian may need to be assigned and paid for.

All District Buildings

- Monday – Saturday (after building hours)\* \$50 per hour
- Sundays & Holidays \$65 per hour

\*For building hours, please follow this link: <https://bit.ly/SLPHours>

### **Equipment**

Some facilities have equipment that may be rented and used by groups.

LCD/DVD, AV, timer, scoreboard	\$36/day
Stadium Corner Flags (one-time use)	\$5/day
Stadium Corner Flags (repeated use)	\$20/permit

### **Large Group Fee**

Assessed on a per facility basis.

- Groups over 50: \$30/day
- Groups over 100: \$60/day
- Groups over 250: \$120/day

### **Other Staffing Rates**

- Auditorium Technician: \$36 per hour
- Student Technician: \$12.75 per hour
- Facility Monitor: \$25 per hour
- Lifeguard \$25 per hour

### **Late Payment Fee**

- Failure to pay invoices by the due date may result in a late fee, the revocation of permit, and/or the privilege of using school district buildings and grounds in the future.
- Fees are assessed on a per permit basis not to exceed 30% of total permit fee.
  - 30-60 days late 5%
  - 61-80 days late 10%
  - 81-100 days late 20%
  - \$5/week every week past 100 days late
- In the event of non-payment, unpaid invoices will be sent to collections.
- Habitual late payments will require payment in full before the permit start date for future permits.

### **Cancellations**

- See page 18 for charges related to cancellations

## **Payment and Invoices**

### **Methods of Payment**

We accept cash, checks, and credit card\* payments. Please make Checks payable to ISD #283. All payments must be submitted to the Adult Program Specialist at the following address:

St. Louis Park Community Education  
% Justin Grays, Adult Program Specialist  
6715 Minnetonka Blvd  
St. Louis Park, Minnesota 55416

\*Payments made by credit card are subject to a 3% processing fee.

### **Invoices**

The permit will list estimated charges at the bottom. That is to give you the opportunity to review the prices and to know what to expect. The estimated charges are not the final charges, and the permit is not an invoice. The permits will say “estimated amount to be invoiced in the future”.

Invoices are sent on or after the 1st of each month. Payment is due 15 days after the date of the invoice, unless otherwise stated. Past-due invoices are sent on or after the 15th of the month, once a payment is 30 days or more past due.

### **Down Payment Policy**

A non-refundable Permit Application Fee of \$30 is required with the submission of the permit. Frequent renters get billed on a monthly basis, and we do not require further down payment. One-time and short-term (less than two month) rentals require a down payment of 50% of the estimated charges. Down payment is due one week before the first day of the permit.

Payment in full may be required for any group or individual with a history of late payments.

### **Cancellation Charges**

If the cancellation is submitted at least one week prior to the first permitted day, there are no cancellation charges. If the event is rescheduled, and the request to reschedule is made at least one week prior to the first permitted day, there are no cancellation charges.



**St. Louis Park  
Public Schools**



**St. Louis Park  
Community Education**

If the cancellation is submitted more than 48 hours prior to the first permitted day, but less than one week prior to the first permitted day, there is no cancellation charge, but the down payment is forfeited. If the event is rescheduled, and the request to reschedule is submitted more than 48 hours prior to the permitted event but less than one week prior to the permitted event, there are no cancellation charges and the down payment may be applied to the rescheduled date.

If the cancellation is within 48 hours of the permitted event, there is a \$50 cancellation fee and the down payment is forfeited. If a request to reschedule is submitted within 48 hours of the permitted event, the down payment may be applied to the rescheduled date, but a \$50 cancellation charge will be added.

If the cancellation is on the day of the permitted event, the entire estimated cost, plus a \$50 cancellation fee will be invoiced.