

Table of Contents

Community Use Overview	–	page 1
Overview of Permit Process		
● Facility Use Prioritization & Scheduling Timelines	–	page 2
● Scheduling Process & Application Procedure	–	page 4
● Insurance and Liability	–	page 7
Rules and Guidelines for Facility Use		
● Use of Space Agreement	–	page 8
● Access, Supervision, & Use of Facilities	–	page 9
● General Conduct, Health, & Safety	–	page 13
● Food Service & Staffing	–	page 14
Payments and Invoices		
● Down Payment Policy	–	page 16
● Invoices	–	page 16
● Unpaid Balances	–	page 16
● Cancellation & Rescheduling Charges	–	page 16
● Methods of Payment	–	page 17
Rental Rates and Fee Schedule		
● Rental Rates for Community Use of Facilities	–	page 18
● Equipment Charges	–	page 22
● Staff Charges	–	page 23



Overview of Community Use St. Louis Park District #283 Buildings

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.

Community Education coordinates facility use and rentals, and assists groups and organizations in securing access to St. Louis Park School District #283 spaces, referred to as either “District” or “the District” throughout this document. School facilities may be available for use outside of regular instructional hours, including evenings, weekends, and non-school days, pending approval. Facility users may be responsible for rental fees, staffing costs, or other charges incurred as a result of their use. All groups are expected to use facilities responsibly and return them to their original condition.



Overview of Permit Process

Facility Use Prioritization & Scheduling Timelines

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 4 for timeline). The scheduling of school facilities is handled by the Adult Program Specialist, Justin Grays, referred to as “Scheduler” or “the Scheduler” throughout this document. Justin Grays can be reached at facilityrentals@slpschools.org (email), 952-928-6443 (desk), or 952-928-6447 (fax). The District 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-A
 - A. St. Louis Park Youth Athletic Associations
 - B. Girl Scouts and Scouting America
- III. Group II-B (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 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)
 - B. Federal, state, county, and municipal agencies conducting meetings of interest to St. Louis Park residents
 - C. School Districts working in partnership with St. Louis Park School District #283 for educational purposes
 - D. Local political organizations (not including fundraising or events/meetings where admission is charged or donations are made)
- IV. 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
- V. Group IV - All for profit and/or commercial organizations; HOAs

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 upcoming 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. Although late permit applications will still be approved, we strongly encourage all internal groups to meet the established deadlines to ensure smooth scheduling and prevent impacts on other users.

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.

Scheduling Process & Application Procedure

A building permit is required for all use of District facilities outside of the school day. All use of District facilities must be scheduled through the Community Education Office. This includes use by staff for both District and non-District activities and events.

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 business days prior to the first date of the permit**. See scheduling timeline on page 4.

Requests by phone will not be accepted. All requests are required to be made through our online portal.

- 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 here:
<https://slp.ce.eleyo.com/facilities/request-space>
 - 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 business days** prior to the date of first use. Large events or events using an auditorium must have their applications submitted at least **30 days** in advance.
 - Every application for use of a facility shall state the purpose of the meeting.
 - Include all setup needs, equipment requests (e.g. AV, chairs, recreation items), and required setup/takedown times in your application.
 - 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 15.
 - 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 8 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 19.
- 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.

Permit Limitations

All activities must conclude with sufficient time to completely vacate the building by the end 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 staff overtime.

An approved permit shall not be considered by the applicant as a lease. The 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.



Cancellations or Changes

- Permit Changes or Cancellations must be emailed to the Scheduler at facilityrentals@slpschools.org at least **5 business days** in advance or the permit holder will be liable for the rental fee and any scheduled staff time. Groups arriving before or staying after their permitted time will be charged for the hourly use of the space plus any additional staffing time. See page 17 for cancellation charges.
 - Special considerations may be made for inclement weather, even if community education programming has not been canceled. Considerations are made on a case-by-case basis.
- 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 in addition to the rental fee.**
- 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:
<https://slpcommunityed.com/emergency-closing-information/>
- 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).
- The District reserves the right to cancel any permit should the need arise.
- 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, including but not limited to:
 - Failure to comply with District Facility Use Procedure Manual and guidelines, by either external users or internal staff.
 - Misuse of District equipment or facilities, or activities that may result in damage, excessive wear, or that are inconsistent with the intended purpose of the space.
 - A documented history of uncooperative, disrespectful, or disruptive behavior by the group or individual toward District staff and/or other facility users.
 - Misrepresentation of the user, group, purpose of the event, or number of participants in an effort to avoid fees, charges, or facility use policies.

Building Issues

The District 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.



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 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.

Rules and Guidelines for Facility Use

All users of District facilities are required to adhere to the following rules and guidelines. These are in addition to all applicable local and state laws and ordinances, as well as all District policies. These rules and regulations are an agreement between the permit holder and the District. 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 District 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.



Access, Supervision, & Use of Facilities

Supervision

- An adult group leader aged 21 or older from the organization must be present from the time of entry stated on the permit until all participants have left the premises. The adult group leader will check in with the facility monitor upon arrival. It is the leader's responsibility to maintain control of the behavior and location of participants involved in the activity and to ensure that they remain in the area authorized in the permit.
- 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.
- Use is restricted to the specific areas designated on the approved facility use permit. This includes access to the nearest restrooms and drinking fountains only.
- A School District employee (a facility monitor or other designated building staff member and a custodial engineer) 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.
 - District employees will not supervise groups or activities. The facility monitor oversees the building and is a point-of-contact between the rental and the building staff. 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.
 - Any groups expecting over 200 participants will be required to pay for an extra facility monitor and an extra custodial engineer per location.
 - Users are expected to cooperate with District staff at all times.
- 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.

Equipment

- Any equipment brought into the facility must be approved by the Scheduler.
- The District does not store equipment; any equipment brought into the facility must be removed each day.
- The District will assume no liability or responsibility for any personal items or equipment of the individual or group which is used on District property.
- District equipment may be used only with prior arrangement through the Scheduler. Fees may apply for equipment usage or staff assistance with setup and takedown.



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

Use of Facilities

Auditoriums

- Along with a facility monitor and custodial engineer, an auditorium supervisor is required for all auditorium rentals.
- Audio/visual equipment can be made available with prior request.
- If stage lights, the sound booth, and/or equipment of a complex nature are needed, auditorium technicians 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 15 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 15 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.
- The District does not provide services for marking or lining fields for non-district permit users.
- The District has the following specialized outdoor areas, excluding Oriole Stadium:
 - Football & Soccer Grass Fields at the Middle School
 - Soccer & Lacrosse Grass Fields at the Middle School



- Softball Fields at the Middle School
 - Tennis Courts at the Middle School and the High School
 - Track & Turf Field at 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

- 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.
- 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 staff fee schedule on page 22.
- 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.



General Conduct, Health, & Safety

Emergency Procedures

- In the event of a medical emergency (heart attack, etc.):
 - First, call 911
 - Second, notify either the facility monitor or custodial engineer
 - Third, report to the Scheduler
- In the event of damage without injury, report to the facility monitor and Scheduler.
- Follow posted placards and safety documents for weather and/or other emergencies.

Health & Safety Regulations and Procedures

- All District buildings are latex aware and all latex items (balloons, gloves, etc.) are prohibited from being brought into any building.
- Wick candles are not allowed in District facilities.
- 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 individual student, non-student, adult, or visitor may possess, use, or distribute a weapon in any school location. 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 submit a detailed security plan and hire uniformed personnel approved by the District Facilities and Safety Department to provide security during the use of school facilities for certain events. This is fully at the discretion of the District, based on size or type of event, any past history during previous use, or any information that leads St. Louis Park School District #283 to believe that a uniformed security presence is required.

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 District 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



**St. Louis Park
Public Schools**



**St. Louis Park
Community Education**

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 District kitchen, you must contact the Scheduler at least 10 business days prior to the event; the Scheduler may need to confer with the Manager of School Nutrition before issuing a permit, depending on circumstances.



Payments and Invoices

Down Payment Policy

Fifty percent (50%) of all facility, staff, and equipment rental fees is due at least 10 business days before the permit begins. The remaining balance must be paid within 14 days of being invoiced. Additional charges may be assessed after the event. Failure to pay your fee on time may result in the denial of future permit requests. Payment in full may be required for any group or individual with a history of late payments.

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.

Unpaid Balances

If an organization has an unpaid facility-use balance, Community Education reserves the right to deny any new request and/or cancel any pending requests until the account is paid in full and to seek assistance in collecting the fees from a collection agency.

Cancellation & Rescheduling Charges

Cancellation Charges

- If the cancellation is submitted at least one week prior to the first permitted day, there are no cancellation charges.
- 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 cancellation is within 48 hours of the permitted event, there is a \$50 cancellation fee and the down payment is forfeited.
- If the cancellation is on the day of the permitted event, the entire estimated cost, plus a \$50 cancellation fee, will be invoiced.



Rescheduling 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 rescheduling charges.
- If the rescheduling request is submitted more than 48 hours prior to the permitted event but less than one week prior to the permitted event, a \$25 rescheduling charge will be added. The down payment will be applied to the rescheduled date.
- If a request to reschedule is submitted within 48 hours of the permitted event, a \$50 rescheduling charge will be added. The down payment will be applied to the rescheduled date.
- If a request to reschedule is submitted on the day of the permitted event, the downpayment is forfeited and may not be applied to the new date, and a \$50 cancellation fee will be applied.

Methods of Payment

Payments may be paid online, by mail, over the phone, or in person. We accept cash, check, and credit cards. Please make checks payable to ISD #283 and include the invoice number in the memo line.

Online Payments

To make a payment online, access your Eleyo account here: <https://slp.ce.eleyo.com/account> and select your facility account, listed under "Your Accounts". You can then make a payment under the Account Management Tab.

Payments by Mail

If sending payment by mail, please ensure that the envelope is addressed to:

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

Payments with other names or addresses may cause delays. Late payment charges will not be waived if payment is mailed to the wrong person or address.

Payments by Phone or in-Person

To pay by phone or in-person, arrange a time with the Scheduler to take your call or meet in the Community Education office, or ask the Scheduler to call you. Please be sure to know either your invoice or permit number. Credit card payments made over the phone or in-person will incur a 3% processing fee.

Rental Rates and Fees

Rental rates apply to groups and activities as listed in this document. All groups using District facilities are responsible for staff costs in addition to costs resulting from their use including, but not limited to, facility rental, equipment rental, building supplies, extra garbage pickup, energy, and applicable sales tax. The District schedules facilities according to the Priority List (page 3). The Fee Schedule follows the same list.

- A non-refundable Permit Application Fee of \$30 is required with the submission of the permit application (Group I is exempt from this fee, unless otherwise noted).
- 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. For every 200 people expected, an additional custodian will be assigned.
- No-Show Fee of \$50 will be charged if there is a failure to cancel in the specified time frame. See page 17 for cancellation charges.
- Facility monitor fees will be charged to all groups, except where noted. For every 200 people expected, an additional facility monitor will be assigned.

Rental Rates for Community Use of Facilities

Large Group Fee

Assessed on a per facility basis.

- | | |
|----------------------|-----------|
| ● Groups of 50-100: | \$30/day |
| ● Groups of 101-250: | \$60/day |
| ● Groups 250+: | \$120/day |

Late Payment Fee

- Failure to pay invoices by the due date may result in a late fee, the revocation of permit, and/or the loss of the privilege of using school district buildings and grounds.
- 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.



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

Elementary Schools & Community Centers	Group II-A	Group II-B	Group III	Group IV
Classrooms, each				
Standard Classrooms	\$10.00	\$10.00	\$20.00	\$30.00
Music & Band Rooms	\$12.00	\$12.00	\$30.00	\$40.00
Gyms, each				
Aquila, Central, Park Spanish Immersion, Peter Hobart	\$15.00	\$30.00	\$45.00	\$67.50
Central Annex	\$5.00	\$10.00	\$15.00	\$22.50
Lenox, Susan Lindgren	\$10.00	\$20.00	\$30.00	\$45.00
Cafeterias	\$15.00	\$15.00	\$35.00	\$46.00
Central Early Learning Center Pool	\$42.00	\$42.00	\$60.00	\$78.00
Lenox Kitchen	\$15.00	\$15.00	\$25.00	\$30.00
Lenox Little Theater	\$20.00	\$20.00	\$36.00	\$50.00
Lenox Lounge	\$12.00	\$12.00	\$30.00	\$40.00
Library/Media Center	\$15.00	\$15.00	\$35.00	\$46.00
Parking Lot	\$0.00	\$20.00	\$30.00	\$50.00
Playground	\$12.00	\$12.00	\$30.00	\$40.00



St. Louis Park Secondary Schools	Group II-A	Group II-B	Group III	Group IV
Auditoriums				
High School Auditorium				
Rehearsal Only (No Audience)	\$50.00	\$50.00	\$87.50	\$153.00
Performances (With Audience)	\$75.00	\$75.00	\$131.25	\$230.00
Middle School Performing Arts Center				
Rehearsal Only (No Audience)	\$75.00	\$75.00	\$131.25	\$230.00
Performances (With Audience)	\$112.50	\$112.50	\$197.00	\$344.50
Classrooms, each				
Standard Classrooms	\$10.00	\$10.00	\$20.00	\$30.00
Media Center Classrooms	\$15.00	\$15.00	\$35.00	\$46.00
Music & Band Rooms	\$12.00	\$12.00	\$30.00	\$40.00
Gyms, each				
High School Activity Centers	\$15.00	\$30.00	\$45.00	\$67.50
High School Main Gym	\$20.00	\$40.00	\$60.00	\$90.00
High School Small Gym	\$5.00	\$10.00	\$15.00	\$22.50
Middle School Field Houses	\$15.00	\$30.00	\$45.00	\$67.50
Pools				
High School Pool	\$40.00	\$40.00	\$55.00	\$70.00
Middle School Pool	\$48.00	\$48.00	\$66.00	\$84.00
Turf Fields				
Oriole Stadium (practices)	\$60.00	\$60.00	\$105.00	\$165.00
Oriole Stadium (games)	\$75.00	\$75.00	\$135.00	\$275.00
Track Turf	\$55.00	\$55.00	\$95.00	\$135.00
Cafeteria	\$20.00	\$20.00	\$46.00	\$70.00
Grass Fields	\$15.00	\$15.00	\$30.00	\$45.00
Library/Media Center	\$15.00	\$15.00	\$35.00	\$46.00
Middle School Activity Area	\$10.00	\$10.00	\$20.00	\$30.00
Parking Lot	\$0.00	\$20.00	\$30.00	\$50.00
Tennis Courts, each	\$15.00	\$15.00	\$20.00	\$25.00
The Link	\$40.00	\$40.00	\$80.00	\$130.00



**St. Louis Park
Public Schools**



**St. Louis Park
Community Education**

Track	\$20.00	\$20.00	\$35.00	\$50.00
Weight & Training Room	\$35.00	\$35.00	\$75.00	\$125.00



Equipment Charges

Equipment is available for rent at some of the schools. The request must be listed on the permit application form and arranged with the Scheduler. Use of school equipment is authorized by the Scheduler.

Equipment (available at some locations)	Rate
Audio/Visual Equipment	\$36/day
Corner Flags - Per Day	\$5/day
Corner Flags - Per Season	\$20.00/season
LCD/DVD Cart	\$36/day
Stadium Scoreboard	\$36/day
Stadium Lights - Group II	\$25/hour
Stadium Lights - Group III	\$50/hour
Stadium Lights - Group IV	\$100/hour
Track & Field Equipment Rental	\$1,000/month



Staff Charges

Fees are charged when staff are required to open and close the building and/or to provide extra services to the group using the building. Facility Monitors are required at every rental, and rates apply to every rental. Custodial overtime rates will apply outside of scheduled building operation hours, unless otherwise noted. You will be charged for the staff time reserved. Refunds will not be given for groups leaving early. Groups arriving before or staying after their permitted time will be billed for the additional staff time.

Staff	Description	Rate
Auditorium Supervisor	Required when middle or high school auditoriums are scheduled; may include prep time and setup.	\$36/hr
Auditorium Technician	Technical staff to work sound/lights/equipment.	\$36/hr
Auditorium Technician - Student	Student technician.	\$12.75/hr
Custodian Overtime*	Could include opening or closing a building, setup, cleanup, or presence during a time when the facility is not otherwise staffed, or if called to the building beyond normal work hours.	\$50/hr Weekdays/Saturdays \$65/hr Sundays/Holidays
Facility Monitor*	Placed by the District to protect and oversee the facility and represent St. Louis Park School District #283.	\$25/hr
Lifeguard*	Required when pool is scheduled.	\$25/hr
School Nutrition Employee*	Required when kitchen use is scheduled.	\$50/hr Weekdays/Saturdays \$65/hr Sundays/Holidays

*Staff time will require ½ before permit start time and ½ hour after permit end time.



**St. Louis Park
Public Schools**



**St. Louis Park
Community Education**

St. Louis Park Public Schools Independent School District #283

**Community Education Office
6715 Minnetonka Blvd
St. Louis Park, MN 55426
952-928-6444 | <https://slp.ce.eleyo.com/>**

**Submit a Facility Request:
<https://slp.ce.eleyo.com/facilities>**

**Facilities Questions:
facilityrentals@slpschools.org
952-928-6441**

**Facilities Calendar:
<https://slp.ce.eleyo.com//facilities/calendar>**