

HOURLY RENTAL FEES

Group I no rental fee, additional charges may apply			
Location	Group II	Group III	Group IV
Classrooms (All Loc.)	\$7	\$14	\$28
Henry Sibley High School			
Auditorium	\$25	\$75	\$150
Board Room (A241)	\$11	\$22	\$44
Cafeteria	\$11	\$22	\$44
Gymnasium (Large)	\$25	\$50	\$100
Gymnasium (Small)	\$15	\$30	\$60
Music Room	\$11	\$22	\$44
Lecture Hall	\$9	\$18	\$36
Warrior Hall	\$25	\$50	\$100
Heritage & Friendly Hills Middle Schools			
Cafetorium	\$11	\$22	\$44
Gymnasium	\$15	\$30	\$60
Pool	\$30	\$75	\$120
Garlough Environmental Magnet School (GEMS)			
Cafeteria	\$11	\$22	\$44
Gymnasium	\$14	\$28	\$56
Mendota Elementary			
Cafeteria	\$11	\$22	\$44
Gymnasium	\$14	\$28	\$56
Moreland Arts & Health Sciences Magnet School			
Gymnasium (Large)	\$14	\$28	\$56
Gymnasium (Small)	\$10	\$20	\$40
Dance Studio	\$10	\$20	\$40
Pilot Knob STEM Magnet School			
Cafeteria	\$11	\$22	\$44
Gymnasium	\$14	\$28	\$56
Somerset Elementary			
Gymnasium (Large)	\$14	\$28	\$56
Gymnasium (Small)	\$10	\$20	\$40

ADDITIONAL CHARGES:

Weekend Building Monitor	\$35/hr
Custodian	\$35/hr
<i>(required for events over 150 people)</i>	
Food Service Employee	Varies
<i>(required for kitchen use, arranged through Child Nutrition)</i>	
Lifeguard	\$14/hr
<i>(1 guard per 15 swimmers, 2 minimum required)</i>	
Microphone	\$15/day
Permit Filing Fee	\$20
Scoring Equipment	\$30
Snow plowing	\$50/hr
Stage Technician <i>(2 are required)</i>	\$12/hr
TV/VCR/DVD	\$25
Volleyball Net Set-Up Fee	\$50

MAP OF DISTRICT 197 FACILITIES



Garlough Elementary School
1740 Charlton St., WSP

Mendota Elementary School
1979 Summit Ln, MH

Moreland Elementary School
217 W Moreland Ave, WSP

Pilot Knob Elementary School
1436 Lone Oak Rd, Eagan

Somerset Elementary School
1355 Dodd Rd, MH

Heritage Middle School
121 Butler Ave, WSP

Friendly Hills Middle School
710 Mendota Heights Rd, MH

Henry Sibley High School
1897 Delaware Ave, MH



TriDistrict Community Education

(651) 403-8313 • www.tridistrictce.org

Use of ISD 197 School Facilities

Independent School District 197: Eagan, Inver Grove Heights, Lilydale, Mendota, Mendota Heights, Sunfish Lake, and West Saint Paul

Regulations & Rental Fees

*Custodial Fees may apply
(Rates subject to change) Revised 11/15

Facility Scheduling
1897 Delaware Avenue
Mendota Heights, MN 55118

REGULATIONS

1. Facility Use Requests - Requests for facility use must be submitted by *all* groups (school, school sponsored and non-school) to the facility scheduler at least fourteen days prior to the intended date.

2. Scheduling - The facility scheduler maintains a complete schedule of use for the district's facilities. Priority for use of facilities is based on the following provided facility is available:

- a. School events
- b. Community Education
- c. Community Related (Residents)
 - i. Youth Organizations
 - ii. Adult Organizations
- d. Non-Resident, Non-Profit, Political and Commercial

Scheduling priorities are in accordance with ISD 197 Facility Policy. Fee schedules should not be confused with scheduling priorities. While requests cannot always be accommodated, you may be provided with alternate options for dates, times or locations in order to maintain equitable and responsible use of district facilities.

Occasionally it is necessary to cancel permits as a result of unforeseen circumstances. However, this is kept at a minimum.

3. Permit Application - Call 651-403-8313 to have a permit application form mailed or download the form at www.tridistrictce.org.

4. Rental Agreement and Fees - All non-school groups requesting the use of school facilities must sign a rental agreement and pay a rental fee. The rental fee charged will vary depending on the nature of the sponsoring organization or group, and the type of facility requested. Quotes for fees are approximate; not all charges can be anticipated. However, we attempt to quote fees based on events which are similar in activities.

Changes & Cancellations: Groups or organizations will be charged \$15 for each change made to an issued permit. Cancellations made with 30 or more days notice will be charged \$15. Cancellations made with 14-29 days notice will be charged 50% of the estimated fee. Any cancellation made with less than 14 days notice will be charged 100% of estimated fee for the cancellation period. **The school district reserves the right to nullify all rental agreements**

that will conflict with school activities even though such activities may be scheduled after validation of the rental agreement. Rental agreements are non-transferable. Organizations required to pay the assessed rental fee(s) must include the \$20 permit fee with the rental agreement. Balance will be due within thirty (30) days of receiving an invoice. Checks are to be made payable to ISD 197. A \$15/month late payment fee will be incurred after 30 days. Failure to pay may result in future permits being denied.

5. General Conditions for Rentals

- a. The sponsoring leader of the group or organization using facilities must be present to supervise.
- b. Anyone that rents space needs to provide proof of insurance with the district listed as additional insured. The coverage amount, per statute, is a minimum of \$1,500,000 per occurrence.
- c. Applicants must exercise the utmost care in the use of school premises and agree to protect, indemnify and hold harmless Independent School District 197 and its officers and employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit if insurance is required. District 197 is not responsible for loss, damage or destruction of personal property. If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of the equipment. Any equipment must be removed from site after rental is completed. A damage deposit may be required.
- d. Use of auditorium equipment requires that two Sound & Lighting Technicians be present.
- e. A food service employee must be present when use of kitchen is requested.
- f. The school district's facilities will be made available to non-school affiliated organizations or groups after 6:00 p.m. and up to 9:30 p.m. each day except weekends. Only under specific circumstances will facilities used by these organizations or groups be permitted to extend beyond 9:30 p.m.

6. Restriction on Facility Use - Facilities may not be used for games of chance, lotteries or other activities classified as gambling. Alcoholic beverages, tobacco products and smoking is prohibited. Climbing Walls at any school may not be used.

RENTAL FEES

Rental Fees: Organizations desiring building/facility use are classified into four categories. Rental fees are determined by group classification.

Group I

- School events.
- Community Education events or programs.
- Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and no admission fee charged.
- School sanctioned Parent Booster organizations.

Group II

- District residents (non-commercial).
- Organized community services, citizens and civic groups (Lions, Rotary, Legion, etc.).
- Parks and Recreation events or programs.
- Political party meeting and convention.
- Non-Public Schools.
- Resident non-profit organizations.

Group III

- Resident Business Organizations.
- Special interest groups (admission charged).
- Non-Resident non-profit organizations.

Group IV

- Non-Residents.
- Non-Resident business organizations.
- All organizations located outside district boundaries or whose participants equal less than 75% of district residents.

Rental charges shall be made in accordance with rental schedule. Community benefits shall be considered non-profit. Legally designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Director of Community Education indicating proceeds of activity will be used for charitable purposes, locally. If no letter of request is submitted, the group is then considered a profit organization.

Use of kitchen facilities/equipment must be coordinated through Child Nutrition. For more information call 651-403-7320.

A custodian will be assigned as custodian/supervisor anytime regular custodians are not on duty (weekends/holidays). Rate \$35/hr.

Other Rental Considerations:

- Please use the provided trash receptacles.
- Organizations must provide their own gym equipment (basketballs, floor hockey, volleyballs, bats and baseballs (excludes volleyball nets/standards)).
- Renter must sign and return permit authorization including \$20 permit fee if applicable.
- A charge for custodial services may be incurred for set-ups, take-downs and/or building supervision.
- Field use (Joint Power of Agreement not withstanding) will be charged at the custodial rate when field maintenance is necessary. Maintenance duties, time and cost are described below.

Type of Field	Description of Labor	Time/Cost
Fields (All Loc.)	Hourly Rental Fee	\$2/hour
All Loc.	Weekly Maintenance	1 hr/\$35
Soccer	Initial Set-Up	5.5 hrs/\$192.50
Baseball	Dragging for practices and games	30 min/\$17.50
	Lining for games*	30 min/\$17.50
Tennis	Garbage Removal	8.5 min/\$5

**Lining for games will be done only when Buildings & Grounds is given 48 hours prior notice.*

- Facility permit application forms may be submitted to the Facility Scheduler after July 1st for the upcoming school year. Applications can not be confirmed until school events are processed.
- Any use of vendors, food trucks, etc on school property must adhere to any and all city ordinances and must give advance notice to the facility scheduler.
- Composting and Recycling: Use paper plates and cups instead of plastic or Styrofoam; dispose of them in the **Compost Green Bin**. Stay away from plastic and Styrofoam products if possible, if you do use them (i.e.; plastic forks, spoons) make sure they end up in the **Trash Gray Bin**. Recycling is commingled; paper (that isn't contaminated with food), cans, glass, plastic bottles and milk cartons all go in the **Recycling Blue Bin**.
 - Compost: food waste, pizza boxes, paper food wrappers, compostable utensils and trays
 - Recycling: glass & plastic bottles, steel & aluminum cans, paper, magazines, cardboard
 - Trash: plastic cups, plates, bags, foil food wrappers, styrofoam, chips bags, candy wrappers