

INDEPENDENT SCHOOL DISTRICT #832
STUDY SESSION – BOARD OF EDUCATION
Thursday, August 26, 2010 - 7:00 PM
Mahtomedi District Education Center - Community Room

The Mission of the Mahtomedi School District No. 832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships with students, families, staff and communities all committed to excellence.

- AGENDA -

1. CALL TO ORDER
2. ROLL CALL OF ATTENDANCE
3. DISCUSSION/INFORMATION ITEMS
 - A. Mission Statement
 - B. Guiding Principles
 - C. Values Statement
 - D. Community Education Fees
Presenter: Chuck Ericksen/Mary George
4. ADJOURNMENT

FACILITY USE FEES AND CHARGES (rates are charged hourly) DRAFT

Space	<u>Class IIIB</u>	Class IV Rate	Class V Rate
Classrooms	\$5	\$17	\$32
Computer Labs	\$25	\$75	\$110
Media Centers	\$12	\$37	\$60
Cafeteria/commons (MS/HS)	\$15	\$47	\$80
Kitchen/serving area	\$12	\$37	\$60
Concession Stand	\$7	\$22	\$42
Chautauqua Center (HS)	\$25	\$75	\$100
Black Box Theater (HS)	\$20	\$50	\$65
Main Gym (HS)	\$5	\$32	\$65
Aux. Gym (HS)	\$5	\$22	\$42
Gym (MS/court)	\$5	\$22	\$42
Gym 1, Court 3 (MS)	\$10	\$32	\$65
(with batting cage)			
Large/Small Gym (OHA)	\$5	\$17	\$32
Gym (DEC & WW)	\$5	\$14	\$26
Locker Room	\$5	\$17	\$32
Multipurpose Room	\$5	\$23	\$44
(DEC & OHA)			
Multipurpose Room	\$5	\$17	\$32
Kitchen (DEC)			
Fields (soccer/softball/ baseball)	\$5	\$22	\$42
Varsity ball fields	\$12	\$37	\$75
Stadium (doesn't include light)	\$24	\$80	\$200
Hockey Rink (with lights)	\$10	\$30	\$60
Hockey Rink (without lights)	\$5	\$20	\$40

Technology fees

	<u>Class IV Rate</u>	<u>Class V Rate</u>
*Cordless Microphone	\$15	\$20
*Public Address Microphone	\$10	\$15
*Sound System	\$50	\$65
*Stage Lighting	\$45	\$60
*LCD Projector	\$36	\$50
*Piano	\$18	\$25

*Fees based on per day basis

On-site technology support \$50/hr

ATHLETICS	# Hours Permitted Space	Amt.PdFY09/ \$15 per participant /field prep	Equates to Per Hour Cost
Mahtomedi Baseball- 510	5915.50	\$7650.00/6714.35	\$1.29/\$2.42
Mahtomedi Fastpitch- 84	496	\$1260.00/\$821	\$2.54/\$4.19
Mahtomedi Lacrosse 76	1803	\$1140	\$1.58
Zephyr Football Assn 456	4879	\$6855/\$3759.20	\$1.40/\$2.17
Mahtomedi Basketball 458	2197.25	\$6870.00	\$3.13
Mahtomedi Hockey 314	386.50-RINK USE	\$4710.00	\$12.19
Mahtomedi Volleyball 88	450	\$1320.00	\$ 2.93
Mahtomedi Soccer 590	4823.50	\$8857.00	\$ 1.84

MINNETONKA SCHOOL DISTRICT FACILITY FEE SCHEDULE (rates are per hour)

Effective 8/17/06

SPACE	CATEGORY			
	Group A	Group B	Group C	Group D
ALL BLDG				
MEDIA CENTER	N/C	\$6.00	\$15.00	\$25.00
CLASSROOM	N/C	\$3.00	\$10.00	\$15.00
IMMERSION CLASSROOM ***	\$5.00	\$15.00	\$30.00	\$50.00
COMPUTER LAB ***	\$5.00	\$50.00	\$60.00	\$75.00
KITCHEN**	Personnel charges	\$20 + per	\$25 + per	\$30 + per
EXCELSIOR AUDITORIUM ***	Personnel charges	\$20 + per	\$35 + per	\$65. +per
ELEM. WOOD OR TILE GYM				
OUTDOOR SPACE	N/C	\$3.00	\$15.00	\$25.00
Field (each field)	N/C	\$3.00	\$15.00	\$25.00
MIDDLE SCHOOL				
LARGE GYM*	N/C	\$6.00	\$30.00	\$50.00
SMALL GYM	N/C	\$3.00	\$15.00	\$25.00
LOCKER ROOM with SHOWER	N/C	\$6.00	\$15.00	\$25.00
LOCKER ROOM ONLY	N/C	\$3.00	\$10.00	\$15.00
CAFETERIA	N/C	\$6.00	\$25.00	\$40.00
OUTDOOR SPACE				
Field (each field)	N/C	\$3.00	\$15.00	\$25.00
Tennis Court (each court)	N/C	\$3.00	\$15.00	\$25.00
MINNETONKA HIGH SCHOOL				
WEST GYM*	N/C	\$8.00	\$40.00	\$80.00
EAST GYM*	N/C	\$8.00	\$40.00	\$80.00
BACK GYM	N/C	\$4.00	\$20.00	\$35.00
MIDDLE GYM	N/C	\$4.00	\$20.00	\$35.00
CAFETERIA	N/C	\$8.00	\$25.00	\$40.00
OUTDOOR SPACE				
Upper Practice Field – Each	N/C	\$10.00	\$25.00	\$50.00
Track	N/C	\$10.00	\$40.00	\$100.00
Tennis Court (per court)	N/C	\$3.00	\$20.00	\$40.00
NON-SPONSORED ADULT GYM RENTAL:				
Elementary		\$30.00	Based on two hour rental.	
Middle Level		\$35.00	Non-revenue producing event.	
High School		\$40.00		
ANNUAL Application Fee	\$10.00 fee included with the annual group application.			
*This space has a dividing wall. If only 1/2 spaced is used only 1/2 fee will be charged.				
**This space requires food service personnel to supervise.				
***This space requires Tech support to use equipment and will be billed as an additional cost.				

MINNETONKA SCHOOL DISTRICT FEE SCHEDULE (continued)

Effective 8/17/06

PERSONNEL COSTS:

Custodial, Food Service, Technology: Based upon negotiated wage and benefit scale.

DISTRICT Facility Scheduler 952-401-5052

OTHER DISTRICT FACILITIES

Arts Center	952-401-5748	Administered by Art Center Manager
Tonka Dome/Turf Field	952-401-5948	Administered by Tonka Dome Manager
Pagel Center	952-470-4099	Administered by Minnetonka Youth Hockey Assoc.
Swimming Pools	952-401-6818	Administered by Minnetonka Community Education
Veterans Field (Baseball)	To be determined	Administered by Minnetonka Diamond Club

TOURNAMENT /EVENT FEES (All Categories)

- When Tournaments/Events sponsored by a Minnetonka School District youth group are scheduled in Minnetonka School District facilities for which an admission fee is charged and/or a concession is run, the above rates will be charged. Maximum Group B rental charge is \$200 per day, regardless of the number of gyms rented including use of scoreboards.
- A tournament schedule must be submitted to the District Facility Scheduler at least 5 working days prior to the tournament.

Tournament fees are fixed to the schedule at time of rental:

Group B rates. Minnetonka School District youth group operating a revenue producing tournament that is sponsored by the association or club.

Group C rates Regional or statewide clientele with local affiliation

Group D rates All other organizations

CAMPS, CLINICS, & LESSONS

- Sponsored by Minnetonka Athletic Booster Clubs and District Coaches
- The maximum daily cost for facility rentals in this category shall be \$200, regardless of the number of gyms rented including use of scoreboards.

SCHEDULING PRIORITY:

To provide maximum use of school facilities with minimum conflicts, it is necessary to schedule groups on a priority basis as follows.

- Class 1:** Regular K-12 school events.
- Class 2:** Community Education programs.
- Class 3a:** Nonprofit - volunteer supervision/instruction - 75% + District residents.
- Class 3b:** Nonprofit - paid supervision/instruction - 75% + District residents.
- Class 3c:** Nonprofit - money taken on site and/or less than 75% District residents.
- Class 4:** Commercial - for-profit.

All large tournament type events will require the signature of the Department Director or Organization Chair Person.

FREQUENTLY ASKED QUESTIONS:

1. Why do community groups pay to use school facilities?
 Access to facilities involves added costs such as utilities, cleaning, consumable supplies and additional wear and tear. These costs are absorbed by the regular classroom if they are not charged back to the user.
2. Where does the revenue from facility rental go?
 The revenue from rentals goes back to the School District's General Fund to replace consumable supplies, offset utilities and maintain the facility.

RATES:

Location	Class 3a hourly rate	Class 3b hourly rate	Class 3c hourly rate	Class 4 hourly rate
Gym - Elementary/ALC	\$3.50	\$6.00	\$10.00	\$20.00
Gym - Jr. High	\$4.50	\$7.00	\$12.00	\$24.00
Gym - Sr. High	\$5.50	\$10.00	\$15.00	\$35.00
Activity center gym	\$5.00	\$8.00	\$13.00	\$20.00
Cafeteria - Elementary	\$3.50	\$6.00	\$10.00	\$20.00
Cafeteria - Secondary	\$3.50	\$6.00	\$15.00	\$35.00
Cafetorium - LJH & CGJH	\$3.50	\$6.00	\$30.00	\$60.00
Classroom	\$3.50	\$6.00	\$10.00	\$20.00
Auditorium Park/Woodbury	\$10.00	\$30.00	\$50.00	\$85.00
Auditorium East Ridge	\$20.00	\$45.00	\$90.00	\$150.00
Concession stand	\$3.50	\$6.00	\$10.00	\$20.00
Conference Room	\$3.50	\$6.00	\$10.00	\$20.00
Media Center	\$3.50	\$6.00	\$15.00	\$35.00
Commons area	\$3.50	\$6.00	\$10.00	\$20.00
Mezzanine	\$3.50	\$6.00	\$10.00	\$20.00
Pool	\$65.00	\$65.00	\$65.00	\$100.00
Tennis courts/ fields	\$3.50	\$6.00	\$10.00	\$20.00
Lounge	\$3.50	\$6.00	\$8.00	\$16.00
Hallways	\$3.50	\$6.00	\$10.00	\$20.00
Locker rooms	\$4.50	\$7.00	\$12.00	\$24.00
Kitchen	\$7.00	\$14.00	\$28.00	\$50.00
Multi Purpose Room	\$3.50	\$6.00	\$10.00	\$20.00
Dressing rooms	\$3.50	\$6.00	\$10.00	\$15.00

All direct costs associated with rentals is the renters responsibility.

- \$10.00 charge on all permit changes or cancellations made prior to two weeks before event. Changes will not be accepted after two weeks prior to event.
- Rates are per hour and have been approved by the School Board. They are subject to change. Weekend and other rentals may require additional staff charges for cleanup and supervision.
- A food service employee must be hired for all kitchen use.
- Lifeguards must be hired for all pool rentals.

AUG-18-2010 14:20 From: MAHT MS COUNSELING 651 407 2295 To: 651 407 2038 P. 3/3

ALL RATES ARE PER HOUR

Group 2

District Youth Groups, Non-profit, In-District Organizations

Preschool & Elementary Schools	
Gymnasium	\$16
Cafeteria	10
Kitchen*	12
Media Center	10
Classroom or Teacher's Lounge	8

Junior High Schools

Gymnasium	\$33
Wrestling/Gymnastics (SJHS)	14
Cafeteria	14
Kitchen*	12
Media Center	12
Classroom or Teacher's Lounge	8
Auditorium (Oak-Land)	35
Auditorium/A301/A302** (SJHS)	55
Sm. Forum Rooms (SJHS-A301/A302)	17
Swimming Pool***	35
Football/Soccer Stadium	55

Senior High School

Gymnasium (wood or synthetic)	\$24
Wrestling/Gymnastics	17
Cafeteria	18
Kitchen*	12
Media Center	15
Classroom or Teacher's Lounge	8
Auditorium**	60
Black Box	30
Large Forum Room	22
Small Forum Room	17
Pony Stadium	83

Group 3

Non-Profit Organizations Charging Admission, Business Commercial Groups Within #834, Church Rentals

Preschool & Elementary Schools	
Gymnasium	\$24
Cafeteria	17
Kitchen*	17
Media Center	17
Classroom or Teacher's Lounge	14

Junior High Schools

Gymnasium	\$49
Wrestling/Gymnastics (SJHS)	27
Cafeteria	27
Kitchen*	17
Media Center	22
Classroom or Teacher's Lounge	14
Auditorium (Oak-Land)	50
Auditorium/A301/A302** (SJHS)	60
Small Forum Room (A301/ A302)	28
Swimming Pool***	50
Football/Soccer Field	70

Senior High School

Gymnasium (wood or synthetic)	550
Wrestling/Gymnastics	33
Cafeteria	33
Kitchen*	17
Media Center	28
Classroom or Teacher's Lounge	14
Auditorium**	70
Black Box	50
Large Forum Room	40
Small Forum Room	28
Pony Stadium	165

Group 4

Out of District Groups

Preschool & Elementary Schools	
Gymnasium	\$50
Cafeteria	39
Kitchen*	22
Media Center	39
Classroom or Teacher's Lounge	33

Junior High Schools

Gymnasium	566
Wrestling/Gymnastics (SJHS)	44
Cafeteria	50
Kitchen*	22
Media Center	44
Classroom or Teacher's Lounge	33
Auditorium (Oak-Land)	75
Auditorium/A301/A302** (SJHS)	100
Small Forum Room (A301/ A302)	50
Swimming Pool***	70
Football/Soccer Field	90

Senior High School

Gymnasium (wood or synthetic)	\$75
Wrestling/Gymnastics	50
Cafeteria	50
Kitchen*	50
Media Center	70
Classroom or Teacher's Lounge	33
Auditorium**	100
Black Box	75
Large Forum Room	60
Small Forum Room	50
Pony Stadium	400

District Field Use

All district baseball, softball, football and soccer fields will be charged at \$18 per hour for Group 2, \$25 per hour for Group 3 and \$35 per hour for Group 4 for both practice and game time. If lights are required at JC Fields and the stadiums, there is an additional charge of \$20 per hour.

Special Access Fee

A Special access fee of \$40 per hour will be charged to groups using facilities when they would normally be closed, for example, weekends, holidays, and summer evenings.

*Food Staff Required

**Includes auditorium coordinator

***Does not include lifeguard(s). Lifeguard required for every 25 swimmers. Pool maximum is 75 swimmers. Current lifeguard hourly rate is \$20/hour.

Continued

SHILLWATER AREA SCHOOLS # 034

902 - USE OF SCHOOL FACILITIES ***DRAFT***

I. PURPOSE

The purpose of this policy is to provide direction for the School Board's belief that the Mahtomedi Public Schools are owned and operated for the benefit of school district residents and that the schools are an integral resource to the community. This policy is intended to encourage the public's use of school facilities and grounds and clarifies that the use of these facilities beyond the academic/extra curricular day shall not be of cost to the district.

II. PROCEDURES AND GUIDELINES

A. **Priorities for Facility Use**

The following classifications of groups are considered on a priority basis. The groups, Classes I-V, are listed in priority order. When applicable, Classes I-V may have charges for supervision, custodial, and technical support. Facility charges pertain to Class IIIB, IV and V.

The Superintendent, Director of Community Education or appointed designee reserve the right to waive certain costs due to unique circumstances.

CLASS I – Includes all school-related activities outside of school hours, such as conferences, musical events, athletic events, staff and committee meetings, staff development activities, workshops, wellness activities, etc.

No facility charges, except for staff support which is needed exclusively for the event.

CLASS II – Includes all activities coordinated or co-sponsored through Community Education, such as enrichment classes, ECFE, extended day (MAC), preschool and senior citizen programs, etc.

No facility charges, except for staff support which is needed exclusively for the event.

CLASS III A – Includes activities sponsored by non-profit community groups comprised of at least 90 percent of area youth, adults, and families. Eligible groups such as: MAEF, PTO, M Club, cities, political groups, service clubs, special interest clubs, and governmental agencies serving primarily school district residents, etc.

Generally, no facility charges. May be charges for staff support and technical support which is needed exclusively for the event.

CLASS IIIB

Includes all athletic associations, Wildwood Artist Series when charging admission, scouts, and other groups who have ongoing facility needs and comprised of at least 90 percent of area youth, adults, and families.

Athletic Associations are subject to the following additional requirements: Annual proof of liability insurance protection, prescribed coaches certification training, criminal background checks for all volunteer coaches and compliance with certain school district policies such as student hazing and harassment.

Facility charges will be assessed according to the facility fee and charges schedule (Appendix D). Charges for staff support which is needed exclusively for the event may be assessed.

CLASS IV – Includes for-profit groups and/or private groups which provide educational, civic, recreational or charitable activities and **do not** charge admission. Also includes religious organizations, colleges, and universities; nonprofit (501 c 3) groups not comprised of a majority (90% or greater) of school district residents; volunteers coaching athletic teams not sanctioned by area athletic associations and includes volunteers coaching teams for an extended season (such as AAU basketball) in which the team is not serving a majority of participants (90% or greater) living or attending schools within school district boundaries. **Volunteer coaches must meet MAAC standards. (Appendix B)**

Volunteer coaches desiring to be independent of the direction of a local athletic association need to demonstrate through written documentation that they have participated in a process with the local association to resolve expressed issues and grievances. If this level of intervention fails to produce a workable solution, at the initiation of the volunteer coach, the issue will be heard at the level of the Mahtomedi Area Athletic Association. This group will provide a resolution recommendation to the School District for consideration.

Independent volunteer coaches are subject to the same requirements of area athletic association coaches noted in CLASS IIIB above.

Facility charges will be assessed according to the rental charges schedule (appendix D). Staff support costs for exclusive coverage will also be assessed. Air-conditioning and snowplowing costs may be assessed.

CLASS V – Includes all activities offered by individuals, private agencies, companies, and vendors that use school district facilities for commercial purposes or profit.

Facility charges will be assessed according to the Facility Fees Schedule (Appendix D). Staff support costs **and technical support** for exclusive coverage will also be assessed. Air-conditioning and snowplowing costs may be assessed.

III. COORDINATION WITH BUILDING PRINCIPALS/DIRECTOR OF STUDENT ACTIVITIES

A. Master Calendar

1. Community Education facilitates the development of a master calendar planning process which creates a comprehensive schedule of all school-related activities which require priority scheduling. The process occurs during the months of April-**July** for fiscal year beginning July 1 and ending June 30.
2. The process begins with identifying school master calendar events for all school buildings such as holidays, conferences, staff development days, etc. All schools identify major events that require the school buildings to either be completely or partially blocked out from conflicting community use for one day or multiple days.
3. During the same time frame Mahtomedi High School is identifying its major events, **a committee which includes school, community education and MAEF representatives** will meet to determine Class I scheduling needs of the Chautauqua Fine Arts Center. The committee will also make decisions on requests to display materials on a permanent basis in the Chautauqua Center. To be considered for display, items must have educational merit and value, or be for the purpose of recognizing individuals or organizations that have made significant contributions to the school district and community.

In the event a scheduling conflict cannot be resolved and consensus cannot be reached, a subcommittee of the **facility manager**, director of student activities, and **the involved building principals** will meet to determine the schedule for use.

4. **District secretaries will enter all the school events data in the scheduling system. By August 1, the calendar is made available to the public for facility use scheduling for the next school year (July 1 - June 30).**
5. Notification of any necessary revisions to the master calendar needs to be immediately communicated to the Community Education Office.
6. Scheduled community events may be altered or canceled due to the need to accommodate school district functions or emergencies that arise.

IV. PROCEDURES FOR OBTAINING A FACILITY USE PERMIT

- A. All community requests for District 832 Facilities **and City of Mahtomedi fields** must be requested and scheduled through the Community Education Office.
 1. District 832 staff members wishing to **use the high school facilities** for school-related purposes, should request use of the space through the **Student Activities' Office**.

2. District 832 staff members wishing to use school space (except for high school space) outside the instructional school day need to schedule use of space through the Community Education Office. District staff members using high school facilities outside the instructional day, schedule facility use with the Student Activities' Office.
3. Permit request forms are available online at the Community Education web site. A facility permit request must be submitted a minimum of seven (7) calendar days prior to the intended use.
4. When the facility use application is approved, the permit will be emailed to the applicant for electronic signature.
5. Permits are not transferable and are restricted to the dates, hours, and spaces stated on the permit.
6. Upon the discretion of the Director of Community Education or designee, a user group may be requested to furnish a certificate of insurance for property damage and general liability protection naming District 832 as an additional insured party. In any case, the facility user assumes responsibility for damages to property or equipment that may occur. A damage deposit may be required.

V. PROCEDURES FOR USING FACILITIES

- A. Any cancellations, additions or changes to a permit must be communicated through the Community Education Office. A minimum of two (2) days notice is required. Full charges may be assessed to any group if notice of cancellation is not received with adequate notice.
- B. Only equipment specified on the permit will be made available to the permit holder. Teacher's desks, phones and other instructional equipment are not to be used by community groups using classroom areas.
- C. Use of equipment belonging to the organization must be approved prior to the event and removed immediately following the event, unless storage of certain items has been pre-approved. The school district is not liable for loss of or damage to, equipment belonging to facility users. Furthermore, the school district will not assume liability for the use of the organization's equipment.
- D. Groups need to conclude their activity according to the time listed on the respective permit. This and other violations of user 'rules and regulations' for indoor and outdoor facility use, may result in additional assessed charges and/or may result in groups being denied future facility use.
- E. If noted on the permit, the group is responsible to contact the Community Education Office two (2) weeks in advance of the intended use to finalize remaining event

arrangements. This will allow adequate time to communicate and coordinate specific arrangements with school district personnel.

- F. Upon receiving a permit, groups will receive a list of specific rules and regulations regarding use of school district facilities.

VI. AVAILABILITY AND USE OF SCHOOL DISTRICT FACILITIES

- A. School district facility availability is dependent upon the school calendar which is updated annually. Generally, if the school has scheduled a major event, the building is not available for community use. Generally, if the schools are closed due to holiday break, the building is not available for community use. Some exceptions apply.
- B. Custodians on duty will provide supervision and help groups gain access to the assigned spaces. The leaders of the group are required to provide direct supervision of the group. Custodial services provided beyond the regular custodial shift will be subject to the prevailing over-time (weekdays and Saturdays) and double-time (Sundays and Holidays) rate.
- C. Use of the kitchen and serving area requires approval of the Director of Food Service. When a food service employee is required, the group will pay the prevailing over-time rate.
- D. Use of a computer lab needs to be coordinated through the Technology Department to ensure security of hardware and software and to discuss rules and responsibilities for use of the space.
- E. Use of the Chautauqua Fine Arts Center and Black Box Theatre is intended to be provided at a reasonable cost to individual residents or groups when this does not interfere with school instructional or extracurricular activities.
 - 1. School groups and school affiliated organizations such as MAEF shall have first priority for use of the Chautauqua Center, Black Box Theatre and other related spaces.
- F. Similar to school use of fields and other outdoor spaces, community use is subject to weather restrictions. Due to inclement weather which can render a field surface vulnerable to excessive damage, field use may need to be delayed or canceled. The facility manager of student activities director reserve the right to cancel activities and use of fields due to weather and other conditions. **Failure to adhere to facility use cancellation may result in financial consequences for the user and possible revocation of future facility use.**
- G. First priority for use of gymnasiums and other high-demand spaces will be granted to in-season sports/activities. Out-of-season activities will be given second priority.

H. First priority for use of school district facilities will be to serve youth programs. Adult programs will be given second priority.

VII. FACILITY USE CHARGES

The facility use charges are listed in appendix D attached to this policy. Appendix D will be reviewed and modified on an as-needed basis by school district administration.

ADOPTED – February 18, 1986

REVISED – December 15, 1988; September 13, 1990; May 14, 1998; May 12, 2006; August 2010