



**Jordan Community  
902.1 Facility Use Policy  
Revised: July 8th, 2019**

\*Any association or group using the district's facilities should provide a Certificate of Liability Insurance with the following:

- A.** General Liability Policy with limits of \$1,000,000.  
Each occurrence/\$2,000,000 Aggregate.
- B.** Jordan ISD 717 listed as Additional Insured on the General Liability Policy.

**I. Philosophy for Community Use of Facilities**

- A.** The Board of Education of Independent School District 717 will seek to cooperate with the residents of the district with respect to use of school buildings, facilities, and equipment.
- B.** In order for community use of school buildings, facilities, and equipment to be consistent, the following guidelines have been adopted.

**II. Priority for Use of Facilities**

- A.** In all cases, regular school activities or organizations for students in the Jordan K-12 program shall have first preference when requesting the use of any part of the buildings or grounds.
- B.** Second priority for use will go to the education and recreation programs conducted by the Jordan Community Education Department.
- C.** Third priority for use will go to the City of Jordan, Jordan community members, and groups in the Jordan school district with volunteer coaches/leaders (Jordan School District based groups).
  - 1.** Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
  - 2.** Youth recreational groups (Metro basketball ie: JBA / JABA)
  - 3.** Other non-profit/civic organizations (i.e., Sand Creek Township, churches)

- D. Fourth priority for use will go to community and school district groups with paid coaches/leaders (Jordan School District based groups).
- E. Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting).
- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan School District groups) interested in presenting issues relating to Jordan residents (i.e., town meeting format). Any requests for non-Jordan School District groups will be evaluated by the Superintendent and Community Education Director.

### III. Facility Use Procedures

- A. User group reviews the Facility Use Policy
- B. User group completes the online Facilities Rental request
- C. Large events may require a scheduled walk-through
- D. A pre-event invoice is sent to the user group for review
- E. A post-event final invoice will be sent to user group after all charges are known, including emergency calls. The Finance Director will review the invoice prior to delivery.

### IV. Facility Fees

Groups using school district facilities may be assessed a facility use charge, staffing charges, and/or equipment use charges. A preliminary invoice will be sent prior to use and a final invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment may be required. Potential user groups not falling into one of the categories listed below will be assessed fees as determined by the Director of Community Education.

**Tier 1: School Events:** Anything that is scheduled through the activities department. Examples include games, concerts, plays, or other competitions. No facility rental fees will be charged. Staffing fees would come out of the activities budget if the event occurs outside of normally scheduled work hours.

**Tier 2: School Sponsored Activity:** Organized groups such as Student led activities, Board approved clubs or Varsity Teams (ex: spaghetti dinner fundraiser) will not be charged facility rental fees, but will be subject to staffing fees if the event occurs outside of normally scheduled work hours.

**City of Jordan sponsored groups and/or activities:** These will not be charged facility rental fees. Staffing fees will apply if the event occurs outside of normally scheduled work hours.

**Tier 3:** **Local organizations** that are quasi-public, youth-serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations for non-worship activities, or local political organizations (caucuses) are subject to rental rates. Staffing fees will be charged if the event occurs outside of normally scheduled work hours.

Groups who use district facilities for fundraising events or for activities that require admission fees or collection of money are subject to Tier 3 rental rates. Religious organizations using facilities for worship or instruction are subject to Tier 3 rental rates. Staffing and equipment fees will be assessed per schedule.

**Tier 4:** **Individuals, private agencies, businesses, companies or vendors who reside WITHIN the Jordan School District** and who use district facilities for commercial purposes (sales, marketing, training), personal use or personal profit will be assessed Tier 4 rental rates, staffing, and equipment fees.

**Tier 5:** **Individuals, religious organizations, private agencies, businesses, organizations, companies, or vendors located OUTSIDE of the Jordan School District boundaries** will be assessed Tier 5 rental rates, staffing, and equipment fees.

**Tier 6:** **Local Sport/Athletic Associations/ Non School Sponsored Youth Associations:** These will be charged Tier 3 rental rates when holding tournaments, fundraisers, events etc. Staffing and equipment fees will be assessed per schedule. Sport/Athletic Associations will be charged a flat rate of \$100 per team per year for the use of district facilities for practices or games that do not produce revenue. Non School Sponsored Youth Associations will be charged a flat rate of \$25 per group per year for the use of classroom space. If additional practices, games or meetings occur after the season's practice and game schedule is set, a \$10 processing fee occurs for each additional practice, game or meeting.

<b>Facility Rental / Utility Fees (per hour)</b>			
	<b>Tier 3</b>	<b>Tier 4</b>	<b>Tier 5</b>
<b>Permit</b>	10.00	20.00	40.00
<b>Classrooms</b>	12.00	18.00	36.00
<b>Library / Media Center</b>	15.00	30.00	60.00
<b>Computer Lab</b>	60.00	120.00	240.00
<b>Gym (per court)</b>	25.00	48.00	96.00
<b>Auditorium</b>	60.00	120.00	180.00
<b>Playing Fields: Basic (3,4,5,6,7)</b>	12.50	25.00	50.00
<b>Playing Fields: Competition (1,2, The Den)</b>	25.00	50.00	100.00
<b>Playing Fields: Ames Field**</b>	100.00	200.00	250.00
<b>Track</b>	25.00	50.00	100.00
<b>Field Lights</b>	37.50	75.00	150.00
<b>Fitness Center</b>	15.00	30.00	60.00
<b>Lecture Room (High School)</b>	25.00	50.00	100.00
<b>Multi-purpose / Wrestling Room</b>	15.00	30.00	60.00
<b>Concession Stand</b>	20.00	25.00	50.00
<b>Kitchen</b>	15.00	30.00	60.00
<b>FACS Kitchen</b>	30.00	60.00	90.00
<b>High School Commons</b>	30.00	60.00	90.00
<b>Middle School Commons</b>	30.00	60.00	90.00
<b>Tennis Courts (4/ rental)</b>	15.00	50.00	100.00
<b>Bounce house (age 6 and under)</b>	10.00	15.00	20.00
<b>Elementary Gym Equipment</b>	10.00	20.00	30.00
<b>Elementary Cafeteria</b>	15.00	30.00	60.00
<b>CERC Multi Purpose room</b>	20.00	25.00	50.00
<b>*Stadium/Gym, Press Box and Sound System</b>	40.00	50.00	60.00
<b>*Stadium/Gym, Score Board</b>	20.00	30.00	50.00

\*includes Supervisor or technician

<b>Equipment</b> (Daily Charge: School equipment cannot leave school property) (We will ask for a \$50 damage deposit for all equipment used.)			
	<b>Tier 3</b>	<b>Tier 4</b>	<b>Tier 5</b>
<b>Television / DVD</b>	12.00	25.00	50.00
<b>LCD Projectors</b>	12.00	25.00	50.00
<b>Microphones</b>	7.00	12.00	24.00
<b>Piano</b>	15.00	30.00	60.00
<b>Grand Piano</b>	100.00	150.00	300.00
<b>Keyboard</b>	30.00	60.00	120.00
<b>Computer</b>	15.00	30.00	60.00
<b>Auditorium Sound System</b>	60.00	120.00	240.00
<b>Lighting Boards</b>	90.00	180.00	360.00
<b>Golf Cart</b>	\$50.00	\$75.00	\$100.00
<b>Other</b>	Determined by the Community Education Director		

### **Sales Tax**

Athletic fields, recreational facilities, and equipment will be charged applicable MN State sales tax. Organizations that are tax exempt must have a copy of their tax-exempt certificate on file with the Community Education office before applicable taxes can be waived.

### **V. Staffing Charges**

**Custodian Fees:** A charge will be assessed to Tiers 2, 3, 4, 5, and 6 for special set-up and/or clean-up. Tiers 2, 3, and 4 will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Tier 5 groups will be charged a custodial fee for all activities. The charge for all tiers will be \$35.00 per hour with a two-hour minimum charge.

**Food Service Supervisor:** A charge will be assessed to Tiers 2, 3, 4, 5, and 6 who use the kitchen area of any building. Groups in Tier 2, 3, 4, 5, and 6 must use a food service supervisor if using district kitchen space. The charge for all tiers will be \$35.00 per hour.

**Building Supervisor:** A charge will be assessed to Tiers 2, 3, 4, 5, and 6 per agreement. The charge for all tiers will be \$20.00 per hour.

**Security and Police Officers / Fire Department:** Groups in Tiers 2, 3, 4, 5, and 6 may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when a large amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities. The Jordan Police and/or Fire

Department will invoice the District, and the charge will be assessed to the user based on the Police/Fire Department's invoice. This charge will be reflected on the final invoice to the user.

**Auditorium Technician:** Groups in Tiers 2, 3, 4, 5, and 6 will be charged for staffing time, including preparation and restoration. The charge for all tiers will be \$40.00 per hour.

## **VI. Additional Facility Use Information**

- A.** The Jordan School District reserves the right to deny the use of the district's facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available to any group.
- B.** Any damages that occur during an event to school district property or equipment will be the responsibility of the user group.
- C.** A \$50 deposit is required for each set of River Valley Educational Center keys. The deposit will be returned when the keys are turned in.
- D.** Failure to fill out a Facility Use Form will incur a \$100 fine and any setup needs will not be fulfilled. Any associated fees will be paid by the user.
- E.** Fees incurred for unforeseen emergency calls will be billed to the user group plus a fee of \$100 paid to the District.
- F.** Groups of 100 or more require a 2-month reservation notice.
- G.** Facility Request Forms must be turned in at least one week before the reservation date.
- H.** Groups that cancel 72 hours or less before their event or do not show up for their scheduled event will be charged a \$70 custodial fee.

## **VII. Practice Time Restrictions**

- A.** No practice for elementary students after 8:00 p.m.
- B.** No activities for youth (K-12) on Wednesdays after 6:15 p.m. September – April.
- C.** No practices for youth (K-12) before noon on Sundays
  - i.** Practices are exempt from Building Supervisor and Custodial fees.