



Jordan Facility Use Procedures, Regulations and Fee Structure

Jordan Public School's policies, local and state ordinances, laws and fire codes pertaining to the use of public facilities must be observed. Rules and regulations exist to protect property owned by our school district, and to ensure the safety of all users. A copy of the school policies is available at www.jordan.k12.mn.us and includes, but is not limited to the following:

- Firearms and weapons of any kind are prohibited.
- All facilities and grounds are tobacco free (this includes all forms of tobacco products and their vehicle of use, including e-cigs).
- Gambling, drinking and possession/use of intoxicants of any dangerous, harmful, or illicit drugs are prohibited on district grounds.
- District policy prohibits all forms of sexual harassment and violence.
- No parking in fire lanes is allowed. Access for emergency vehicles must be maintained at all times. Violators will be tagged and/or towed.
- If a fire alarm sounds in any area of the building, the entire building must be evacuated.

Philosophy for Community Use of Facilities

- 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.
- In order for community use of school buildings, facilities, and equipment to be consistent, the following guidelines have been adopted.

Additional Facility Use Information

- Money making entities that fail to fill reserve space and still use district facilities will incur a \$200 fine and potentially lose the ability to reserve space in the future.
- Any damages that occur during an event to school district property or equipment will be the responsibility of the user group.
- 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.
- Fees incurred for unforeseen emergency calls will be billed to the user group plus a fee of \$100 paid to the District.
- Groups that cancel 72 hours or less before their event or do not show up for their scheduled event will be charged a \$80 custodial fee.

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 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.

Facility Use Procedures

- User group reviews the Facility Use Policy
- User group emails Director of Community Education and Recreation to reserve the space – cbahn@isd717.org
- Large events may require a scheduled walk-through
- A pre-event quote is sent to the user group for review
- An invoice will be sent to user group and payment must be received 7 days before the scheduled event

Liability Insurance

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

- General Liability Policy with limits of \$1,000,000.
- Each occurrence/\$2,000,000 Aggregate.

- o Jordan ISD 717 listed as Additional Insured on the General Liability Policy.

Facility Fees

Groups using school district facilities may be assessed a facility use charge, staffing charges, and/or equipment use charges. A quote will be sent prior to use and an invoice for all charges will be sent prior to the reservation date. 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 Jordan Facilities Committee.

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.

Non School Sponsored Approved Groups: The groups listed below will be charged a yearly fee of \$100 to use approved district facilities. The year will start on July 1 and end on June 30th. Staffing fees will apply if the event occurs outside of normally scheduled work hours.

- Jordan Education Foundation
- Jordan Dollars for Scholars
- Jordan Booster Club
- Jordan All Night Grad Party
- Jordan ELS PTO
- Jordan Elementary School PTO
- Jordan Middle School PTO

Tier 3: **Local Sport/Athletic Associations:** A local Sport/Athletic Association who has their headquarters located in the Jordan Public School District and has 75% of their participants living within JPS boundaries, is a 501c3 or local non-profit will be considered a tier 3 rental. Associations who are in season have first priority over other associations. Indoor tournaments require a custodian onsite the day of the event. There is a minimum 2-hour charge and \$40 per hour fee.

Local Sport/Athletic Associations are entitled to a ¼ page ad in the Jordan Community Education & Recreation brochure before their season takes place if they rented at least 80 hours of gym/field space from JPS the previous year.

Tier 4: **Local organizations:** Organizations that are quasi-public, civic and service organizations (Scouts), fraternal organizations and social agencies, non-profit educational organizations (homeschool groups), 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 4 rental rates. Religious organizations using facilities for worship, or instruction are subject to Tier 4 rental rates. Staffing and equipment fees will be assessed per schedule.

Tier 5: **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 (birthday parties), or personal profit will be assessed Tier 5 rental rates, staffing, and equipment fees. If you have a child enrolled in Jordan Public Schools, but live outside the JPS boundaries, you will also fall under a tier 5.

Tier 6: **Individuals, religious organizations, private agencies, businesses, organizations, companies, or vendors located OUTSIDE of the Jordan School District boundaries** will be assessed Tier 6 rental rates, staffing, and equipment fees.

Facility Rental / Utility Fees (per hour)				
	Tier 3	Tier 4	Tier 5	Tier 6
Jordan High School				
Auditorium	50.00	100.00	150.00	200.00
Classroom	10.00	15.00	20.00	40.00
Commons	20.00	30.00	60.00	90.00
Computer Lab	30.00	60.00	120.00	240.00
Fitness Center / Weight Room	10.00	15.00	30.00	60.00
Gym – Main Gym	10.00	25.00	50.00	100.00
Lecture Room	10.00	25.00	50.00	100.00
Media Center	10.00	15.00	30.00	60.00
Multi-purpose / Wrestling Room	10.00	15.00	30.00	60.00
Small Group Meeting Room	5.00	10.00	15.00	20.00
Jordan Middle School				
Classroom	10.00	15.00	20.00	40.00
Commons	20.00	30.00	60.00	90.00
Gym – Main Gym	10.00	25.00	50.00	100.00
Media Center	10.00	15.00	30.00	60.00
Small Group Meeting Room	5.00	10.00	15.00	20.00
Snack Bar	10.00	15.00	30.00	60.00
Jordan Elementary School				
Classroom	10.00	15.00	20.00	40.00
Commons	20.00	30.00	60.00	90.00
Gym – New Gym	10.00	25.00	50.00	100.00
Gym – Old Gym	10.00	25.00	50.00	100.00
Media Center	10.00	15.00	30.00	60.00
Small Group Meeting Room	5.00	10.00	15.00	20.00
CERC				
Court 1 (Batting cages)	10.00	25.00	50.00	100.00
Court 2	10.00	25.00	50.00	100.00
Court 3 (Smooth flooring)	10.00	25.00	50.00	100.00
Multi-Purpose Room – Gold/Maroon	15.00	20.00	25.00	50.00
Multi-Purpose Room – Both Rooms	30.00	40.00	50.00	100.00
Athletic Complex				
Ames Turf Field	75.00	100.00	200.00	250.00
Ames Field Lights	20.00	40.00	80.00	160.00
Grass Football Field	10.00	25.00	50.00	100.00
Grass Soccer Field	10.00	25.00	50.00	100.00

Green Space (1, 2, 5, 6 & 7)	10.00	25.00	50.00	100.00
Ball Fields (1,2,3,4,5,6 & Den)	10.00	25.00	50.00	100.00
JHS Outdoor Batting Cages	10.00	25.00	50.00	100.00
Track	75.00	100.00	200.00	250.00
Tennis Courts (4/ rental)	10.00	15.00	50.00	100.00
Holzer Park				
Playing Fields: Basic (1,2 & 3)	10.00	25.00	50.00	100.00
Grassman Park				
Playing Fields: Basic (1)	10.00	25.00	50.00	100.00

Equipment (Daily Charge: School equipment cannot leave school property) (We will ask for a \$100 damage deposit for all equipment used.)				
	Tier 3	Tier 4	Tier 5	Tier 6
Bounce house (age 6 and under)	10.00	15.00	20.00	25.00
Elementary Gym Equipment	10.00	20.00	30.00	40.00
Grand Piano	100.00	150.00	200.00	300.00
*Stadium/Gym, Score Board	20.00	30.00	40.00	50.00
*Stadium/Gym, Press Box and Sound System	30.00	40.00	50.00	60.00
Other	Determined by the Jordan Facilities Committee			

Staffing Charges

Custodian Fees: A \$40 hourly charge will be assessed to Tiers 2 - 6 for special set-up and/or clean-up requiring custodial services which are scheduled when facilities are not normally staffed.

Security and Police Officers / Fire Department: Groups in Tiers 2 - 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: Tiers 2 - 6 will be charged for staffing time, including preparation and restoration of the auditorium. The technician charge for all tiers will be \$40.00 per hour. Reservations must be made 30 days in advance and are dependent on the availability of techs.

School Closings

When school is canceled due to inclement weather or physical problems, all school-sponsored activities may be canceled. When the school district deems necessary to close buildings, this will result in your reservation being canceled and no charges will be assessed. If the district closes buildings, a facilities staff member will contact you to let you know your reservation is canceled. Refer to the Jordan School District website for school closing announcements, radio or TV broadcasts, or other local news outlets for updates and information on the latest closings.

General Policies for use of District Spaces

- Rooms/space rented must be returned to its original order. If rooms are left in disarray, dirty, garbage not in proper receptacles, etc., additional custodial charges may be applied.
- If a classroom is used, classroom materials may NOT be used. Any class materials and information on whiteboards, bulletin boards, walls, etc. may not be erased or removed.
- Soft-soled shoes must be worn for athletic activities in the gyms.
- Balloons (latex or helium-filled), tape, fogging machines or open flames are not allowed in the facilities.
- Any decorations adhered to district property must receive prior approval from Facilities. Any decorations or equipment brought in must be removed immediately following an activity. If tape is used, ONLY blue painters' tape is allowed on walls.
- No running or bouncing balls in rooms or hallways.
- No spikes or cleats inside the buildings.
- Food and refreshments must be prepackaged or a MN food license must be provided to the Facilities Dept. before use.
- All facilities shall be vacated within the scheduled time of usage or appropriate facility/staffing charges will be assessed.
- The permit holder is liable for any personal injury and property damage. *Groups must furnish their own first aid kit.*
- The school district is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.

- Baseball/Softball groups- *Softie* baseballs/ softballs only in the gym. No hard balls allowed.

Practice Time Restrictions

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