



Jordan Community Facility Use Policies

*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 the community use of school buildings and facilities to be consistent, the following guidelines have been adopted.

II. Priority for Use of Facilities

- A.** In all cases the regular school activities or organizations for students in the 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 Community Education Department.
- C.** Third priority for use will go to City of Jordan, community, and groups in the 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 districts 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 the 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 will review the Facility Use Policy
- B. User group completes the online Facilities Rental request
- C. A pre-event invoice is sent to the user group for review
- D. 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, staff 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 normal scheduled work hours.

Tier 2: **School Sponsored Activity:** Groups such as the PTO, Spanish Club fundraiser, Dollars for Scholars, or varsity basketball spaghetti dinner fundraisers will not be charged facility rental fees, but will be subject to staffing fees if the event occurs outside of normal 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 normal 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) will not be charged rental fees. Staffing fees will be charged if the event occurs outside of normal scheduled work hours.

These groups who use district facilities for fundraising events or for activities that require admission fees or collection of money are subject to the tier 3 rental rates (unless proceeds are contributed to the local community). Religious organizations using facilities for worship or instruction are subject to tier 3 rental rates. Staff 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) or personal profit, will be assessed tier 4 rental rates and will be assessed staff 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 and staff and equipment fees.

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

Facility Rental / Utility Fees (per hour)			
	Tier 3	Tier 4	Tier 5
Permit	10.00	20.00	40.00
Classrooms	12.00	18.00	36.00
Library / Media Center	15.00	30.00	60.00
Computer Lab	60.00	120.00	240.00
Gym (per court)	25.00	48.00	96.00
Elementary Gym	15.00	30.00	60.00
Auditorium	60.00	120.00	180.00
Playing Fields: Basic (3,4,6,7) *	12.50	25.00	50.00
Playing Fields: Competition (1,2) *	25.00	50.00	100.00

Playing Fields: Ames Field *	100.00	200.00	400.00
Track *	25.00	50.00	100.00
Field Lights	37.50	75.00	150.00
Fitness Center	15.00	30.00	60.00
Lecture Room (High School)	25.00	50.00	100.00
Multi-purpose / Wrestling Room	15.00	30.00	60.00
Concession Stand	20.00	25.00	50.00
Kitchen	15.00	30.00	60.00
FACS Kitchen	30.00	60.00	90.00
High School Commons	30.00	60.00	90.00
Middle School Commons	30.00	60.00	90.00

* When utilizing district outdoor facilities, if there is weather related delays, groups will not be charged in association with the delay.

Equipment (Daily Charge: School equipment cannot leave school property) (We will ask for a \$50 damage deposit for all equipment used.)			
	Tier 3	Tier 4	Tier 5
Television / DVD	12.00	25.00	50.00
LCD Projectors	12.00	25.00	50.00
Microphones	7.00	12.00	24.00
Coffee Maker	7.00	12.00	24.00
Ice Machine	15.00	30.00	60.00
Piano	15.00	30.00	60.00
Grand Piano	100.00	150.00	300.00
Keyboard	30.00	60.00	120.00
Sound System	60.00	120.00	240.00
Lighting Boards	90.00	180.00	360.00
Other	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 tiered groups 2, 3, 4, 5, and 6 for special set-up and or clean up. Tiered 2, 3, 4 groups will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Tiered 5 groups will be

charged a custodial fee for all activities. This 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 using 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. This 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. This 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 staff time, including preparation and restoration. This charge for all tiers will be \$40.00 per hour.

VI. Additional Facility Use Information

- A. The Jordan School District reserves the right to refuse the use of the districts facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available 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 keys. Deposit will be returned when keys are returned.
- D. Failure to fill out a facility use form will incur a \$100 fine and any set-up 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 2 months reservation time.
- 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 custodian fee.

VII. Practice Time Restrictions

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