

Permit Use of School Facilities  
2008-2009

Category II

Classroom.....	\$15.00/hr
Gyms, IMC's, Aud, Cafeteria.....	\$48.00/hr
Swimming Pool.....	\$75.00/hr

Category III and IV

	<u>Category III</u>	<u>Category IV</u>
Classroom	\$30.00/hr	\$30.00/hr
Gyms, IMC's, Aud., Cafeteria	\$96.00/hr	\$96.00/hr
Swimming pool	\$150.00/hr	\$150.00/hr

Groups using large spaces and classrooms will be charged the Category III or IV rate for all large spaces and Category II rates for classrooms. If multiple classrooms are used, Category III or IV rate will be charged for first classroom and Category II rate for all remaining classrooms.

Other Charges

VCR.....	\$30/Day or event	Custodial Overtime.....	\$37.00/hr
PA/Sound system....	\$20/hr	Stage Riser.....	\$44/section/day or event
Overhead.....	\$30/day or event	Choral Riser.....	\$30/section/day or event
Sound System.....	\$30/day or event	Add. Folding chairs....	\$.80/day or event
Add Tables.....	\$9.00/day or event		

If required, permit holder is also responsible for providing and paying all costs for lifeguards, security/police and food service, in accordance with district rules. Educational and athletic equipment use must be requested through the building administrator at the time of application. Grounds use: A schedule of charges for the athletic fields is available from the permit clerk: 651-793-5458.

## Charge Categories

### Category I

Space use activities supported by the General Fund

Criteria:

Must meet at least one of the following Criteria:

1. Early Childhood through grade 12 and adult literacy activities of ISD 625's approved and budgeted educational program.
2. All parent/community activities that are a part of the general education program (including monthly PTO/PTA or site council meetings.
3. Conferences related to students, such as parent/teacher, social agency conferences, counselor conferences.
4. School-approved extra-curricular activities of students including interscholastic athletics, dances, plays and concerts, etc.
5. Public Health functions (i. e. inoculations).
6. School-sponsored fund raising activities supporting school related functions in which ALL proceeds after expenses go to the school/district.
7. Caucuses, political elections

#### Limitations

1. Activities may be subject to administrative restrictions in terms of frequency, location or or hours based upon budgetary considerations.
2. School activities occurring outside regular building operating hours must cover custodial costs (exception: certain approved extracurricular activities.)
3. In buildings with operating hours not extending beyond 6:00pm. PTA/PTO's and/or site based councils may use a building up to 6 hrs/month weekdays outside building operating hours until 9:30pm M-Th and until 6:00pm on Fridays –for meetings as category I use. Any use beyond that must be in other facilities that are open or requires payment of all custodial costs.

### CATEGORY II

Must meet ALL of the following criteria:

1. Seventy –five (75) percent or more of participants are Saint Paul residents.
2. Fees are not profit motivated.
3. Meets Monday through Friday (Comm. Ed: M-Sa) during regular building operating hours.
4. Use of space (frequency/amount) is appropriate to size of group.
5. Use does not involve more than nominal charge to participants AND must meet at least one of the following criteria:
  - A. Group is sponsored/funded through Community Education budget (part of published course offerings or approved by the Director of Community Education) and use is in accordance with the following requirements:
    - I. Provides direct benefits to residents of Saint Paul.
    - II. Has open enrollment policy.
    - III. Use is subject to review process by local Community Education Advisory Council. Community Education funding/sponsorship may cease due to budgetary limitations, misrepresentations by group, failure of group to participate in local Community Education process, or change in category status.
  - OR
  - B. Groups administered or funded directly by City, County, State or Federal governments, including:
    - I. All City of Saint Paul departments, State of Minnesota and Ramsey County uses, including public meetings and hearings.
    - II. District Planning Councils
    - III. Public education classes sponsored by the State of Minnesota, Colleges and Universities. Educational courses conducted by all state institutions including courses for which tuition is charged (use must occur during regular building operating hours).
    - IV. Non-profit organizations registered with the Secretary of State as non-profit, or the following youth service organizations whose fees/activities are not profit motivated: scouts, camp fire, Boys and Girls Clubs, Junior Achievement, and with administrative approval, educational service groups for district students.

### CATEGORY III

All for-profit organizations, private functions, political groups (e.g. conventions) and other community groups and organizations or functions not meeting criteria for Category I and II use, and all weekend use and use outside building operating hours for Category II groups.

### CATEGORY IV

Space in which admission is charges or sale of goods is involved. Groups using school facilities wherein profits are generated through admission charges or sale of materials. This includes: School-related fund raising activities not meeting the criteria for Category I use; activities for which admission is charged; activities which include sale of goods; and/or activities in which there will be "free will offerings" or collections taken.

### CATEGORY V

Extraordinary/Exceptional/Unique use: Fees to be negotiated by Supervisor of Community Education.

Permit Office: 651-221-1472; Fax: 651-293-5989  
Como Sr. High School  
740 W Rose, St. Paul, MN 55117

## Application for use of Public School Facilities

Please Type or print firmly

Last Name	First Name	Middle Initial	
Street Address	City	State	Zip Code

Application Date:	Daytime Phone Number	Evening Phone Number
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Name of your organization
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List the school you desire _____
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List the specific areas of the building or grounds you desire
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Explain briefly your program or activity
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List the day and dates you desire (be specific)
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List hours desired:
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What is your admission charge? ____
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Will you be selling anything? _____ If yes, what? _____
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Do you plan to serve food/beverage? ____
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List any equipment you desire to use.
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- Rental charges will be made in accordance with the schedule on file in the permit office.
- Make check payable to Independent School District #625 and send to the permit office.

\*The undersigned, who is to be in charge of the activities, must be 19 years of age or older. He/she agrees that he/she will be responsible to the Board of Education for the use and care of the school property. He/she further agrees that the character of the activity will conform to that stated in the application and that he/she will be responsible for the enforcement of the rules governing the use of school building. He/she understands that the custodian cannot permit the use of the facility except upon presentation of an official permit issued by the Permit office.

I understand the regulations governing the use of school facilities as printed on this application and agree that these regulations will be observed and enforced. The undersigned hereby agree that this application is made subject to the rules set forth by the Board of Education and agree for them and for all others for whom this application is made that the rules are accepted and observed and enforced.

Signature:	Address:	Zip Code	Phone #
Applicant Signature			

Approved – Building Administrators Signature	Date:
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