



Community Use of  
School Facilities Handbook  
July 2019 – June 2020

## **ABOUT HOPKINS PUBLIC SCHOOLS**

**Community Education is a part of Independent School District 270, serving the Twin Cities (Minnesota) communities of Hopkins, Minnetonka, Golden Valley, Edina, Eden Prairie, Wayzata, and St. Louis Park.**

### **Community Use of School Facilities Policy Statement**

The Board of Education of Independent School District 270 recognizes the desirability of having the District's school facilities and community centers used as much as possible by community groups to promote educational, recreational, cultural and civic activities of the community.

Public school facilities exist primarily for the purpose of serving the educational needs of the youth in the community. No group or organization will be scheduled if requested use interferes with regular school programs or school-sponsored activities. The School District will determine the most appropriate and available use of the district's facility space.

## **FACILITY USE OPERATIONS**

**Community Education invites the community to use district facilities. Our facilities are open for community use by citizens of all ages.**

### **Facilities Available**

Most District 270 facilities are available for a variety of activities, as guided by the Board of Education policies. The Lindbergh Center, Eisenhower Community Center and the Ronald B. Davis Community Center are considered the district's community centers and are used most frequently. At these locations and others, both indoor and outdoor facilities are available including:

- Gymnasiums
- Athletic Fields/Stadiums
- Auditoriums/Theaters
- Cafeterias
- Classrooms
- Kitchens
- Meeting Rooms
- Parking Lots
- Pools

Facilities are available during non-school hours. General hours of operation during the school year are Monday-Friday 6-10 p.m. and Saturday/Sunday 8 a.m. – 5:00 p.m. Additional days and times may be available upon request and are dependent on staffing availability. Eisenhower Community Center is available during the year, 7 days per week from 8:00 a.m.–10:00 p.m. weekdays and 8:00 a.m.-5:00 p.m. on weekends.

Swimming pools are located in three facilities: North Junior High School, West Junior High School, and the Eisenhower Community Center.

### **Services Available**

The Community Education Facility Use office serves as the operations and facilities service center for all community use of school facilities in the areas of scheduling, marketing, sales/billings, supervision, and event oversight. To assist our users with activities, the Facility Use office provides trained on-site building supervision for all groups that require additional services. We also coordinate requests for school equipment related to the activity (on-site use only); schedule support and other special staff as required by events; and assist in coordinating large events, such as conferences, competitions, tournaments, banquets, and trade shows.

### **Classification of Organizations Using School Facilities**

Organizations using school facilities are grouped into one of four classes, three for non-school district sponsored groups and a fourth user group for school district sponsored activities. School district-sponsored activities are not assessed a rental fee for using district facilities. A rental fee schedule has been established for facility usage for non-district organizations based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Classifications are as follows:

- Class A: Hopkins School District sponsored activities requested by a district staff member or program.
- Class B: Hopkins School District youth serving public agencies or organizations, charitable, and other nonprofit youth-serving organizations.
- Class C: Fraternal/service organizations, faith communities (services, educational and recreational activities) and special interest groups having nonprofit status.
- Class D: Individuals, private agencies, companies and vendors using district facilities for commercial purposes or profit.

**Priorities for Use of Facilities**

The Hopkins School District is committed to the use of school facilities by residents of all ages, matching appropriate facilities with the specific needs of groups while achieving a reasonable balance in use between youth and adult programs.

1. Activities provided for Hopkins School District youth have priority over adults during the early evening hours with the intent not to schedule youth beyond 9:00 p.m. on school nights.
2. Youth will be provided reasonable amounts of time for their programs while every effort will be made to maintain reasonable levels of publicly funded programs for Hopkins School District adults.
3. Special use areas such as gymnasiums, cafeterias, pools, theaters/auditoriums, activity structures, and athletic fields are considered multiple use areas. When possible each should be available for a variety of uses and by multiple organizations/groups and none should be dominated by any one group or organization.

To achieve maximum extended day and weekend use of school facilities with minimum conflict, a scheduling process is in place which arranges groups on a priority basis with timelines for priority scheduling. Access to district facilities by groups is prioritized as follows:

**FIRST PRIORITY:** Hopkins School District 270 events & activities such as fine arts events, PTA/PTO meetings, athletic events, staff meetings, and Community Education sponsored activities.

**SECOND PRIORITY:** Hopkins School District community based youth groups and Parks & Recreation departments.

**THIRD PRIORITY:** Religious organizations, for-profit organizations and/or private groups which provide educational, civic, recreational or charitable activities and do not charge admissions. This area also includes colleges, universities, and groups that benefit mostly 270 residents.

**FOURTH PRIORITY:** Individuals, private agencies, companies, and vendors using district facilities for commercial purposes or profit. This area also includes groups consisting mainly of non-270 residents.

The Facility Use office operates a centralized scheduling system coordinating all requests for the use of district spaces. In the event there are conflicting requests for space, the Facility Use office utilizes a "meet and confer" process to resolve conflicts and accommodate the needs of concerned groups.

**Process & Procedures for Scheduling School District Facilities**

The application process and all aspects of scheduling school facilities are facilitated by the Facility Use office. Community activities are defined as anything scheduled by a person or group leader for the sole purpose of conducting non-district or community sponsored activities, meetings or events. Requests for use of space may be made at any time a maximum of 18 months prior to the intended use date, but no community activities will be scheduled until any potential date conflicts with district events & activities have been approved. The following are the procedures for scheduling community activities in school facilities:

1. A permit & contract process is utilized to secure the use of school facilities creating a centralized schedule for use & operations. The initial step in the process is the completion of the facility use application available through the Facility Use office in Community Education or online. The scheduling software enables users to directly submit a use request online thus eliminating the need to submit a paper application.

2. The application must be completed to provide reservation information for requested facilities, equipment, and special use. A certificate of liability insurance is required for all events and functions. The completed application should be forwarded to the Facility Use office as soon as an event request is needed, but a minimum of 21 business days prior to expected use. A \$10 permit application processing fee will be assessed to all scheduled permits/contracts and the fee will be added to the permit invoice.
3. Facility use permits & contracts are confirmed to the customer upon email confirmation of approval or follow up communication is generated from the Facility Use office to notify the requestor when they can expect to receive confirmation of their request for use.
4. After the request has been approved it becomes a contract with the applicant and/or organization, and they may not sublet or transfer their rights or privileges to any individual, group or organization.
5. Facility rental fees associated with the use of school facilities, deposits/down payments for use of facilities, support staff, and special equipment are required for using specific facilities. Please see Appendix A for a Facilities Fee Schedule.
6. Facilities are not reserved until the user group receives a facility use permit distributed by the Facility Use office via electronic mail.
7. The Building Use Permit/Contract should be in the possession of the group leader upon entry for use of school district facilities to ensure that all event details are appropriate for the space being used. This is especially helpful for first-time users of district facilities.

### **Liability and Insurance**

Users of school facilities shall agree to indemnify the school district for any and all damage to the school or other property by any person or persons attending an activity.

1. All users are required to assume full responsibility for personal injury to any participants or spectators.
2. Groups issued a permit are required to submit a certificate of insurance or endorsement for a general liability policy with \$100,000 limits per person, \$1,000,000 aggregate, naming School District 270 as the insured or additional insured.
3. Certificates or endorsements as may be required must be mailed/mailed/faxed directly to the Facility Use office a minimum of 21 days prior to the first date of the event or the district has the right to cancel the scheduled event.

### **Completing the Application Process**

#### **1. Online Registration**

If you do not have an account, please call 952-988-4518. If you already have an account, you may request a facility at <https://hopkins.ce>

#### **2. In Person**

Visit our Facility Use Office 8:00 AM – 3:00 PM, Eisenhower Community Center, 1001 Hwy 7, Hopkins, MN

#### **3. Questions**

Contact our Community Education Facility Use office at (952) 988-4518

Visit our website at <http://www.hopkinsschools.org/community-education/facility-use>

Office Hours are Mon. – Fri. 8:00 am – 3:30 pm

### **Building Use Permit/Contract Limitations**

The Building Use Permit/Contract will be issued to eligible organizations upon compliance with the rules for application. The following are the limitations of the permit process:

1. Permits are not transferable and are restricted to the stated spaces, dates, and hours of use. Any variation from this will be noted and all related use rates adjusted accordingly. Permits are issued for a specific area including only the nearest drinking fountain and restrooms at specific sites.
2. Permits will not be issued until fee balances from previous use of school facilities are paid in full and current permit paid in full one month prior to the scheduled event.

3. Changes in use needs of existing permits must be communicated to the Facility Use office as far in advance as possible or a minimum of 3 days prior to the event to ensure requests can be fulfilled.
4. District facilities will not be made available until the adult designated as supervisor presents the permit to the building supervisor or person on duty and assumes responsibility for the group; thereafter, visual recognition will suffice if it is a group that has multiple uses.
5. Use of equipment belonging to the school district or brought into school facilities must be approved and any equipment brought in to school facilities must be removed immediately after use. Only equipment specified on the permit will be made available to the user. The District will not assume liability in connection with the use, loss or damage of the organization's equipment.
6. Storage of any equipment in school district facilities is strongly discouraged. Any storage must be approved in advance and the school district is not responsible for any damage or loss as a result of any stored items or equipment. There may be a fee associated with storage.
7. Full disclosure of any use of food & beverage, admissions fees or sales of any items as part of the permitted event must be communicated prior to the permit being issued in order for the school district to comply with all district, local, and state laws regarding these uses in school district facilities.
8. Rental charges for facility use are listed on your building use permit/contract and will be billed to the user on a monthly basis. Large events may necessitate the need for additional charges for supervision, setup, cleanup, and trash removal. These added charges will be projected prior to the groups use and adjusted accordingly after the event. One-time events and new customers may be required to pay 100% of permit fees prior to their event. Deposits are required for permits totaling more than \$500.00.
9. Performing Arts Venues: Events in our auditorium (June-January) and theater spaces require a 25% deposit to confirm reservation. Due to high demand during peak season (February-May,) all events scheduled between February 1 and May 31 in the Hopkins High School Auditorium will require a 25% non-refundable deposit by July 15. If the deposit is not received by July 15, event will be canceled and dates will be offered to other customers. New customers will also be asked to pay their remaining balance prior to the event.

#### **Cancellation of Permits by the Facilities Office**

Scheduled community events may be canceled to accommodate unforeseen events or schedule changes for school functions with at least eight (8) days advance notice to the Facility Use office in Community Education. Upon notice of cancellation, the Community Education office will notify the organization and/or person involved and procure alternate facilities or arrangements if possible. In an emergency situation involving less than eight (8) days notice from the school, the final decision shall be made by the Director of Community Education that accommodates the school's need and is sensitive to the impact on the community group involved.

#### **Appeal Process**

To appeal a scheduling decision that does not meet the needs of a requesting community group you may proceed as follows:

1. Present a written appeal to the Community Education Facility Use office.
2. If there is a need for a further appeal, a written appeal must be presented to the Director of Community Education, then the Superintendent and finally the Board of Education.
3. A written appeal must be received by the Community Education Department within ten (10) calendar days of the decision to be appealed. The Community Education Department shall respond in writing to the appellant within ten (10) calendar days of receipt of the written appeal. These timelines apply to each level of the appeal process.

#### **Nondiscrimination**

Pursuant to state and federal laws, activities sponsored by individuals, agencies, organizations or groups and conducted in District 270 school facilities, whether under contract or by any other arrangement, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, sexual orientation, economic status or disability.

### **Limitations of Use for School District Facilities**

General limitations of use for school district facilities are in order to provide a safe and secure environment for everyone utilizing our facilities. Failure to follow the general or specific limitations of use may be grounds for cancellation of the use permit and denial of future use. Additional facility specific use regulations are in place at some locations and are to be followed as well, in addition to the following:

1. The School Board, Community Education, or the Facility Use office reserves the right to deny the use of school facilities when the board deems it necessary in the best interests of the public.
2. Use of tobacco, alcoholic beverages, and guns are prohibited in all district facilities and on district property. It is the permit holder's responsibility to communicate these use restrictions to those participating in the event.
3. The permit holder and/or organization agree to assume all responsibility for damage or liability of any kind and further agrees to hold harmless the school district from any expenses or costs related to using of district facilities. The school district has the sole authority to determine the repair or replacement cost of any damages that occur as a result of organizations use.
4. Disorderly conduct of any kind is prohibited and will result in ejection from school facilities and cancellation of future use privileges. All users must comply with District health, safety, and security policies.
5. Group leaders are responsible for the conduct of both participants and spectators. All children must be under direct parental/leader supervision at all times as we normally have multiple users/events in our facilities and need to ensure a safe and secure environment for all. All activities must be under competent and responsible adult supervision with an overall site supervisor identified prior to the start of the event use.
6. The permit holder and/or organization may only use the facility locations and equipment specified on the permit & contract and should do so starting and ending within the time period communicated in the agreement.
7. Groups should utilize school parking facilities when available closest to the use area, abide by all parking signs, and at all times avoid parking in residential areas.
8. If deemed necessary by the school district, building and/or police supervision may be required and charged to the user.
9. It is the group's responsibility to return the specific use environment to its original order when general use is completed. All chairs, tables, equipment, and anything that has changed as a result of use must be returned to their original configuration at the completion of the event. If an undue amount of trash was accumulated please cooperate with our building staff in cleaning up your use area appropriately.
10.
  - a. Inclement weather and/or building emergencies may necessitate cancellations or postponement of a use permit. Listen to local radio stations, watch local television stations and check the district website ([www.hopkinsschools.org](http://www.hopkinsschools.org)) for information regarding building or grounds closings. School closings do not always automatically mean that school district buildings or grounds are closed for community use.
  - b. In the unlikely event of an emergency or severe weather during your event/use, please immediately follow all instructions provided by District staff/employees. Anyone failing to do so will be asked to leave the building/grounds and your permit will be revoked without any option for renewal later.
11. The organization's site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event.
12. The District reserves the right to cancel or withhold use privileges if the provisions as stated above are violated.

### **Use of School Equipment**

Use of equipment owned by the School District is not included in the general rental of facilities and must be requested for use at the time of completing the facility use application process. Any unauthorized use of school equipment may result in cancellation of any future use of school district facilities. The following has been established to clarify the use of school equipment:

1. Qualified operators (qualifications determined by the District) must be provided for media, auditorium, and theater equipment at all times and a general operations meeting will need to be conducted by the Facility Use office with user group staff prior to the approval of the use of such equipment.
2. If qualified operators are not available in the group, the School District reserves the right to withhold the use of such equipment or to provide qualified District operators at the rate listed on the facility use fees rate sheet.
3. Special equipment may be made available for use in district facilities on a case by case basis and fees will be charged accordingly.

4. Organizations or individuals using district facilities and equipment assume full responsibility for any damage and will be billed accordingly if the damage is caused by participants or observers of activities sponsored by user groups or individuals.

### **User Fee Schedule**

Facility Use fees have been established to offset the cost to the district for community groups utilizing school facilities. Please refer to Appendix A: Facilities Fee Schedule for specific rates. The following is additional information regarding the user fee schedule:

1. Application Processing Fee - non-district 270 sponsored groups or individuals requesting use of school facilities shall pay a \$10 permit application processing fee for each facility use application submitted and approved for use. The \$10 permit processing fee may cover multiple uses for multiple weeks as specified on the permit application form. Groups or individuals shall also pay a \$5 processing fee for changes to existing permits.
2. User Fees - rental fees are calculated on a per hour basis and begin at the determined entry time and end at the projected completion of the event.
3. For large group events, facility quotes will be presented to the prospective user to ensure clarity in the rental agreement prior to the final permitting process. Events of this type require a deposit to reserve the space and may require a major credit card for the full rental amount prior to the scheduled event. This will be determined at the time of rental and will be based on the total rental cost of the event.
4. Facilities are not reserved until the user group receives a facility use permit distributed by the Community Education Facility Use office via electronic mail.
5. For an extended week or monthly events, the Facility Use office utilizes an invoicing system for collection of funds due for use of space. Failure to make current payments may result in the cancellation of current and future use permits.

### **Personnel Fees**

If the school district deems necessary special services as a result of event use and it involves special personnel, fees will be charged according to the established fee schedule found in Appendix A: Facilities Fee Schedule. The following are the areas that fees may be assessed from:

1. Custodial Services Fee - The per hour custodial services fees are established with the Community Education and Buildings & Grounds offices. Charges for personnel shall be at a rate of not less than \$37 per hour for a minimum of two hours.
2. Royal Cuisine/School Nutrition Kitchen & Catering - Consult with School Nutrition for the fee schedule.
3. Technical Support – Rate per hour as established by the Community Education office not less than \$35 per hour with the rate increasing to \$50/hr after 8 consecutive hours. \$20 per hour for student tech. Ushers are available at a cost of \$15 per hour. If lights, sound and/or scenery are used in a district theater or auditorium, there shall be a training session led by district technical staff at the expense of the user group wanting to use the equipment, and if needed, the technical support personnel will be present during facility use at the expense of the group as well.
4. Building Supervisor - Rate per hour as established by the Community Education office not less than \$15 per hour.
5. Security Officers - If deemed necessary by the district, the user group will be charged the industry rate for security staff and/or off duty police officers to supervise events and this supervision will be in cooperation with the Facility Use office and the user group.

### **Special Use Areas & Programs**

#### **Athletic Fields**

All groups wanting to reserve school fields must apply for use through the Facility Use office. Other than standard maintenance, additional work, such as the lining of fields and event specific setups, will be done at the requester's expense and requires a 14-day advance request. Field users are expected to comply with the following conditions:

1. Vehicles are not allowed on athletic fields. Unauthorized use of bikes, motor vehicles, or horses is prohibited.
2. Only use the space that has been permitted and respects the rights of other users of the space in field areas where multiple users may be taking place. Any use of space not listed within the permit is strictly prohibited.

3. Users shall be responsible for proper policing of the grounds and if security is required because of the size of the event, user groups will be assessed all fees involved.
4. Users are responsible and will reimburse the school district, for damage to the grounds, fences, equipment, or loss of equipment.
5. Soft drinks, if sold on the field, may not be served in glass containers.
6. All waste materials must be removed from the used area immediately after a game or practice session.
7. The activity supervisor is responsible for enforcement of the rules and regulations pertaining to the athletic fields by both participants and spectators.

### **Cafeterias/Commons/Kitchen Areas**

Organizations requesting the use of school kitchen facilities must receive approval from Student Nutrition management prior to completing the Facility Use Application. Upon approval and receipt of use permit, the user group will consult with school nutrition staff and receive specific kitchen use rules & regulations. In all cases, a member of the Student Nutrition staff will be required to be present at the user's expense for kitchen uses. Call 952.988.4060 for details about all food policies, including catering and concessions.

All uses of food & beverages in cafeterias and common areas must be included in the application request as it will likely involve cleanup fees. In addition, the user group is responsible for ensuring that all trash is disposed of properly in the containers provided.

### **Gyms**

1. Use of school-owned physical education supplies and/or equipment is not permitted.
2. Gymnasium activities must have adult supervision.
3. Appropriate athletic shoes are required for all gymnasium activities of a sport or recreational nature.
4. It is the responsibility of the user to report the damage to the building or equipment immediately to the custodian or supervisor on duty or to the Community Education administrative office.

### **Hopkins High School and Lindbergh Center Concession Stands**

The Hopkins High School and Lindbergh Center concessions stands are managed by Student Nutrition. Approval for use, fees associated with such use, and specific policies and procedures for such use will be managed by the Student Nutrition Management office. Specific operational arrangements must be made a minimum of 21 calendar days in advance of the scheduled event. Please refer to the appendix - Lindbergh Center User Agreement for additional information.

### **Swimming Pools**

Swimming pools are located at the Eisenhower Community Center, North and West Junior High schools.

1. Use of the swimming pools by all non-district user groups is coordinated through the Facility Use office in Community Education.
2. Swimming pool regulations are posted in each pool area. It is the responsibility of the person in charge of the group to enforce the regulations.
3. All swimming pool users are required to have an adequate number of certified lifeguards on deck at all times of use and must show lifeguard certification prior to gaining access to pool space. Lifeguards can be hired through community education at \$15/hr.

**Theaters & Auditoriums** - Please see Appendix D for the operation & management plan for the Auditorium.

Theaters and the auditorium are located at Hopkins High School and the Eisenhower Community Center. All are available to be rented for special events and activities through the facility use application process.

1. All arrangements must be made with the Facility Use office.
2. Stage scenery and special stage lighting are not included in the rental charges listed.
3. A user group representative approved by the Facility Use office must be present when stage lighting and sound equipment is being set up or operated unless other arrangements are approved.



## Appendix A:

### Community Use of School Facilities - Rental Fee Schedule (Fee Schedule is for 7/1/19 – 6/30/20. Fees subject to change upon annual review.)

- Class A:** Hopkins School District sponsored activities that are requested by district staff and sponsored by a district program serving our community of users.
- Class B:** Youth-serving public agencies or organizations, charitable, and other nonprofit youth-serving organizations.
- Class C:** Fraternal/service organizations, faith communities (services, educational and recreational activities) and special interest groups having nonprofit status.
- Class D:** Individuals, private agencies, companies and vendors using District facilities for commercial purposes or profit.

| <b><u>SITES</u></b>   | <b>CLASS B</b> | <b>CLASS C</b> | <b>CLASS D</b> | <b>CLASS A</b> |
|---|----------------|----------------|----------------|----------------|
| <b><u>Hopkins High School</u></b>                                 |                |                |                |                |
| Dining Room (Cafeteria)   | \$25           | \$35           | \$50           | \$0            |
| Dining Room Annex   | \$25           | \$35           | \$50           | \$0            |
| Commons   | \$10           | \$20           | \$35           | \$0            |
| Kitchen   | \$25           | \$35           | \$50           | \$0            |
| Theater   | \$35           | \$50           | \$75           | \$0            |
| Auditorium  | \$150          | \$200          | \$240          | \$0            |
| Gym/Activity Structure Court                                      | \$10           | \$30           | \$60           | \$0            |
| Outdoor grass fields  | \$10           | \$30           | \$60           | \$0            |
| Turf fields/Stadium   | \$60           | \$100          | \$175          | \$0            |
| Classroom   | \$10           | \$15           | \$25           | \$0            |
| Band Room   | \$15           | \$20           | \$30           | \$0            |
| <b><u>West Junior High School</u></b>                             |                |                |                |                |
| Gym/Activity Structure Court                                      | \$10           | \$30           | \$60           | \$0            |
| Cafeteria   | \$25           | \$35           | \$50           | \$0            |
| Kitchen   | \$25           | \$35           | \$50           | \$0            |
| Outdoor Fields  | \$10           | \$30           | \$60           | \$0            |
| Swimming Pool   | \$12           | \$35           | \$85           | \$0            |
| Classroom   | \$10           | \$15           | \$25           | \$0            |
| Band Room   | \$15           | \$20           | \$25           | \$0            |
| <b><u>North Junior High School</u></b>                            |                |                |                |                |
| Gym/Activity Structure Court                                      | \$10           | \$30           | \$60           | \$0            |
| Cafeteria   | \$25           | \$35           | \$50           | \$0            |
| Kitchen   | \$25           | \$35           | \$50           | \$0            |
| Outdoor Fields  | \$10           | \$30           | \$60           | \$0            |
| Swimming Pool   | \$12           | \$35           | \$85           | \$0            |
| Classroom   | \$10           | \$15           | \$25           | \$0            |
| Band Room   | \$15           | \$20           | \$30           | \$0            |
| <b><u>Elementary Schools and Harley Hopkins Family Center</u></b> |                |                |                |                |
| Gym   | \$10           | \$30           | \$60           | \$0            |
| Cafeteria   | \$25           | \$35           | \$50           | \$0            |
| Kitchen   | \$25           | \$35           | \$50           | \$0            |
| Classroom   | \$10           | \$15           | \$25           | \$0            |

| <b><u>SITES</u></b> | <b>CLASS B</b> | <b>CLASS C</b> | <b>CLASS D</b> | <b>CLASS A</b> |
|---------------------|----------------|----------------|----------------|----------------|
|---------------------|----------------|----------------|----------------|----------------|

**Eisenhower Community Center**

|                               |      |      |       |     |
|-------------------------------|------|------|-------|-----|
| Gym - Per Court               | \$10 | \$30 | \$60  | \$0 |
| 233 Conference Center Main    | \$25 | \$35 | \$50  | \$0 |
| 233 Conference Center ALL     | \$30 | \$50 | \$75  | \$0 |
| Large Conference Room         | \$20 | \$30 | \$55  | \$0 |
| Small Conference Room         | \$15 | \$20 | \$30  | \$0 |
| Other Classroom/Meeting Rooms | \$15 | \$20 | \$30  | \$0 |
| Computer Lab                  | \$75 | \$75 | \$75  | \$0 |
| Theater                       | \$65 | \$90 | \$125 | \$0 |
| Kitchen                       | \$25 | \$35 | \$50  | \$0 |
| Cafeteria                     | \$25 | \$35 | \$50  | \$0 |
| Wetlands Café                 | \$25 | \$35 | \$50  | \$0 |
| Swimming Pool                 | \$12 | \$35 | \$85  | \$0 |

**Lindbergh Center**

|                 |      |      |      |     |
|-----------------|------|------|------|-----|
| Gym - Per Court | \$10 | \$30 | \$60 | \$0 |
| Classroom       | \$10 | \$15 | \$25 | \$0 |
| Wrestling Room  | \$10 | \$30 | \$60 | \$0 |
| Team Room       | \$10 | \$30 | \$60 | \$0 |

**ALL SITES**

|                                 |      |      |      |      |
|---------------------------------|------|------|------|------|
| Additional Fees*                |      |      |      |      |
| Custodial Staff Services        | \$37 | \$37 | \$37 | \$0  |
| Production Assistance (student) | \$20 | \$20 | \$20 | \$0  |
| Theater/Technology Support      | \$35 | \$35 | \$35 | \$0  |
| Building/Event Supervisor       | \$15 | \$15 | \$15 | \$15 |
| Event Manager                   | \$25 | \$25 | \$25 | \$0  |
| Lobby/Foyer Area Use            | \$10 | \$15 | \$25 | \$0  |
| Event Set-up & Takedown         | \$35 | \$35 | \$35 | \$35 |
| Trash Fee                       | \$75 | \$75 | \$75 | \$75 |

\*Additional Fees are event dependent and are charged when necessary to offset the cost of operations. Overtime and Holiday pay rates per personnel contract book(s).

**Equipment Fees**

|                            |       |       |       |     |
|----------------------------|-------|-------|-------|-----|
| Chairs                     | \$1   | \$1   | \$1   | \$0 |
| Choir Riser (3-step)       | \$10  | \$10  | \$10  | \$0 |
| Countryman (over ear) Mic  | \$25  | \$25  | \$25  | \$0 |
| Easel                      | \$2   | \$2   | \$2   | \$0 |
| Marley Floor w/out install | \$300 | \$300 | \$300 | \$0 |
| Marley Floor w/ install    | \$400 | \$400 | \$400 | \$0 |
| Monitor                    | \$15  | \$15  | \$15  | \$0 |
| Percussion                 | \$100 | \$100 | \$100 | \$0 |
| Percussion (Timpani only)  | \$50  | \$50  | \$50  | \$0 |
| Piano (Auditorium)         | \$125 | \$125 | \$125 | \$0 |
| Piano (Eisenhower)         | \$85  | \$85  | \$85  | \$0 |
| Piano (Little Theater)     | \$25  | \$25  | \$25  | \$0 |
| Piano Tuning               | \$100 | \$100 | \$100 | \$0 |
| Platform                   | \$10  | \$10  | \$10  | \$0 |
| Podium                     | \$5   | \$5   | \$5   | \$0 |
| Portable LCD Projector     | \$20  | \$20  | \$20  | \$0 |

|                       |       |       |       |     |
|-----------------------|-------|-------|-------|-----|
| Portable Sound System | \$100 | \$100 | \$100 | \$0 |
| Portable Whiteboard   | \$5   | \$5   | \$5   | \$0 |
| Special Lighting      | \$450 | \$450 | \$450 | \$0 |
| Spotlight             | \$20  | \$20  | \$20  | \$0 |
| Table                 | \$5   | \$5   | \$5   | \$0 |
| Tensabarrier          | \$10  | \$10  | \$10  | \$0 |
| Trash Fee             | \$75  | \$75  | \$75  | \$0 |
| TV/DVD                | \$10  | \$10  | \$10  | \$0 |
| Wired Microphone      | \$10  | \$10  | \$10  | \$0 |
| Wireless Microphone   | \$20  | \$20  | \$20  | \$0 |

## Appendix B:

### HOPKINS SCHOOL DISTRICT 270 Camps, Clinics, Lessons, Tournaments, Leagues Information Sheet

The following operational information is in place to assist you in utilizing Hopkins School district facilities for your special sports events and activities:

1. Athletic Camps, Clinics, and Leagues per MSHSL rules cannot be sponsored or administered by the high school athletic department. Any camps, if they want to be considered a district activity, must be sponsored and administered through the Community Education office per MSHSL rules. If Community Education sponsors such activities they will be operated through the Youth Programs office.
2. HHS Activities Staff/Coaches leading summer athletic events must follow the: Camps, Clinics, Lessons, Tournaments, and League activity - Facility Use Checklist per facility use and school board policy (see attached).
3. HHS Activities Staff/Coaches must have permits and all the necessary documents in order before space and a permit will be issued with the official sponsor of the camp being the organization that is responsible for the revenues and for the liability insurance.
4. Fees will be charged appropriately for all facility use. There is no free use of facilities for any employees owning or operating these activities in the district at any time. Please check with the Facility Use office for updated pricing structures based on your facility use needs.
5. Do not publicize, advertise or communicate any dates, times or program offerings until you have secured a facility use permit generated by the Facility Use Office. This will ensure clarity in your message and minimize any problems with attendees at the time of your events.

#### Sponsorship Classifications

Sponsorship of camps, clinics, lessons, tournaments, leagues, etc., using District 270 facilities shall fall under the sponsorship of one of the following areas and the enclosed permit application and the subsequent event will be sponsored by:

- Hopkins School District 270 (Complete Section I)
- Category B Group, community-based association or public non-profit (Complete Section II)
- Category C Group, fraternal/service organizations, churches and special interest groups (Complete Section III)
- Category D Group, Individuals/groups engaged in private gain (Complete Section IV)

#### For Office Use Only

Submitted Date: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Permits Issued Date: \_\_\_\_\_

**HOPKINS SCHOOL DISTRICT 270**  
**Camps, Clinics, Lessons, Tournaments, Leagues, etc.**  
**Facility Use Checklist**

**Section I**

**Hopkins School District 270 (i.e. Community Education, Athletic Department, other district groups).** The Hopkins School District is available to sponsor these activities through the appropriate department if requested and qualified. However, the sponsorship of such activities by community-based category “B” groups such as athletic associations is encouraged and preferred. All fees associated with the use of facilities will be funded by the sponsoring department.

Criteria for sponsorship by Hopkins School District 270:

Name of District 270 department sponsoring this event \_\_\_\_\_  
 (List below is the criteria for school District sponsorship, please check all that apply.)

- Application for use is submitted to Facility Use office.
- District department will collect and process all registrations according to department policies and procedures.
- District department will pay instructors/coaches through district payroll.
- Activities will meet minimum registration requirements as established by the sponsoring department.
- District department will handle all revenue and expenditures.
- No fundraising campaigns will be allowed as part of this event.
- All promotional materials will be approved by the sponsoring department.

\_\_\_\_\_  
 (Name/Signature of sponsoring department director)

\_\_\_\_\_  
 (Name of sponsoring department)

\_\_\_\_\_  
 (Name/Signature of event director)

\_\_\_\_\_  
 (Name of sponsoring sport)

**Section II**

**Category B - public agencies or organizations** (i.e. city park and recreation), community-based organizations (i.e. athletic associations), civic, charitable, character building organizations and other nonprofit organizations composed primarily of residents of District 270 and organized to promote civic, educational, charitable, or recreational activities. These groups pay the designated fees for use of facilities as listed under the Reduced Rate schedule.

Checklist for sponsorship by community-based athletic association and/or other Category “B” groups.

- Application for use is submitted to Facility Use office.
- The association will pay the coaches/instructors.
- The community-based association has bylaws and officers.
- The Community Education office has on file up-to-date copies of the group’s certificate of insurance.
- The activity/program will abide by all District 270 rules and regulations for use of school facilities.
- The association gives assurances that Minnesota State High School League rules will not be violated.
- Financial accounting of said events will be submitted to the school district if requested.

\_\_\_\_\_  
 (Name/Signature)

\_\_\_\_\_  
 (Position with Category B organization)

\_\_\_\_\_  
 (Name/Signature)

\_\_\_\_\_  
 (District Coach/Event Coordinator)

**Section III**

**Category C - fraternal/service organizations, churches** (service, educational and recreational activities) and special interest groups that are for-profit or groups which operate for the benefit of a restricted population. These groups pay the designated fees for use of facilities as listed under the Standard Rate schedule.

Checklist for sponsorship by organization or special interest groups and/or other Category C groups.

- Application for use is submitted to Facility Use office.
- A permit will be issued to leasing/renting organization.
- Financial arrangements for space will be agreed to and paid to District 270 upon billing.
- Copy of Certificate of Insurance is on file with the Community Education Office (if applicable).
- Group will comply with any and all District 270 policies that apply to permit and use.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position with Group C organization)

**Section IV**

**Category D - Individuals, Private Agencies, Companies, and Vendors using District Facilities for Commercial Purposes or Profit.** Use of school facilities for this classification of the user group is on a space available basis and at the discretion of the Director of Community Education or designee. These groups pay the designated commercial rate fees that apply to their use.

Checklist for sponsorship by the organization or commercial groups and/or other Category D groups.

- Application for use is submitted to Facility Use office.
- A permit will be issued to the individual or leasing/renting organization.
- Financial arrangements for space are agreed to and paid to District 270 upon billing.
- Copy of Certificate of Insurance is on file with the Community Education Office (if applicable).
- Group will comply with any and all District 270 policies that apply to permit and use.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position with Group D organization)

The following must be completed to determine the classification level and to be able to provide contact information for interested participants:

Registration Materials returned to:  
 Contact/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/ZIP: \_\_\_\_\_  
 Camp Phone Number: \_\_\_\_\_

Payment of Registration Materials Payable to:  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/ST/Zip: \_\_\_\_\_  
 (As it reads on the communication for the event)

|                              |                           |
|------------------------------|---------------------------|
| <b>Activities Office Use</b> |                           |
| Approved By: _____           | Date: _____               |
| Permit Request Date: _____   | Permit Issued Date: _____ |

## **Appendix C:**

### **LINDBERGH CENTER FACILITY USE AGREEMENT**

The purpose of this agreement is to set forth the rules and regulations under which groups may utilize the Lindbergh Center for special events and activities. The Lindbergh Center Manager shall administer the use set forth in this agreement in cooperation with a User appointed "Facility Coordinator." The Hopkins District 270 "Application for School Facility Use" must be completed and approved prior to the Lindbergh Center Management Office distributing this Facility Use Agreement.

**PRIORITY OF SCHEDULING** - Hopkins School District 270 athletic teams and groups shall have priority over all other requests for use of District facilities. Because of this priority, many requests for facility use may be denied.

**CANCELLATION POLICY** - User shall notify the Lindbergh Center management office of its decision to cancel use at least 7 days in advance of the first date of scheduled use. Hopkins School District 270 reserves the right to modify or cancel the Facility Use Agreement at any time. Hopkins School District 270 shall notify the user of conditions which may jeopardize the use of the facilities.

**INSURANCE** – User must submit a certificate of insurance when completing the facility use application form. ALL applicants for facility use agree to have general liability coverage at no less than \$1,000,000 combined single limit and workers' compensation/employers liability (where applicable) naming Hopkins School District 270 as an additional insured unless waived by the Director of Community Education.

**ADMISSIONS** - Lindbergh Center management has the right to review the pricing structure of all admissions to ensure that it is consistent with admission rates of like nature conducted in the facility during each fiscal year. If the management has issues that need to be addressed regarding admissions activities it will be addressed within 14 days following the last date of the event.

**CONCESSIONS**– Royal Cuisine Food Services will provide the opportunity for the user group to utilize a turn-key concession operation. All concession use must be coordinated through the Royal Cuisine Operation Manager in a pre-tournament meeting a minimum of 21 days prior to the scheduled event. If the user group desires to operate a concession stand, a Royal Cuisine concession manager will be responsible for ordering and stocking product in the concession facilities, as well as provide training to their staff. No outside food and beverages may be brought in by the user group for concession sales. However, on a case by case basis "donated items" may be sold at the concession stand in cooperation and with approval by Royal Cuisine in advance at a 100% profit. These arrangements must be made in a pre-event meeting with Royal Cuisine and cannot be honored the day of the event.

We recommend that your group provide "concession patrol" to minimize items entering the Lindbergh Center. Food and beverages, except water, are not allowed in the facility playing areas, but for a special event, we do allow selected items into the facility. However, the User group is responsible for the amount of concessions trash that is created by the special event. More supervision during the event will equate to less cleanup time after the event.

Lindbergh Center management has the right to review the pricing structure of all items for sale to ensure that it is consistent with the prices of like nature conducted in the facility during each fiscal year.

If the management has issues that need to be addressed regarding concessions activities it will be addressed within 14 days following the last date of the event.

**ADVERTISING** – All advertising and event signage must be approved in advance by Lindbergh Center management and must be removed immediately following the event. Signage must be confined to the event update boards as well as the scorers' tables only and cannot be placed on any interior walls or facilities utilized by the event. The Lindbergh Center is responsible for any permanent facility advertising and signage. Lindbergh Center also reserves the right to censor all advertising and signage that may conflict with the Hopkins School District mission and intent.

**DAMAGES** - If the premises or any equipment is damaged by the act, default, or negligence of the user during the term of use, the user will pay upon demand a sum necessary to restore the premises to original condition. Failure to cover the cost of damages will result in cancellation of all future facility use requests.

**CLEAN UP ACTIVITIES** - Following each day of the event, the user group shall restore premises to original condition. This includes but is not limited to picking up all concession related litter inside the facility, as well as water bottles, towels, tape, clothing, or any additional litter that is remaining by activity spaces or team benches.

Lindbergh Center staff and district custodial services will take care of any event related equipment and general clean up activities during and following the event. You will be charged custodial cleanup and operations charges any time you have a concession or admission event in the facility. All events and operations vary, but if our staff does additional work as a result of your event you will be charged accordingly. Prior to your event, you will receive an estimate of your rental fees and custodial cleanup fees. This may be used as a gauge for what it costs to use the facility. A final invoice will be sent within 7 days of your event and must be paid in full at the time of receipt.

We appreciate your assistance in helping keep our facility clean, but please realize that your event comes with an added cost to our staff and you will be responsible for that cost. If fees are not paid when due, future use of the facility may not be available to your organization.

**SUPERVISION** - The User shall identify the name of a Facility Coordinator to serve as the contact for communication purposes before, during, and after the event. The User will provide adequate and competent adult supervision at all times during facility use. The User will also assume all responsibility for the supervision of all persons under 18 years old. Additionally, Lindbergh Center will not be responsible for lost or stolen personal property during the time of use.

**DRUGS, ALCOHOL, AND TOBACCO** - The possession, sale, or consumption of illegal drugs, alcoholic beverages, or tobacco in any form shall not be allowed in school district buildings, grounds, or parking lots. Failure to comply will result in revocation of facility use immediately and cancellation of any future use of district facilities.

**REVOCATION OF USE** – Lindbergh Center reserves the right to revoke any authority previously granted for the use of facilities at any time it deems such action is in the best interest of Hopkins School District 270 without prior notice to the Users. Also, failure to comply with any of the terms and conditions of this agreement will result in automatic cancellation of specified use arrangements.

**PAYMENT OF RENTAL FEES** - All payment for facility use should be made payable to Hopkins Community Education, Lindbergh Center, 2400 Lindbergh Drive, Minnetonka, MN 55305.

**QUESTIONS** – if you have any questions regarding any items in this document please contact the Lindbergh Center at (952) 988-4518 or contact the Facility Use Coordinator at (952) 988-4071.



## **Appendix D: Hopkins Auditorium Operations & Management Plan**

### **DEFINITION**

1. The Hopkins Auditorium (“Auditorium”) is a Hopkins School District facility located on the Hopkins High School Campus and attached to Hopkins High School.
2. The Hopkins Auditorium is intended to serve the Hopkins School District students, staff and community of learners and additionally serve the greater metropolitan area with activities and events that embrace the mission of the Hopkins School District.
3. The Hopkins Auditorium is a district-operated facility and will be managed by the District Facility Use Coordinator (“the Facility Manager”), similar to the management operation that exists with the Lindbergh Center, also located on the Hopkins High School Campus.
4. The District Facility Use Coordinator’s key role in the management of the Hopkins Auditorium will be to create a seamless operation & management plan for the overall use of the facility for the day, evening, weekend and non-school day event & activity use.

### **AUDITORIUM MANAGEMENT TEAM**

The Facility Use Coordinator, in consultation with the Director of Community Education, the Hopkins High School Principal, and the District Superintendent is the executor of applicable policies & procedures and has been empowered to represent the best interests of the Hopkins School District in managing and operating the Auditorium.

Any and all transactions, requests for changes in scheduling that affect other users, damages to the property, incidents, accidents, misuse of the facilities, and other pertinent issues, are to be reported to the Manager, they will determine the appropriate course of action. A management team of the Facility Use Coordinator, Operations and Technical Manager, and the Event Manager will serve as the operations and management team for the Auditorium.

1. For issues that relate to Hopkins High School interests, the Hopkins High School program users will communicate with the Event Manager.
2. For issues that relate to Community Programs/Activities or Events, the event designee will communicate with the Event Manager.
3. The Facilities Office will have an Event Manager who will serve as the point person to the greater metropolitan community with the intent of creating special event revenue generating opportunities to support the successful operation of the Auditorium.

### **OPERATING BUDGET**

The operating budget will be located partially within the current district buildings & grounds physical plant budget for facilities with the direct operations budget for the Auditorium being developed and administered by the Facility Use Coordinator.

1. An operational budget for the Facility will be implemented each year by the Facility Use Coordinator and approved by the Director of Community Education, or their designees.
2. The Facility Use Coordinator will have budget management responsibility for the operational budget for the Auditorium. Any net revenues will remain in the Community Education fund to support designated programs and services.

### **FACILITY USE**

The Auditorium will only be open when the facility is scheduled for use within the current school district permitting system and all scheduled use will be entered into the centralized scheduling system. All school day uses must be approved by the Event Manager prior to any further planning and will be placed on the centralized scheduling system to ensure appropriate safety, security, setup, and maintenance of the site.

1. The Auditorium will be open for the school district and non-district events and activities with a minimum audience of 300 people.
2. Practices, rehearsals, and special setups will be scheduled at the time of initial permitting and will be reasonably accommodated with regard to the best uses of the overall facility.

3. This is a multi-use facility and all general operating procedures for multiple activities in a facility of this nature will be followed.

### **EVENT SCHEDULING**

1. A priority use scheduling system will be developed to ensure that all events & activities are scheduled in a systematic order to meet the needs of the school district users, the Hopkins Schools Community, and the greater metropolitan community.
2. The Hopkins High School Fine Arts and special High School event functions will be first priority scheduled and coordinated initially by the Hopkins school district Performing Arts Curriculum Coordinator or a person(s) assigned to schedule the activities by the respective user groups and a comprehensive schedule of events will be forwarded to the Event Manager for final scheduling. If possible, this schedule needs to be completed by December 15<sup>th</sup> for the future academic year to ensure the best choice of dates possible.
3. Once the first priority HHS events are scheduled, the district Performing Arts Curriculum Coordinator will have scheduling authority for junior high and elementary special events and performances, scheduling appropriately for the Auditorium. If possible, this schedule needs to be completed as close to December 15<sup>th</sup> for the future academic year to ensure the best choice of dates possible.
4. Once the HHS and district events are scheduled the Event Manager will market, promote, sell and schedule appropriate special events for the Auditorium and the campus site to all interested users.
5. Additional events scheduled will be done keeping in mind the facility needs of the district users and the operational challenges that specific activities create for a facility of this nature.
6. Additional use dates may be requested by HHS, district curriculum staff or any other district-related groups, but they are now available on a first come, first serve basis. It is to the advantage of the district users that advanced scheduling is done as much as possible within the first priority time frame.
7. For the overall operation of the facility, there will be a person(s) assigned by the Facility Use Coordinator to develop a master schedule for all activities scheduled for the specific groups by the respective key user and a master calendar will be made available periodically for review for additional use dates.
8. The Facility Use Coordinator in consultation with the involved groups will make any and all decisions pertaining to extended use or special requests by specific user groups that could impact the efficient use of the Auditorium.

### **SUPERVISION**

There will be on-site supervision in the Auditorium during all hours of operation. A supervisor is scheduled by the responsible party, and has site responsibilities in the areas of information and assistance, opening and securing of space, monitoring of use, and other related duties. The supervisor is the on-site contact person for situations that pertain to the Facility and the operation of the Facility.

### **MAINTENANCE**

The District will maintain and provide custodial services for the Facility. Maintenance requirements will be maintained at a level that meets and/or exceeds manufactures specifications to maintain warranties.

Additional and more intense maintenance needs may be established after amount and use of the Facility is established at which time, a modification of the maintenance requirements would be made by the Management Committee.

### **INCLEMENT WEATHER/SNOW DAYS/HOLIDAYS**

The Auditorium will be closed for regular use on days when Hopkins High School is not in session due to inclement weather and legal holidays.

Any change in the use of the Facility on inclement weather days when school is in session is to be communicated to the Facility Use Coordinator prior to the use of the Facility for the purpose of supervision, custodial support, and other related matters.

### **EVENT MANAGEMENT**

Event management shall be the responsibility of the user group. Event management includes but is not limited to:

audience control, crowd management, security, parking, ticket sellers and takers, some set-up arrangements, requesting audio/visual needs, general clean up (post-event), etc.

Assistance may be acquired through the Facility Use office for information and assistance pertaining to event management. At the time that a permit for use is issued, a list of required items will be included and is to be followed by the user. Failure to do so may result in revocation of the permit or the addition of extra charges to ensure that the event is properly managed.

Draft 1/26/05  
Revised 2/5/05  
Revised 2/8/06  
Revised 5/14/07  
Revised 7/20/09  
Revised 7/16/12  
Revised 12/30/14  
Revised 7/17  
Revised 7/19