



## Facilities Scheduling Brochure

The Columbia Heights School District encourages the use of school facilities by District 13 residents. When not in use by one of our own Community Education or school sponsored activities, our facilities are offered to other local groups and organizations

### How to Rent School Facilities:

Individuals and organizations using Columbia Heights Public Schools facilities must complete a Facilities Request form, have an approved permit and a Certificate of Liability Insurance on file at the Buildings Operations office prior to the desired date of usage.

A copy of your insurance certificate confirming liability coverage in the minimum amount of \$1,000,000 per person and \$2,000,000 per occurrence.

Permits will be approved according to our prioritized guidelines set forth in policy 902, found on page 3.

Cancellations must be made within 48 hours of the activity or permit fees will still be charged.

No show fee is \$30.00.

### How to receive a Facility Request Form:

The form must be received in our office 10 working days prior to the event to ensure space and staffing.

- 1) Online:  
[www.colheights.k12.mn.us/buildingsgrounds](http://www.colheights.k12.mn.us/buildingsgrounds)
- 2) In Person:  
Columbia Heights District Office  
1440 49<sup>th</sup> Ave. NE  
Columbia Heights, MN 55421

### Completed forms can be sent by:

- 1) Fax to 763-571-9202
- 2) Email to [ericksob@colheights.k12.mn.us](mailto:ericksob@colheights.k12.mn.us)
- 3) Mail to:  
Columbia Heights Public Schools  
Attn: Buildings Operations Office  
1440 49<sup>th</sup> Ave. NE  
Columbia Heights, MN 55421

Insert School Picture

Columbia Heights Public Schools buildings and grounds are tobacco free and handicap accessible. Weapons are not allowed on the premises.



**Facility Use  
Rules and Regulations**

**Rules and Regulations:**

All groups must have an approved permit prior to facility use.

Groups using the facilities are restricted to the activity hours stated on their permit. Indicated set up and/or tear down time on your request form.

By accepting a permit, the applicant agrees to accept full responsibility for injury to person and damage to property during the time facilities are used under this agreement.

Outside organizations using the School District's facilities are required to furnish a Certificate of Insurance, confirming liability coverage in the minimum amount of \$1,000,000 per person and \$2,000,000 per occurrence. We also require that District 13 be named as the certificate holder.

An adult group supervisor must be present from the time of entry into the facility until all participants have departed. The leader must identify him/herself to the building supervisor present in the building.

Groups are responsible for setting up and returning rooms and equipment used to the same location and arrangement they were prior to usage. Clean up fee will be assessed if areas are left in poor condition. (\$25 classroom, \$50 fields/gyms)

Gambling and drinking or the possession of intoxicants within the school buildings or on school property is specifically prohibited by the law.

**Food and Beverage:**

Food and beverage may be served only in designated areas and must be authorized in the building usage permit. Food permits are required if serving, catering, or selling food or beverages. Potlucks do not require a permit. You may use our District nutritional services. If not using our district services, you will need to call Ramsey County Department of Health at 651-266-1172 for a food permit.

**Cancellations/Changed/Fees:**

Permit revision/cancellations must be requested 48 hours in advance to avoid a No Show Fee (\$30.00). Permit times, facility and equipment may be changed only with the approval of the Buildings Operations office.

All building permits are subject to cancellation by the Buildings Operations Department for the following reasons:

- 1) Infraction of regulations governing usage.
- 2) Failure to use a permitted facility for two (2) successive sessions without advance notification to the Buildings Operations office.
- 3) Preemption by a government or school activity.
- 4) Insurance Certificate is not provided 5 business days prior to the scheduled event.
- 5) Inappropriate behavior of all facility users (including spectators).



**Definitions & Priorities**

- A. Government Activities:  
Elections, caucus meetings, public hearings, police and fire examinations.
- B. School Organizations/Activities:  
To include school curricular, co-curricular, extra-curricular, school advisory groups, committees and all directly controlled school organization/activities.
- C. Municipal Youth Activities:  
To include youth recreation.
- D. Youth Community Organizations:  
To include recognized District 13 youth athletic associations, scout groups, 4-H, etc. Rosters are required to validate 80% district participants for group desiring resident status.
- E. Municipal Adult Activities:  
To include adult basketball and volleyball leagues.
- F. Adult Community Groups/ Organizations:  
Groups able to show evidence that 80% of the user group lives at an address within District #13 or are District #13 employees.
- G. Non-Resident Groups/ Organizations: Groups unable to meet the criteria established in item F will be charged non-resident fee.
- H. Commercial Groups:  
Groups which operate for profit will be charged a commercial fee.
- I. Fund Raisers:  
Activities which are fee oriented will be charged a commercial fee.

**Designated available school usage hours:**

Hours in which custodial services are routinely available

**School Year:**

Elementary Schools are available Monday through Friday from 5 minutes after the official day school dismissal time until 10:00 p.m.

Secondary Schools are available from 4:00 p.m. - 10:00 p.m., Monday through Friday evening and on Saturday's from 8:00 a.m. - 3:00 p.m.

**Summer:**

Elementary schools are available Monday through Friday until 6:00 p.m.

Middle School and High School are available until 10:00 p.m.

\*Times outside these designated hours can be rented if space and staff are available.

**902 Use of School Facilities and Equipment**  
The guidelines set forth in these regulations support Policy 902. Columbia Heights Buildings Operations Department coordinates the usage of the District #13 school facilities.