

Steps to Using a School Facility:

1. Contact the Community Education Department to obtain an application for use of district facilities and a certificate of liability insurance form.
2. Complete and return both of these forms a minimum of ten (10) working days prior to the requested date. The facility use request will not be processed without these forms and the rental and application fee (cash or check only not refundable).
\$5 youth activities \$10 adult activities processing fee. **Changes or additions to an application requires a new application form fee.**

By mail:
North Branch Community Education
38705 Grand Avenue
North Branch, MN 55056
Phone: 651-674-1023

To download form:
www.ISD138.org

3. The Facility Use Secretary will process the facility use request on a first come-first serve basis. The secretary will send or email a copy of the Facility Use Permit to the contact person for the group.

ISD #138 School Board Policy 902

The Community Education department is authorized to approve and arrange for scheduling the use of school facilities.

***ISD #138 School Board Policies 418, 419, 501, and 514** can be found at www.ISD138.org

Questions:

Why do community groups pay to use school facilities?

Access to facilities involves added costs such as utilities, cleaning, consumable supplies, security personnel, and additional wear and tear. These costs are absorbed by the regular classroom funds if not charged back to the user.

Where does the revenue from the facility rental and application fee go?

The revenue is used to replace consumable supplies such as paper towels and toilet paper, offset utilities and personnel cost, and maintenance of facilities and fields.

Questions?

Call: 651-674-1023
Fax: 651-674-1027
Email: jaudette@isd138.org

**North Branch Area Community Education
Attention Facility Use
38705 Grand Avenue
North Branch, MN 55056**

**Phone: 651-674-1023
Fax: 651-674-1027
Email: jaudette@isd138.org
www.isd138.org**

North Branch Area Public Schools

FACILITY USE GUIDELINES 2025-2026



The ISD #138 School Board encourages the use of facilities and grounds within the procedures and regulations established by District #138 for safety, maintenance and supervision.

North Branch Area Public Schools Facility Use Policy

Rules

To use school district facilities and/or make changes on current application, submit facility use form, **application fee (\$5/youth activities \$10/adult activities per application), and certificate of insurance a minimum of ten (10) working days prior to the requested date.**

Organizations choosing to cancel their event must contact the community education office no later than 12 noon on the day they have it reserved. Weekend dates must be canceled by Friday 12 noon.

According to law, all school buildings and grounds are tobacco and alcohol free.*

Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and/or law enforcement personnel.*

Flammable substances may not be used within school building.

District prohibits bullying.*

Rooms must be left clean and in order.

The following priority is used when scheduling district facilities: District #138 K-12; 7-12 extracurricular activities; Community Education programs and services; District #138 community organizations' sponsored events; out-of-district and/or private rentals of facilities for business ventures. Under no condition shall the facility be used by outside groups when it interferes with a regular school function.

If school buildings are closed due to inclement weather, all evening activities are canceled. Call 651-674-1411.

Groups are not permitted to bring outside food for consumption in district facilities.

All injuries must be reported to the Community Education Office.

Liability

All applicants (except school sponsored activities) must agree to indemnify and hold harmless the District, its officer and employees against any and all losses, claims, damages or liability to which the organization, its officer, or participants may become subject in connection with the conduct of any activity on the premises by authorized organization. Organizations must agree to reimburse the District, its officers and employees in connection with defending any actions relating thereto. All users of the facilities, commercial and nonprofit organizations that are legally established within the state of Minnesota are required to furnish a yearly certificate confirming liability insurance in the minimum amounts of \$500,000 for bodily injury and property damage.

Classifications

Class I: (no rental charges)

A. District #138 sponsored activities.

Class II:

- A. Non-profit youth organizations who open participation to all youth of our district. Must submit a copy of MN tax exempt nonprofit status.
- B. Non-profit youth 501(c) (3) organizations who open participation to all youth of our district and utilize volunteers (not paid staff) for program qualify for the multiple use booking rate. Must submit a copy of IRS 501(c) (3) status. Class II hourly rate charged—maximum of 5 hours plus a \$50 event fee when hosting tournaments or fundraising events.
- C. Non-profit, public agencies (tax supported), civic and service groups that are of general interest, educational, open to the public and no admission is charged. Must submit a copy of MN tax exempt nonprofit status.

Class III:

- A. Class II-A and C when charging admission.
- B. Non-profit youth group when a majority of the group are not residents of the school district or if activity is not open to the public.
- C. All other groups comprised of residents of our district.
- D. Local commercial business.

Class IV:

- A. Out of district groups and businesses.
- B. Private parties.

Hourly rental* of facilities:

No refunds unless emergency situation. All attempts will be made to reschedule.

	Class II	Class III	Class IV
Classroom	\$15	\$20	\$35
Bring your own dry erase markers. Classroom supplies may not be used.			
Cafeterias	\$25	\$35	\$55
Auditorium	\$40	\$60	\$100
Fields	\$20	\$30	\$55
Gym Per Court	\$25	\$35	\$50
Tennis Courts	\$30	\$45	\$75
Speciality Facilities: Stadium, Auditorium Community Kitchen contact North Branch Area Community Education.			

Booking Rate: \$5 per hour, per court or field

Gyms: No food or beverages allowed on gym floor. Gym users must bring their own gym equipment and wear gym shoes. No baseballs or softballs may be used in gyms.

Equipment Use Fee:

\$85 piano tuning or moving fee.

Staff Fees

Custodian/Grounds Crew \$40/hr additional fee. Hired to work weekends or overtime as needed and determined by the school district. Police/Security may be required at an additional fee as determined by the district.

Site Supervisor may be required for facility use as determined by the district at \$25/hr additional fee.

AV Support must be hired for auditorium sound booth. \$17/student/hr or \$30/adult/hr

Concessions Outside groups may rent the west gym concession stand \$50 and sell products purchased by the renter with approval from the MN State Health Inspector. Food license must be turned into Community Ed two weeks before event.

For the north gym concession stand contact Community Ed 651-674-1023.