



Fridley Community Education
Facilities
6085 Seventh Street NE
Fridley, MN 55432
763-502-5104

Fridley Public Schools Facilities Rental Guide

The Fridley School District extends the use of school facilities for personal and organizational events and functions when the space is not in use for school-related activities. Rentals are handled by the Community Education Department.

REQUESTING A PERMIT TO USE SCHOOL FACILITIES

- Permit requests may be completed at the Fridley Community Center, 6085 Seventh Street NE, Fridley. The form can also be found on our rental website at www.fridleyeventservices.com under "Rental Request Form".
- Completed forms, along with a \$10 permit fee, should be sent to Maggie Chandler, Fridley Community Education Center, 6085 Seventh Street NE, Fridley, MN 55432.

PERMIT FEES, DEPOSITS and PAYMENT

- Every group/individual must pay a \$10 permit fee (non-refundable) when submitting a Facility Use Request Form.
- **There is a 25% non-refundable deposit due at booking.**
- If a group has reserved space, but needs to cancel, they must do so at least 4 working days prior to the event to receive a refund of rental fees. The 25% deposit is non-refundable.
- Any group which has paid rental fees for a space, but does not show, will not be issued a refund.
- Extensive changes to the initial permit (i.e. setup changes, date/time changes, ect.) will result in an additional Reservation Change Fee of \$5.
- **A security deposit of \$150 will required of all groups/parties.** Deposits will be returned if all the rules of rental have been adhered to (see below).
- For detailed pricing please see our **FEE SCHEDULE**.
- **Prices listed on permits are ESTIMATES.** Groups may be required to pay more or less for their rental based on actual rental times.
- Permits may be requested for single use or a series of dates.
- Single use requires prepayment of all fees one week in advance of the scheduled date of usage.
- Groups/individuals renting space multiple rooms/locations and/or a series of dates should request a quote from the Facilities Coordinator.

RULES OF RENTAL

- **All facilities are tobacco free. Use of tobacco is NOT allowed in buildings or on District property.**
- **Alcohol, drugs and weapons are BANNED from ALL School District facilities and properties.**
 - **Alcohol use in any district buildings is misdemeanor offense.**
 - <https://www.revisor.mn.gov/statutes/cite/624.701>
 - **If Alcohol, drugs and/or weapons are found, a \$500 fine will be assessed.**
 - **Depending on the severity of the offense:**
 - **Police will be called and/or**
 - **The event will be canceled with no refunds issued.**
- **Building hours available for rental end at 11 PM. Extended hours may be requested on an as needed basis and will be billed at 1.5 times the regular rate.**

- **The timeframe booked should be as accurate as possible. Additional time for staff (custodial & building supervisors) and space rented will be billed accordingly.**
- Permit holders must be at least 21 years old and must be present during the entire event.
- The District is not responsible for lost, stolen or damaged items.
- The District reserves the right to deny the use of its facilities to any individual, group or organization.
- The District may preempt and/or change scheduled use of district facilities. The District will give as much advance notice as possible and any money paid for use of the facilities will be refunded if an event is canceled.
- **Children must be under the supervision of an adult at all times.**
- Approved use of the facility for events and activities is limited to the space actually reserved, including the nearest bathroom facilities. Participants may not wander into other areas of the building.
- **Groups are expected to leave the space clean and in good order. Tables should be wiped clean and all trash should be in receptacles. Rooms must be returned to the same arrangement they were in prior to use. Additional custodial charges will be billed for any excessive cleanup.**
- All supplies and other property of the renter must be removed at the end of the event.
- **The renter is responsible for the acts, conduct, and damages caused by those attending their event and using the premises by their invitation. By signing the permit, permit holders accept responsibility for any injury to participants in their event.**
- Renter will not nail or tape anything to District walls, causing damage.
- No helium balloons of any kind are allowed in any gymnasium or the district auditorium.
- No propane is to be used inside of any buildings.

INSURANCE REQUIREMENTS

- A Certificate of Liability insurance for \$1,000,000 naming the Fridley School District as the Certificate Holder will be required of:
 - All formally organized groups (including, but not limited to; businesses, churches, festivals, ect. All other groups required to have insurance will be determined by the Facilities Coordinator).
 - Any group holding and event that is athletic in nature.
- This Certificate must be provided at least one week prior to the event or the event may be cancelled.
- Private parties renting facilities will be required to sign a **Liability Waiver Form** in place of Liability Insurance.

FOOD

- **School District production kitchens are not available for rent to outside groups.**
- **The High School concession stand is not available for rent to outside groups. Associated booster clubs may be permitted by the district to use the concession stand in accordance to the license for the stand.**

All food sold must be in accordance with the Minnesota Food Code adopted by Anoka County, events (non-private in nature) that serve food must meet these guidelines:

- Commercially prepared in a licensed facility or are pre-packaged in individual (single) servings;
- Prepared by Fridley District 14 Nutrition Services staff; or
- **Proper licensing must be obtained from the City of Fridley and the Anoka County Health Department for any other foods served on district property.** Groups may stage food sales in pre-determined locations at all district buildings (FMS School Store is not available for sales) with the following exceptions:
 - Home-prepared shared meals or baked items (potluck dinners) are allowed only if they are shared in a private group with family/friends and may not be sold or served at a ticketed event.
 - No raw meat, poultry or fish products may be brought into the facility.
 - No on site deep fried vendors or preparation in any school district facilities.

BUILDING MONITORS

- Building Monitors are on duty for the service and safety of our renting customers, to secure the building, and to monitor events.
- Monitors are assigned for ALL events unless stated otherwise.
 - Renters are responsible for paying the entire cost of for a building monitor during weekend events.
 - Renters are also responsible for the entire cost when they are they are the only rental in the building.
 - During regular monitoring hours (determined by Facilities Coordinator) the cost of the building monitor will be prorated between rental groups.
- The Building Monitor fee is \$20.00 per hour.

CUSTODIAL SERVICES

- Events that require special or heavy set-up or clean-up, involve meals, are large enough to require the cleaning of public areas and/or rest rooms, or involve other issues requiring custodial support will have a custodian assigned and the group will be responsible for the cost.
- Cost is dependent on space rented.
- Renters scheduling events that extend beyond the custodian's normal work schedule will pay overtime at the rate of \$50/hr.

EQUIPMENT USE

- Frequently, facility users request the use of microphones, pianos, audio-visual equipment and other items. Many of these items are included in the rental fee.
- Equipment needs may be listed on the permit request, and we will provide you with availability and rental fee information (if applicable). See
- Groups renting technology, audio/visual, or other special equipment will be required to pay for a technician to facilitate their use of the equipment.

BUILDING ISSUES

- The Fridley School District is not responsible for losses due to the unforeseen cancellation of permits resulting from inclement weather, natural disasters, building mechanical failure, or other unexpected events. In such cases, the District will make every effort to provide an alternate location or reschedule the event.
- **NOTE:** If there is a brownout, our utility program may require us to reduce electrical use, including the use of lights, air conditioning, etc.

AUDITORIUM RENTAL

- Every performance and theater event is unique. Rental quotes for your specific event will be prepared by the Facilities Coordinator.
- Hourly rental fee includes a basic full stage white wash (no color), one microphone, and house lighting.
- There are fees in addition to rental rates that are applied according to the needs of the renter.
- **Performance Package:** This package includes additional lighting, sound, and video projections. The daily rate is \$250.
- **Auditorium Coordinator:** The Auditorium Coordinator is the subject matter expert for all your Auditorium needs. He will be present at the initial meeting discussing the needs of your rental. A **minimum of two hours** of the Auditorium Coordinator's services will be billed at \$50/hr. Additional hours will be billed on an as needed basis.
- **Technicians:** Technicians handle, lighting, sound, and any other needs during the rental event. A minimum of two technicians are billed at a rate of \$20/hr each.
- **Food and Beverage Policy:**
 - No Outside Food, pre-approved Concession Sales Only.

- Closed Beverage Containers Only.
- Approved concessions include:
 - Cookies, packaged candy and snack bars, packaged chips, fruit snacks, bottled beverages.
 - Popcorn sales require a clean-up detail to sweep up spilled popcorn.
 - Hot foods and meal type items can only be sold in the cafeteria and not in the lobby of the auditorium. This includes Nachos, hotdogs, walking tacos and other sandwiches. These items may not be brought from the cafeteria to the auditorium lobby.
 - Renters must ensure they are licensed properly to sell or serve any food and beverage items (See Food section above).

POOL RENTAL

- Pool Rental requires one lifeguard for every 20 people in the pool.
- The charge will be \$20/hr for each lifeguard needed (minimum of 2 lifeguards for each event), in addition to the pool rental charges.

ATHLETIC FIELD RENTAL

- Groups renting athletic fields will be required to have liability insurance on file (see above).
- Field lining is the responsibility of the group renting the field.
- Depending on the season the grounds crew may be able to line fields for a fee. See Facilities Coordinator for details.
- There is a \$25 field maintenance fee assessed per event. Groups renting the field on multiple dates will be assessed a one-time fee based on the number of dates requested.
- There is a lighting fee of \$6/hr (if applicable).
- Fridley High School Stadium use is by special request only and is subject to approval by the Activities Director, Buildings and Grounds Director, and Community Education Director. For pricing see please see the Facilities Coordinator.

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