

Facility Use Manual

Minneapolis Public Schools
Community Education Department

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**Minneapolis
Community Education**



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Overview: School and Community Use of School District Facilities

It is the policy of the School Board to encourage the use of Minneapolis Public School buildings and grounds by community residents and organizations. Sharing the physical resources of the district provides meeting space, recreational space, civic space and builds community. Meeting and recreational spaces are free of charge to groups and organizations that provide programs and services to the neighborhoods. Actual costs and overtime are charged for extra service to the group and when no school personnel are on duty. Community groups are expected to leave the space in the same condition or better than they found it.

Community Education assists groups and organizations in the use and rental of school district facilities. School facilities are available for use Monday through Friday, Saturdays, Sundays, holidays and vacation periods with the approval of the school principal or the Director of Community Education.

TO SCHEDULE A SCHOOL FACILITY: Scheduling

- The Board of Education, or designee, reserves the right to reject any or all applications and the right to rescind, modify or amend any or all rules or regulations or to make exceptions.
- Contact the school you would like to use to determine if space is available on the date and time you would like to use it.
- Apply on-line by going to the web site: <http://commed.mpls.k12.mn.us/> and select "Use of Buildings" and follow the step-by-step application process. You may also access the site from *Quick Links* on the MPS home page. The URL for this site is <http://ebooking.mpls.k12.mn.us>.
- All requests should be made on-line. Both PC and MAC platforms may be used. Internet Explorer and Safari are recommended. Hard copy applications are available if computer access is not possible. Please allow at least 10 days for processing a permit before the event.
- Upon receipt of your request, Community Education will estimate costs and the school will approve or deny the request for a permit for the activity. Email or paper confirmation is sent to the applicant, principal and janitor engineer.
- Groups using school facilities are restricted to the activity hours stated on their permit. Include ample time before and after your activity for setup and cleanup.
- A building permit is required for use of school facilities on Saturdays, Sundays and after 5 p.m. on school days and for groups other than schools at all times.
- Permits do not include MPS breaks, unless specifically discussed with and approved by site principal/permit administrator.

Using a School Gym

Gym space requests must be applied for quarterly and meet the following deadlines:

Use dates	Request deadline*	Notification by:
Fall use (Oct. 1 - Nov. 15)	September 1	Sept. 20
Winter use (Nov. 16 - Mar. 15)	October 1	Oct. 20
Spring use (Mar. 16 - June 1)	February 1	Feb. 20

* Permits applications will be accepted at all times; however, if the deadline is not met, space will be allocated to the group on a “space-available” basis.

Permit Priorities

Note: Minneapolis Park and Recreation programs receive priority over other community groups because of the reciprocal agreements allowing MPS prioritized use of MPRB fields and facilities.

First Priority MPS K-12 program (including athletics and Community Education programs)

Second Priority Minneapolis Parks and Recreation Board programs (MPRB)

Third Priority Community groups and organizations, religious organizations

Fourth Priority For-profit organizations and individuals

Security

- An applicant may be required to hire off-duty police to provide security during the requested use of school facilities for certain special events.

Insurance/ Liability

- By accepting a permit for use of a school facility, the applicant agrees to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement and to comply with all rules and regulations regarding the use of school facilities.
- The School District’s liability insurance does not provide protection to any organization using its facilities.
- An applicant may be required to show proof of insurance and to name the School District as an “additional insured.”

Cancellation

- Cancellations must be made 24 hours in advance of the scheduled event or you will be liable for the rental fee and any custodial overtime that may occur. The use of facilities will be restricted to those places, dates and times specifically authorized on the permit.
- If an organization has an unpaid facility-use balance which is 60 days or more past due, Community Education reserves the right to deny any new request until the account is paid in full and to seek assistance in collecting the fees from a collection agency.
- The School District reserves the right to cancel any reservation should the need arise. Occasionally, activities scheduled on a long-term basis will have dates that conflict with events that are later planned by the regular school program. Should this occur, every effort will be made to find another appropriate space. (School functions have priority over community activities.)
- When school is canceled due to inclement weather or physical problems, activities scheduled during the day, immediately after school, or in the evening are all canceled. Listen to WCCO radio (830).

RULES AND REGULATIONS

These rules and regulations are an agreement between you (the organization requesting the permit) and the Minneapolis Public Schools. By submitting the facility-use online application you acknowledge your acceptance of the following conditions:

Supervision

- An adult leader from your organization will be present from the time of entry stated on the permit until all participants have left the premises. Your group leader will check in with the building staff member or janitor engineer upon arrival. It is your leader's responsibility to maintain control of the behavior and location of participants and children involved in the activity and to ensure that they remain in the area authorized in the permit.
- The individual named on the permit and the group in whose name the permit is issued will be jointly responsible for their use of the building as granted on the permit and will accept responsibility for any behavior of participants and damage done to school property.
- A School District employee (either a janitor engineer or designated building staff member) will be present at all times when a school building is open to render services necessary in the operation of lights, heat, ventilation, unlocking and locking of the rooms and building. This person will not supervise groups or activities. A building staff member is on duty to assist participants and assure order is maintained in the facility. A janitor engineer's primary function is to maintain the building. If you need assistance, contact the appropriate building staff member.

Safety Regulations

- All School District facilities are non-smoking and drug free zones. No guns or firearms are allowed in school buildings or on school grounds.
- School, City and State fire and safety regulations will be observed at all times. Parking in designated fire lanes is prohibited. Violators will be tagged and/or towed.
- School District policy prohibits all forms of sexual harassment and violence. This policy applies to anyone using school facilities. A copy of the policy is available in the MPS Human Resources office or the district website: <http://mpls.k12.mn.us> in the sections About MPS - policies.
- Gambling, drinking, smoking or the possession of intoxicants and illegal chemicals in the school buildings or on school property, including the school parking lots, is prohibited.
- Food may be served under the following conditions:
 - Food and drink may only be served in cafeterias, lounges and other approved locations.
 - Use of a high school concession stand or any kitchen will be approved by the principal.

Permit Limitations

- All meetings will close in sufficient time to completely vacate the building by the ending time approved on the permit. If activities are not concluded by the time approved on the permit, groups may be subject to additional charges for rental and engineer overtime.
- No group or organization may sublet their use of the buildings or facilities to any other group.
- Groups using the facilities or buildings and charging admission will be subject to a rental fee.

Physical Space

- Furniture and equipment will not be moved from one room to another unless it is specifically mentioned on the permit, and then would be done by or under the direct supervision of a building staff member. Extra or unusual services will be identified on the permit application and custodial overtime charges will be added.
- All groups are expected to leave the school facility in the same condition in which they found it. The group is responsible for setting up equipment before and returning rooms used to original order after activities unless they have requested staff help in advance. (Any expense incurred by the District as a result of activities will be charged to the user.)
- No decoration or other materials may be applied to walls, ceilings or floors which will mar, deface, or injure these surfaces. There can be absolutely no taping to any painted surface or floor surface.

Equipment

- The district will assume no liability or responsibility for any personal items or equipment of the individual or group which is used or stored on School District property.
- Groups may be allowed the use of school equipment within the building such as nets, standards, etc. upon proper arrangements with the school principal.
- The use of golf clubs, golf balls, and hard baseballs is limited to designated areas on school grounds and in school buildings.
- Flags other than the United States and the State of Minnesota cannot be displayed at any time on the school buildings or grounds, or within the building except with special permission granted by the principal. The United States flag will not be removed from any building, room, or facility in which it is presently displayed.

Use of Auditoriums

- To use the public address system, lights, sound systems, etc. in a school auditorium, a group will be expected to pay for the services of either a staff member or trained student to supervise and operate such equipment. There is an auditorium equipment charge of \$25.00 per day. An auditorium request form needs to be submitted to the school as well as the building permit application. Usage fees will be charged for all other AV equipment. Staff members are paid at the district contract rates. These arrangements are made through the school and fees are paid to the school.

Use of Computer Labs and Media Centers

- The school principal will grant permission for the use of computer labs and/or media centers. The group is required to hire a computer lab attendant who is paid at the District contract rates. All users must sign an acceptable use agreement to use computers and the Internet. (Forms are available from the computer lab attendant.)

Use of Kitchen Facilities

- Use of kitchens or any kitchen equipment must be supervised by a designated Nutrition Services employee. The group seeking the permit will be required to pay \$40 per hour to cover the overtime wages of the Nutrition Services employee supervising the kitchen/kitchen equipment use. Only food prepared in commercial kitchens under the supervision of a certified manager may be brought into a Minneapolis Public Schools kitchen. No food made in a personal residence or in a kitchen that is not licensed and inspected may be brought into a Minneapolis Public Schools kitchen. To use a Minneapolis Public Schools kitchen, you must contact Pam Rosen at Pam.Rosen@mpls.k12.mn.us or 612-668-2820 at least 2 weeks prior to the event.

Use of School Grounds and Athletic Fields

- Grounds may be used for other than school purposes under the rules of the Board of Education. Permits may be granted for political meetings, parade drills, and other similar activities. Professional contests will not be played on Mpls. Public Schools athletic fields or playgrounds.
- The applicant will provide police and/or fire supervision for those activities deemed necessary by the school principal and/or the Community Education Department.

Use of Swimming Pools

(See pages 10-13 for complete Superintendent Regulation regarding use of swimming pools.)

- Swimming pools may be used by organizations for recreational and instructional purposes. The organization will employ a qualified lifeguard and/or instructor to supervise the pool.

Regulations for Pool Directors, Lifeguards and Swimming Instructors

- A lifeguard must send or present to the Community Education Department the current required certification for Lifeguard from a nationally recognized organization.
- A swimming instructor must have aquatics instructor certification from a nationally recognized organization. Current CPR and First Aid Certification are also required.
- The building principal will see that the lifeguard receives a copy of the written directions covering lifeguard duties and also receives instructions for carrying out these duties. All lifeguards report to the principal and/or Community Education coordinator.
- There will be one lifeguard for every thirty (30) participants.
- Pool capacities are posted at every swimming pool. The maximum number of people in the pool can never exceed the pool capacity.

Use of Gymnasiums

- Follow the application deadline schedule to request use of gym space. (Listed under scheduling.)
- Every group must be properly supervised by a responsible adult.

- Use of physical education and athletic equipment and supplies will not be permitted under the permit granted for use. The building principal can make exceptions.
- Use of physical education apparatus is permitted only when a leader competent to instruct in its use is present and has the approval of the building principal.
- No street shoes are allowed in the gyms.
- Low attendance: Maximum use of school facilities is desired. Small group use of facilities is discouraged. Permits may be canceled if attendance falls below a reasonable number of participants.

RENTAL/EQUIPMENT RATES, CUSTODIAL CHARGES, BUILDING SUPERVISION

Group I: MPS K-12 programs use, MPS Community Education, other school groups: PTO, athletic boosters, school clubs, etc.

Group II: Minneapolis Park and Recreation Board and non-profit agencies and organizations providing programs and activities for Minneapolis youth, families and adults that are free of charge. Community groups using school facilities for community meetings and workshops.

Group III: Religious organizations and fund raising activities and events where a fee is charged - for all non-profit groups and organizations in Group II.

Group IV: Individual use and for-profit businesses and organizations.

Rental Chart for Community Use of Buildings

	Group I School & Community Ed.	Group II Community Groups	Group III Non-profit Fund Raising per hour	Group IV Businesses and Individuals per hour
Auditoriums \$25/day use fee				
High School	NC	NC	\$44	\$66
Middle School	NC	NC	\$40	\$60
Elementary School	NC	NC	\$30	\$45
Cafeteria				
High School	NC	NC	\$30	\$45
Middle School	NC	NC	\$26	\$39
Elementary School	NC	NC	\$20	\$30
Large Gymnasium				
High School	NC	NC	\$30	\$45
Middle School	NC	NC	\$26	\$39
Small Gym				
High School	NC	NC	\$20	\$30
Middle School	NC	NC	\$20	\$30
Elementary School	NC	NC	\$20	\$30
Media Center/Multi Purpose				
High School	NC	NC	\$20	\$30
Middle School	NC	NC	\$16	\$24
Elementary School	NC	NC	\$16	\$24

Classrooms	NC	NC	\$10	\$15
Computer Lab	NC	NC	\$20	\$30
Band Room/Choir Room	NC	NC	\$20	\$30
Swimming Pools	NC	NC	\$26	\$39
Outdoor Facilities (Fields/Grounds)	NC	NC	\$16	\$24
Staff Lounge	NC	NC	\$10	\$15
Conference Room	NC	NC	\$16	\$24
Kitchen	NC	NC	\$16	\$24
Theater	NC	NC	\$30	\$45

Rooms not listed here are usually charged at the classroom rate.

7/17/2000

Equipment Charges: Equipment is available for rent at some of the schools. The request must be listed on the permit application form and arranged with the school. Use of school equipment is authorized by the principal. Call the school directly to arrange use and payment of equipment.

VCR/TV	Overhead Projector
Microphone & Sound System	Auditorium Charge
Movie Projector	lights, sound, etc.
Computer	
DVD Player	

Custodial Charges: Fees are charged when the janitor engineers are required to open and close the building and/or to provide extra services to the group using the building i.e. setup or cleanup. Prepayment for special requests on a permit is required before a group can use the space.

Gym Access Personnel (GAP): Groups are charged a fee to use the facility to pay for a person who is trained to ensure the school is cared for and to unlock/lock the building. The person can be hired through the school or through Community Education. Staff is paid the District contract rates.

Security Personnel: Fees may be charged to provide security in a school facility. School principals or the Director of Community Education determine if security personnel are needed in the building. Staff is paid the District contract rates.

Superintendent Regulation 1650A

Adopted:

SWIMMING POOL USE AND PROGRAM RULES: SUPERINTENDENT REGULATIONS

I. PURPOSE

The purpose of these regulations is to implement School Board Policy No. 1650 regarding Use of Swimming Pools at sites owned or contracted for by the District.

GENERAL STATEMENT OF REGULATION

These Regulations of the Superintendent provide the direction needed to assure that sites and the district are in compliance with the instructional, health and safety regulations of the commissioner as well as other agencies with applicable oversight. It is the intent of these Regulations that students be provided a quality and safe learning experience so that they meet applicable learning standards. It is also the intent of these regulations that the community be able to use the resources of the district and that the public be assured of a safe environment while using the pools of the district.

REGULATIONS OF POOL USE FOR ANY ACTIVITY INVOLVING THE USE OF DISTRICT SWIMMING POOLS

An appropriately licensed or certified person must be on duty at all times when a pool is in use for instructional or recreational purpose.

- A. The water in the pool shall meet all required state and city regulations.
- B. The capacity of the pool for the function the pool is being used must be based on applicable regulations and must be posted.
- C. Regulations for pool safety shall be posted in the pool area where they are clearly visible to all that use the pool. The rules shall be written in multiple languages and shall include:
 - 1. Swimmers may not enter the pool area until instructed to do so. Swimmers must obey the instructions of the lifeguard and/or instructor.
 - 2. Warning: If you have an area of exposed subepidermal tissue, open blisters or cuts these may become infected and you are advised not to use this pool.
 - 3. Showering: You must take a shower using warm water before entering the pool. If you leave the pool to use the toilet, you must take another shower before returning to the pool.
 - 4. No Spitting: Spitting, spouting water from the mouth and blowing your nose in the pool is prohibited.
 - 5. No Running: No running or loud or rough play, except during supervised water sports, is permitted in the pool, dressing rooms, in showers, or on deck runways.
 - 6. Glassware: Glassware and similar material with a tendency to shatter on impact is not allowed in the pool enclosure area.
 - 7. Diving: Diving is not permitted except in designated areas using appropriate safety behavior.
 - 8. No Pets: Animals are not permitted in the pool enclosure, showers or dressing rooms.

- D. A telephone must be located in the pool area. The emergency phone number(s) to call must be posted next to the telephone.
- E. Emergency equipment shall be easily accessible and shall be marked as such. All regulations regarding periodic checks and maintenance of such equipment shall be followed.

II. REGULATIONS FOR RECREATION AND NON-INSTRUCTIONAL SWIMMING

- A. The pool must be supervised by a person with at least one of the following certifications: Red Cross Lifeguard Training, Red Cross Water Safety Instructor, Lifeguard, YMCA Red Cross Senior Life Savings, YMCA Leader Examiner, YMCA Aquatic Instructor or YMCA Aquatic Director.
- B. The maximum number of persons in the pool shall be based on the applicable regulations for a pool of the size being used.
- C. One person holding one of the certifications provided for in paragraph B of this section shall be present in the pool area for every 30 persons in the pool area.
- D. Directions for the certified person in charge of supervising the pool:
 - 1. Never leave the pool area while persons are in the pool. If a situation occurs that requires the attention of the persons with appropriate certification, the pool must be evacuated.
 - 2. The pool doors must be locked immediately when the pool is unsupervised.
 - 3. In case of emergency, the following procedures must be followed:
 - a. The certified person or a designee must call 911 and/or the main school office consistent with the pool emergency plan;
 - b. Evacuate everyone from the pool;
 - c. Mover swimmers to the locker room; and,
 - d. Administer necessary first aid.
 - 4. Require that swimwear be appropriate. If for religious or cultural reasons it is necessary that students wear shirts, leggings, etc., the material should be lycra or nylon rather than cotton.
 - 5. Swimmers with non-emergency illness, injuries, are bleeding or other health-related needs shall be removed from the pool.
 - 6. The certified person may implement procedures for having swimmers store equipment used after the swimming period.
 - 7. The certified person shall maintain order and safety in the pool area at all times. The certified person has the authority to require that swimmers who do not follow the pool rules be required to leave the pool area.
 - 8. The certified person shall clearly communicate to the swimmers when the swimming time is over i.e. with a whistle blast, at which time all swimmers are expected to immediately clear the pool and follow the procedures for evacuating the pool area. The certified person shall make certain that all swimmers have left the pool area at which time the entrance to the pool area shall be locked.

III. USE OF SWIMMING POOLS BY NON SCHOOL ORGANIZATIONS

- A. Swimming pools may be used by organizations for recreational and instructional purposes.
- B. The organization shall request approval to use the pool by contacting the school first and then the district Community Education office. This process shall include an application that meets the standards of these regulations.
- C. The organization using the pool shall employ a certified lifeguard or instructor who will be supervising the pool during the entire time the pool will be in use.
A copy of the lifeguard's certification shall be submitted as part of the application.
- D. There shall be one lifeguard for every 30 persons in the pool area.
- E. The organization shall agree that they are responsible for the safety of the persons who will be using the pool during the time they are using the pool, that they have appropriate insurance to cover all situations and that they will indemnify the district from all claims.
- F. The regulations specified in Section V of this regulation shall apply.
- G. The site principal or the site community education coordinator shall provide the lifeguard with a copy of the written directions covering lifeguard duties and also orally provide instruction for carrying out those duties.

IV. RESPONSIBILITIES OF THE PRINCIPAL

- A. Each principal with a pool at their assigned site shall be knowledgeable with the Board policy regarding pool use and with these regulations.
- B. All persons responsible for either physical education or recreation use shall report to the site principal and/or the Community Education coordinator as applicable.
- C. The principal shall assure that the physical education teachers; education assistants and certified staff for recreational swimming purposes understand the board policies and these regulations and adhere to them.
- D. The principal shall assure that the site plant engineers follow the applicable safety regulations regarding water sanitation and pool structure safety. The site plant engineer shall adhere to the procedures specified in the safety regulations.
- E. Human Resources shall maintain on file a current copy of the person's licensure and water safety certification.
- F. Each site that has a pool or has access to a pool shall include a section in the site student handbook that informs students and their parents that students will be participating in the aquatics program. It will also specify the process for students and parents to follow if the student is not to participate in the aquatics program.

Roles and Responsibilities Regarding Use of Buildings

Principal: Assures coordination with the calendar, custodians, athletics and Community Education

1. Review the permit application
Is the person or group known to you? Will they provide appropriate supervision? Do they understand the procedures that are followed in your building?
2. Ask the head engineer to estimate the overtime charges, extra personnel or set up needs for the event – Is it during non-duty hours of the engineers?
3. Assure safety and building security
Safety and security plans extend into the evening and weekend times; controlled doors, Limited access, clear communication to the group about their responsibility; assign school staff when needed; is an off-duty safety officer needed?

Head Engineer

1. Estimate the overtime charges
Is any extra setup needed? Are engineers on duty or could a custodian be shifted? Be clear about what the group's request will cost
2. Assign an engineer if there isn't one on duty
Communicate what the custodian's responsibilities are during overtime work. If problems arise, who should be called?
3. Assure safety and building security

Janitor Engineer

1. Open and close the building (a half hour before and after an activity to clean up and secure the building is allowed)
2. Follow the school's safety and security procedures.
3. Provide reasonable assistance to the group
4. The facility needs to be ready for school use the next day

Community School Coordinator or Gym Access Personnel (GAP) supervisor

1. Communicate with organizations and neighborhood groups
2. Preview permit with the principal
3. Provide supervision of the building when on duty
4. Respond to the needs of the groups using the facility
5. Hold the groups responsible for proper supervision and proper use of the building
6. Follow the school's safety and security procedures

Community Education

1. Refer requests for building use to the building principal
2. Quote the rental rates
3. Communicate School District policies and procedures for use of facilities
4. Collect rental and custodial overtime fees
5. Collect data for district reports

Local Administrator Community and School Use of Buildings Step-by-Step Guidelines

The Facilities Reservation System is a web-based on-line system. The system works on both PC and MAC computers with Internet Explorer, Firefox and Safari browsers.

- The permit application form is on-line. Access the form through the MPS web site at <http://mpls.k12.mn.us> – choose **Community Education** and **Use of Buildings or go to Quick Links**.
- The person responsible for permits in the building is called the local administrator. S/he has access to information for that building only. The school determines which space the public can use. Not all spaces in the building are listed on the permit system.
- The local administrator is notified by email that someone has applied for use.

Step 1. The local administrator goes online:

- Use Internet Explorer, Firefox or Safari
- Go to the MPS web site at <http://mpls.k12.mn.us> – choose **Community Education** and **Use of Buildings or you may access through the Quick Links on MPS home page**.
- Or enter the URL in your browser. The address is: <http://ebooking.mpls.k12.mn.us/>

Step 2. Access the administrative system by clicking on *Log-in*. Use your District user name and password (same log-in you use for ESS).

Step 3. If this is your first visit or there have been any changes in your information, click on *Edit My Profile*. Make any necessary changes and *Update*. This will automatically complete the contact information required when you apply for a permit.

Step 4. Click on *Requests* in the Administrative Menu bar to access permit requests. Updated permits are referred to as *CE Reviewed*. If the reviewed requests are not immediately available in your listing, you can search using the pull-down menu under Status. Click on *Select* to view the individual permit request.

Updated and CE Reviewed requests are identified by Request codes until approved. Upon approval, the permit number is generated.

Step 5. The local administrator prints a copy of the application and asks the principal sign it. (In some buildings, the Athletic Director and Community Education Coordinator also approve the use of space).

- The building principal gives final approval for the use of the building.

Step 6. Once the decision is made to approve or deny the application, access the request (Steps 2 and 4) and *Select* it to view. Scroll to the bottom and use the *Status* pull-down menu. Choose the appropriate designator (approve or deny) from the listing and add any necessary comments in the box provided (examples: room numbers, restrictions, doors to use)

Step 7. Click *Update* at the bottom of the page. This system requires the user to provide an e-mail, so a notice will be sent out. If you have any questions about whether they will receive the permit notification, please print out and send to them.

If changes are requested while a permit is still in pending or CE Reviewed status, we have the ability to edit permits in the central office. Please call the Community Education office at 612-668-3939 to make changes in the CE Reviewed status. Approved permits cannot be edited.

General Information

- Community Education Administration determines the rental fee (if any) and estimates the custodial overtime cost. We update the information on the system on a daily basis.
- The local administrator (in the building) should approve or deny permits within 2 days.
- Head engineers receive an email notification of the building permit.
- The building user will be notified by email that their permit has been approved.

It is very important that everyone at the school is aware of building use in a timely manner. Permit applications should be submitted 10 days in advance of building use.

- If the group has not contacted the school about its request, call or email them to clarify the request.
- Permit holders need to know if there will be charges for the use of the building.
- The Head Engineer needs to estimate the extra time that will be necessary for set-up and clean-up for the event.
- The cost should be communicated to the group before the event occurs.

Questions or concerns? Call Community Education at 612-668-3939.

Or contact:

Maggie McEvoy at 612-668-3941, email Maggie.McEvoy@mpls.k12.mn.us

Permit System Supervisor:

Brenda Eccleston at 612-668-3950, email: Brenda.Eccleston@mpls.k12.mn.us

Plant Operations – Custodial Overtime

Custodial Overtime

The main job of the janitor engineers is to assure that the physical plant and grounds of schools are safe, clean and well-maintained so they are appropriate learning spaces for students. The janitor engineers are assigned to 8-hour work shifts that coordinate with the educational use of the buildings. The building principal and head engineer work together to assure that evening school and community events are staffed with appropriate engineers. This may require custodial overtime. The group using the school is responsible for paying the overtime costs. Overtime is figured at 1.5 times of regular custodian pay on Saturdays and weekdays and at double time on Sundays and holidays. Custodians are given an additional ½ hour before and after an event to open and close the building. Custodial overtime is charged at \$35/hour for time and a half and \$47/hour for double time. This amount includes the fringe benefits and indirect costs, it is not the wage of the custodians.

Rule of 50

A principal can allow school or community groups to use a building without an engineer being present if there are 50 or less people in the group. The principal assumes responsibility for the group, the building and for security. A responsible person opens the building and disarms the security system and relocks and resets the security.

School Event Overtime

There is a limited amount of custodial overtime dollars in the Plant Operations budget that can be used for school events by buildings that do not have a night shift. When this budget is exhausted, the schools are then responsible for the overtime. The engineers code their time cards to 90 and are paid through the Plant Operations budget.

Setup and Cleanup

Events that require additional set up and clean up are charged overtime for the service. Large groups may require an additional janitor engineer to help setup and cleanup after the event. **The additional charges for setup and cleanup and extra manpower should be explained to the group before they use the building.** The group is responsible for the overtime charges. Community Education bills the group for custodial overtime after the event is completed.

Building Use Agreements with Agencies and Organizations

Shared Use Agreements

Minneapolis Public Schools has 19 Park-School Complexes that are governed by site-specific Shared Use Agreements. The Minneapolis Park and Recreation Board and the Minneapolis Public Schools agreed to share physical resources on these sites to provide education to children and recreation to the neighborhoods. The school has first priority on school facilities for educational uses and the park has first priority on the use of the gymnasium and other recreational spaces (i.e. swimming pool) whenever the school is not using them. All School Board policies and regulations pertaining to the scheduling and use of facilities are to be followed. The Park and school are each responsible for the supervision and equipment necessary for their activities. Each body is responsible for the indoor and outdoor maintenance of its property.

Lease Agreements

When the school district has unused space it may enter into a lease arrangement with an organization that needs space to provide its services. Leases are arranged with through the Facilities Department of the Minneapolis Public Schools and approved by the Board of Education. The organization leases the space and pays a proportional amount of the heat, lights, maintenance and custodial services. Call David Richards at (612) 668-0287 to discuss leasing school district rooms or buildings.

License Agreements

Some neighborhood associations have license agreement to use school buildings. Certain services needed by the community in emergency situations are hosted in school buildings. These arrangements are covered by License Agreements. The Red Cross may need space to provide housing and meals in the event of a tornado or other disaster. The schools can be used for such emergencies when students are not in school. The specific agreement is written between the organization and the school board to make district buildings available to the community.

Partnership Agreements

Community organizations that provide services to students enter into Partnership Agreements with the district to provide the needed services. The organization specifies the service it will provide and enters into the agreement with the district department or school needing the service. The organization uses office and program space to provide the service. Space is reserved through the permit process.

Closed Buildings

The School Board closed several buildings in 2005, 2006 and 2007. The grounds can be used by the public but the physical plant is not opened for public use in closed buildings. The district may in the future lease the space. Call the Facilities Department to discuss use of closed buildings. Phone number 612-668-0300.