

# MINNETONKA PUBLIC SCHOOL DISTRICT

---

## PROCEDURES FOR USE OF DISTRICT FACILITIES LEASE OF THE TONKA DOME

---

The following Facility Use Charges shall apply when the Dome Manager is making arrangements for lease of the Tonka Dome. The procedures as stated herein shall be considered an amendment to existing policies and procedures governing use by non-school groups of District facilities.

Facility use priority status and rental fees for Tonka Dome facilities are determined by a group's classification.

### Priority Rental Classifications:

1. Minnetonka High School Curricular and Co-Curricular Programs  
Refers to 9<sup>th</sup>-12<sup>th</sup> grade programs including: classroom offerings, fine arts rehearsals and events, interscholastic athletic practices and events, intramural sports and scholastic activities. This group will not be assessed rental fees.
2. Minnetonka School District and Community Education Programs  
Refers to K-8<sup>th</sup> grade curricular and co-curricular offerings. This group will not be assessed rental fees.
3. Community Group A  
Refers to organized Minnetonka groups in the following order:
  - I. Non-profit Minnetonka Youth Athletic Association/Club member teams (18-under) that are composed of 75% Minnetonka residents (Minnetonka residents are defined as individuals who live in the Minnetonka School District or who go to school in Minnetonka). The Association or Club must annually provide the school district appropriate documentation regarding non-profit status and a copy of all bylaws and financial documents which govern their operation, so that these documents may be available for public review.
  - II. Minnetonka Community Education and Services: Refers to MCES sponsored youth and adult recreation opportunities and special events open to all School District residents.
  - III. Minnetonka Youth Athletic Associations/Clubs and Minnetonka School

District revenue producing programs: Refers to clinics, camps, leagues and travel team tournaments that are sponsored by the association/club or school district.

Rental charges and applicable equipment and personnel charges will be assessed.

4. Community Group B

Refers to organized Minnetonka School District groups in the following order:

- I. Non-profit public service groups who use the facilities to raise money for the benefit of the entire community.
- II. Businesses and neighborhood groups located in Minnetonka that use the facilities for recreational or educational purposes.
- III. Private schools and religious organizations located in Minnetonka.
- IV. All other Minnetonka groups that are comprised of at least 50% Minnetonka residents who wish to use the facilities for personal use.

Rental charges and applicable equipment and personnel charges will be assessed.

5. Non-Community Group C

Refers to non-profit groups, schools, colleges, universities, youth sport organizations and youth athletic associations that are not based in Minnetonka. Rental charges and applicable equipment and personnel charges will be assessed.

6. Non-Community Group D

Refers to individuals, private groups or agencies and companies or vendors that use the facilities for personal and/or commercial purposes. Rental charges and applicable equipment and personnel charges will be assessed.

Facility Rules and Regulations:

By signing the facility use application, the organization requesting facilities acknowledges acceptance of all Independent School District #276 (Minnetonka, MN) district policies and rules and regulations regarding the use of school facilities including, but not limited to:

- A facility supervisor will be present at all times when the Tonka Dome is open to render such services as the operation of lights, ventilation, and security of the facilities. The District representative on duty will be expected to supervise groups or activities. A facility supervisor is on duty to assist participants and maintain order in the facility.

- Groups using the school facilities are restricted to the activity hours listed on their customer schedule. All activities must close in sufficient time to completely vacate the Dome by the times approved on the customer schedule. If activities are not concluded by the time approved on the schedule, groups may be subject to additional charges.
- An adult from the leasing organization must be present from the time of entry as stated on the customer schedule until all participants have left the premises. It is the organization's responsibility to maintain control of the behavior of all participants and spectators involved in the activity, and to ensure that they remain in the area authorized by your customer schedule.
- The individual named on the customer schedule and the group in whose name the schedule is issued will be jointly responsible for their use of the facility as granted on the customer schedule, and will accept responsibility for injury to persons and any damage done to school property. Facility use applicants must be at least 21 years of age.
- All groups are expected to leave the facility in same condition in which they found it. Any expenses incurred by the district as a result of activities will be charged against the user.
- The user hereby agrees not to subcontract, assign, or sublet its right to use the facility pursuant to this agreement.
- The School District's liability insurance does not provide protection to any organization using its facilities. 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 district property.
- Organizations renting the Tonka Dome are required to provide a certificate of insurance naming the District as an insured 30 days prior to the commencement of the rental agreement. An organization renting the facility on a regular basis may provide one certificate covering the November through April rental period.
- School, City and State fire and safety regulations must be observed at all times.
- School District policy prohibits all forms of sexual harassment and violence. In addition, gambling, drinking, smoking, or the possession of intoxicants and illegal chemicals in the school buildings or on school property is prohibited. These policies apply to anyone using school facilities. Copies of these policies are available in the School District's Human Resources Office.
- When inclement weather or other emergencies force a school district representative to close the facilities, an alternative make-up date will be provided, at no additional charge, according to the priorities used in 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 to make exceptions.

**Effective April 22, 2004**