

FINE ARTS CENTER

Our, newly renovated, Fine Arts Center is a perfect location for special events, meetings, musical and theater performances. The 600 seat theater has state of the art lighting, sound and multimedia equipment to meet your needs. Our highly skilled staff will ensure your event is successful. Every performance and theater event is unique, so call today for a Fine Arts Center Rental quote for your event.

Basic Hourly Rates

Class B	\$50/hr
Class C	\$100/hr

Applicable Fees:

FAC Supervisor	\$40/hr
FAC Asst. Technician	\$15/hr
Building Supervisor	\$30/hr
Custodial-during regular scheduled hours	\$150/day
Custodial-during non regularly scheduled hours	\$45/hr
Performance Package	\$200/day

Hourly fee rental fee includes a basic full stage white wash (no color), one wired microphone, and house lighting.

Performance Package: Additional lighting, sound, video projections.

Special set-ups will be billed at hourly rates.

Spring Lake Park Schools' buildings and grounds are drug, alcohol and tobacco-free and handicap accessible. Weapons are not allowed on the premises.

HOW TO RENT SCHOOL FACILITIES

- Individuals and organizations using Spring Lake Park Schools facilities must have an approved permit on file in the Community Education office prior to the desired usage date.
- School District activities and events take priority over community requests. The District reserves the right to limit the number of tournaments allowed each group. Seasonal activities will be given priority in that season.
- **Cancellations** must be made 4 working days in advance of the scheduled activity to receive a full refund.
- Permits may be requested for single use or a series of dates. Single use requires prepayment of all fees.

PLEASE INQUIRE ABOUT OUR SPECIAL
AV RENTAL BROCHURE

RENTAL FORMS ARE AVAILABLE:

Online: SpringLakeParkSchools.org/ce

By calling: 763-785-5532

In-Person: Community Education Office
Spring Lake Park Schools
1415 81st Avenue, NE
Spring Lake Park, MN 55432



FACILITY RENTAL BROCHURE

Spring Lake Park Schools
Community Education
1415 81st Avenue NE
Spring Lake Park, MN 55432

Phone: 763-786-1338
Fax: 763-795-5914
SpringLakeParkSchools.org

RATE CATEGORIES

Class A

No Rental Charge for facility when facilities are typically open. However, a fee may be charged to groups using facilities when they would normally be closed—for example on weekends, holidays, summer hours, and during non-custodial building hours.

- School, District and Community Education Activities
- Elections, school, federal or municipal public hearings
- City- sponsored recreation (*city recreation maybe responsible for associated costs if it is the only activity in the facility*)

Class B or Resident/Youth/Non-Profit

There is a charge for these community groups within the District 16 boundaries including non-profit community-based civic, youth, service, non-profit community sponsored athletic associations, non-profit community adult groups, area colleges and universities for academic use. Groups qualify as resident with 75% of participants district residents.

Spring Lake Park Schools Booster Organizations may be eligible for a 50% discount-dependent on the number of District Employees in a coordinating/managing role at the event.

- School District Community Groups—non profit
- Boy Scout/Girl Scout organizations: regular meetings no charge

Class C or Non-Resident/Non-Profit Other/For-Profit

There is a charge for the following groups and any other activity not listed in the above categories.

- For-profit organizations and businesses
- Non-school district groups, 25% or more non-resident participants
- Private family functions
- Political groups (conventions/meetings)
- Athletic Associations without local affiliation
- Other

Special fees may be negotiated as determined by the Community Education Director.

HOURLY RENTAL RATES

All rates are per hour unless otherwise stated
Rentals are a 1 hour minimum and most include applicable district personnel

Facility		Class B	Class C	Facility	Class B	Class C
Gymnasiums						
High School Panther Gym	(2 Courts)	\$15	\$75			
High School Auxiliary Gym	(3 Courts)	\$25	\$75			
	<i>Per Court Fee</i>	\$10	\$30			
Westwood Middle School Gym	(3 Courts)	\$25	\$75			
	<i>Per Court Fee</i>	\$10	\$30			
Northpoint, Park Terrace, Westwood Intermediate, Woodcrest, & Kenneth Hall		\$10	\$30			
Northpoint Half Gym		\$5	\$15			
Panther Stadium/Varsity Track		\$75	\$125			
High School Swimming Pool		\$75	\$150			
	<i>2 hour minimum—2 lifeguards included</i>					
Tennis Courts		\$10	\$50			
Athletic Fields**		\$10	\$50			
Locker Room			\$25			
Parking Lot (Per spot, per day)		\$3	\$3			
Concession Stands —(Contact the Athletic Office)						

Facility	Class B	Class C
Multipurpose Rooms		
High School Cafeteria	\$20	\$100
Westwood Site Cafeteria /Auditorium	\$20	\$100
Elementary Cafeterias	\$10	\$60
*School Kitchens (<i>Kitchen staff required see below</i>)	\$20	\$40
High School Stadium Multipurpose Room	\$20	\$60
Kenneth Hall Community Room	\$20	\$60
Westwood Middle Team Teaching Room	\$8	\$50
Media Center	\$8	\$50
Computer Lab	\$45	\$150
Classrooms	\$5	\$30

ADDITIONAL CHARGES/FEES

(if applicable)

SPECIALIZED STAFF (PER HOUR)

*Kitchen Staff	(Contact Food Services for fees)	
Additional Pool Lifeguards (<i>Two are included in rental fee</i>)		\$25
Additional Supervisors (<i>as applicable</i>)		\$25
Custodial		\$45
**Athletic Field Maintenance (per event)		\$25

Custodial fees will be charged to groups using facilities when they would normally be closed—for example on weekends, holidays, summer hours, and during non-custodial building hours. Fees will also be assessed if required to work beyond their contract duty period.

ADDITIONAL CHARGES

Reservation Fee applied to every event class B & C		\$1
Set-up/Take-Down Fee (<i>when applicable</i>)		\$25
Late Fee Charge (<i>charged each month past due</i>)		\$10 or 10%
Reservation Change Fee (<i>applied to any changes</i>)		\$5
Stadium Light Charge (<i>per hour</i>)		\$50

LIABILITY INSURANCE

Outside organizations using the school district premises are required to furnish a certificate confirming liability insurance in the minimum amount of \$400,000 per person and \$1,500,000 per occurrence. We also require that District 16 be named as the certificate holder. If insurance certificate is not provided by renter at least 5 working days before event the permit will be revoked.

NO-SHOWS OR CANCELLATIONS WITHIN 4 WORKING DAYS WILL BE BILLED AT FULL AMOUNT.