

How to Rent School Facilities

Individuals and organizations using Roseville Area School facilities must have an approved permit and a Certificate of Insurance on file in the Facility Use office prior to use.

Permits will be approved according to our priority categories.

Requests must be submitted at a minimum of 10 working days in advance of the activity.

Cancellations must be made a minimum of 5 working days in advance of the activity.

Permits may be requested for single use or a series of dates. Single use requests may require prepayment of all fees.

Request Forms Are Available:

Online:

<https://www.isd623.org/community/resources/community-use-facilities>

By Calling:

651 604-3510

In-Person

Facility Use Office
Fairview Community Center
1910 County Road B West
Roseville, MN 55113

For additional information on renting our facilities, please call 651 604-3510.

Roseville Area Schools' buildings and grounds are weapons, tobacco and alcohol free.

Facilities are handicap accessible.

Priority Categories

Requests are scheduled according to these prioritized categories:

- Regularly scheduled daytime school activities.
- Federal, state, municipal and school elections.
- Political Caucuses as required by law.
- School/PTA events – after school and evening.
- Community Education programs.
- Youth service organizations/municipal recreation youth programs.
- Municipal recreation adult programs.
- Public hearings conducted by federal, state, municipal agencies, and political conventions.
- Non-profit/community sponsored events.
- For-profit in-district/all out-of-district activities.

Rate Categories

Facility requests are placed into one of the following fee categories. All categories will incur building supervision and/or custodial costs.

No Rental Charge

District 623 K-12 activities, Community Education programs, youth service organizations (i.e. Scouts), local municipal youth groups, public meetings/hearings, elections and caucuses.

Resident or Non-Profit Rate

Local adult recreation programs, meetings and activities sponsored by non-profit organizations, community groups, and churches located within District 623, area colleges and universities, and youth groups with less than 75% participants living in District 623.

Non-Resident or For-Profit

All out of district community groups, for-profit businesses sponsoring employee staff development or free community programs, private family functions, and any organization or activity not covered by definition in the above categories.

Community Use of District 623 Facilities



Roseville Area Schools

Community Education
1910 County Road B West
Roseville, Minnesota 55113
651 604-3510

The school board encourages maximum use of District facilities, grounds and equipment for community purposes if, in its judgment, that use will not interfere with the use for school purposes.

Personnel and Building Supervision Rates

You will be charged for a minimum of 2 hours

Building Aide on Weekdays	\$22.50/hour
Building Aide on Weekends	\$27.50/hour
Custodian	\$45/hour
Kitchen Supervisor	\$30/hour
Lifeguard	\$22.50/hour
Theater/Audio Visual Tech	\$30/hour
Theater Manager	\$45/hour

Audio Visual Equipment Rates

Charges are per day per unit

Big Screen TV	\$50
LCD Projector	\$50
Microphones	\$15
*Sound Board	\$25
*Light Board	\$25

* only available in the auditoriums

Food and Beverage

A menu of available food and beverage items can be obtained from our Nutrition Services Office. Call 651 604-3510 for information.

Fees

- There is a \$25 non-refundable annual permit fee.
- A \$10 rescheduling fee is charged for each revision of a permit, if applicable.
- A \$25 set-up and take-down fees will be charged plus staffing, if applicable.
- "No-shows" will be billed the total amount on the permit.
- A \$10 late fee may be charged each month an invoice is past due.
- Depending on number of participants and length of event, an event fee may be charged.

Hourly Rental Rates

All rates are per hour unless otherwise noted.

Rentals are a 2 hour minimum and require the appropriate district personnel supervision

	Resident/ Non-Profit	Non-Resident/ For-Profit	Resident/ Non-Profit	Non-Resident/ For-Profit
Classrooms				
General (10-30)	\$15	\$30		
Large (30-50)	\$25	\$50		
Great Room – FV	\$30	\$60		
Cafeterias				
Elementary	\$20	\$40		
Middle School	\$25	\$60		
High School	\$30	\$65		
Fairview	\$30	\$65		
Pools				
<i>Pools are 25 yards long, 6 lanes wide, and 3-5 feet deep.</i>				
<i>Both pools have 10 foot diving wells.</i>				
<i>Maximum number of swimmers is 100.</i>				
<i>One lifeguard per 15 participants is required.</i>				
Fairview	\$40	\$80		
Parkview	\$40	\$80		
Auditoriums				
Middle School (300 seating)				
Rehearsal	\$25	\$50		
Performance	\$50	\$75		
High School (575 seating)				
Rehearsal	\$35	\$70		
Performance	\$75	\$125		
Gymnasiums				
<i>"Court" refers to a regulation size basketball court</i>				
Small Gym/Multi-Purpose	\$20	\$40		
Large Gym – 1 court	\$30	\$60		
Large Gym – 2 court	\$45	\$90		
Concession Stands				
<i>Permit user is responsible for obtaining all needed food service permits as required by the Ramsey County Health Department.</i>				
			\$10	\$20

Kitchen

Kitchen use requires supervision by #623 Nutrition Services Staff.

Contact Facility Office for detailed costs of kitchen and equipment rental.

Athletic Fields and Tennis Courts

Athletic fields and tennis courts are available on a first come basis with the exception of varsity fields. Permits may be issued for municipal recreation programs.

If you are issued a permit for a field, you may be charged for the portable restrooms.

Stadium and Varsity Fields

Contact Facility Office for detailed costs of stadium and varsity field rental.

It is the practice of the Roseville Area Schools not to discriminate on the basis of race, color, creed, religion, national origin, sex, marital status with regards to public assistance, or disability in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, section 504 of the Rehabilitation Act of 1973 and Minnesota Statute 363.03. Inquiries regarding compliance with this practice may be directed to the Title IX officer at the District Center, 1251 West County Road B-2, Roseville, MN, 55113, (635-1611) or the Director of the Office for Civil Rights, Dept. of Health & Human Services, Washington, D.C.

Rates are subject to change without notice.