

Resolution for Approval of the Revision of the Facility Use Fee Schedule

Community Education has reviewed its fee structure for the use of district facilities and equipment and is proposing new rates effective September 1, 2026. The fee schedule has not been updated since 2022. The proposed changes are necessary due to increased costs for utilities, supplies, and wages, as well as the completion of much of the district's construction. Updated building square footage has been used to establish more equitable gym rental rates across district facilities. The proposed rates are also aligned with those charged by neighboring school districts. Therefore, the Director of Community Education recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 622 that the fee structure for the use of the district facilities and equipment be revised as presented.

Annotation: Facility Use Fee Increase

Community Education is proposing revisions to facility usage/rental, equipment, and personnel rates. The Facility Use fee schedule has not been updated since 2022.

Facility Use revenue received from rentals and fees is used to support the administrative costs associated with managing facility rentals and to pay cost allocation to the General Fund. Cost allocation offsets district expenses associated with utilities, consumables, maintenance, and other operating costs attributable to Community Education and public-sponsored activities and events.

Since the last fee adjustment, utility costs have increased significantly, resulting in a substantially higher amount being paid from Facility Use to the General Fund through cost allocation. The proposed rental rate adjustments will help offset these increased expenses.

With much of the district's construction now complete, updated building square footage was reviewed and used to establish more equitable gym rental rates across district facilities.

There has also been a change in the process for renting district grounds. The cities of Oakdale, Maplewood, and North St. Paul no longer issue permits for all District 622 grounds, resulting in prospective renters coordinating directly with Facility Use. Class B renters, which include in-district nonprofit user groups, have historically not been charged a rental fee for district fields. Because Facility Use now manages the scheduling and administrative work associated with these rentals, a nominal hourly field rental fee is proposed to help recover a portion of those costs.

The equipment section of the fee schedule has been updated to reflect current equipment offerings, and fees have been established for new equipment line items. Personnel fees have also been adjusted to keep pace with annual wage increases.

The proposed fee changes are intended to more accurately reflect the current costs of providing and administering facility use while maintaining an equitable fee structure for district and community users.
