

## To use St. Croix Prep facilities:

1. Complete an application for use of school facilities. Forms are available on our website at [www.stcroixprep.org](http://www.stcroixprep.org). (Click on facility use).
2. Return signed application to:  
Activities Office  
St. Croix Preparatory Academy  
4620 Stagecoach Trail N  
Stillwater, MN 55082
3. The Activities Office will process the request on a first come space available basis. Upon approval you will receive a Facility Use Rental Agreement.
4. Return a signed copy of the Rental Agreement with full payment of the facility use fee at least 2 weeks prior to event. You will be billed after the event for additional charges incurred. Groups renting 15 or more hours may be invoiced for total fee as arranged by the Activities Department.

**Note:**

- When SCPA is closed due to weather or other emergencies, permit holders will be notified of any evening building closures.
- All permits shall be revocable.
- St. Croix Preparatory Academy may refuse the use of certain facilities.
- A Certificate of Liability Insurance may be required by SCPA.

## Rules and regulations:

1. All users must observe rules for facility posted in each building.
2. St. Croix Prep is not responsible for lost or stolen items.
3. Use of tobacco, intoxicating beverages and controlled substances is forbidden on all school property, including parking lots. Guns are banned from the premises.
4. Food and beverage are allowed only in approved areas.
5. All groups are required to provide adequate adult supervision for their event.
6. Leave areas used in an orderly condition. Additional cleanup time will be billed to the user.
7. Parking lot snow removal is not guaranteed.



## St. Croix Preparatory Academy Facility Rental Information

St. Croix Preparatory Academy  
4620 Stagecoach Trail N  
Stillwater, MN 55082  
651-395-5900  
651-395-5901 – fax  
[rdippel@stcroixprep.org](mailto:rdippel@stcroixprep.org)

**St. Croix Preparatory Academy**  
**4620 Stagecoach Trail N**  
**Stillwater, MN 55082**  
**651-395-5900**  
**651-395-5901 – fax**  
**[rdippel@stcroixprep.org](mailto:rdippel@stcroixprep.org)**  
**[www.stcroixprep.org](http://www.stcroixprep.org)**

## Scheduling Priority

To provide maximum use of school facilities with minimum conflicts, it is necessary to schedule groups on a priority basis as follows.

**Class 1:** Regular K-12 school events.

**Class 2:** Nonprofit - volunteer supervision/instruction - 75% + School Affiliation

**Class 3:** Nonprofit - paid supervision/instruction - 75% + School Affiliation

**Class 4:** Nonprofit - money taken on site and/or less than 75% School Affiliation

**Class 5:** Commercial - for-profit.

All large tournament type events will require the signature of the Executive Director.

## Frequently asked questions:

1. Why do community groups pay to use school facilities?

*Access to facilities involves added costs such as utilities, cleaning, consumable supplies and additional wear and tear.*

*These costs are absorbed by the regular classroom if they are not charged back to the user.*

2. Where does the revenue from facility rental go?

*The revenue from rentals goes back to SCPA's General Fund to replace*

*consumable supplies, offset utilities and maintain the facility.*

## Rates

	Class 3 hourly rate	Class 4 hourly rate	Class 5 hourly rate
Gymnasium (per court)	\$24	\$50	\$75
Cafeteria	\$18	\$33	\$50
General Classroom	\$17	\$28	\$50
Conference Room	\$14	\$20	\$35
Teachers Workroom	\$10	\$16	\$25
Locker room(s)	\$8	\$14	\$24
Atrium	\$18	\$30	\$45
Kitchen	\$12	\$17	\$50
Large Meeting Classroom	\$20	\$40	\$60

*All direct costs associated with rentals are the renters responsibility.*

- \$10.00 charge on all permit changes or cancellations made prior to two weeks before event.
- Changes will not be accepted after two weeks prior to event.
- Rates are per hour and have been approved by the School Board. They are subject to change. Weekend and other rentals may require additional staff charges for cleanup and supervision.