

August 18, 2020

To Council President Brendmoen and Commissioners,

During the August 12<sup>th</sup> HRA hearing, it is our understanding Commissioner Brendmoen and other Councilmembers inquired about HCPA's school facilities usage policy.

Attached is our Building Usage Policy. Due to our Bond Covenants, we have similar usage policies as compared to other large school districts such as the St. Paul Public Schools.

HCPA is proud of the contributions it has made over the past 14 years to the communities it serves, including our students, their families, and the greater community in general. Since our first year at our St. Paul campus, school's facilities, including our auditorium, gymnasium, athletic fields, and lunchroom, have been made available for community use. Local, regional, and national colleges and universities as well as government agencies, for- and non-profit organizations have utilized our facilities to engage and interact with the communities they serve free of charge. Assuming an activity will not interfere with student learning or extra-curricular activities, our facilities are open the entire year, including during school hours and weekends.

### **HCPA: Community Campus Usage (2006-2020)**

#### Education/Career Planning

- College Fair: 200+ local, regional, and national universities and colleges annually use HCPA's Sport Dome, Auditorium, Lunchrooms and Gymnasium to display information and college recruitment activities. The event is open and promoted to the public.

(See Appendix A-List of College and Universities, Professionals, Agencies and Companies that have used HCPA facilities)

- Career Fair: 150+ professional community members and vendors use HCPA Sports Complex, Gymnasium and Auditorium to interact and engage with our 6-12 grade students and families. The event is open and promoted to the public.

(Please see Appendix B for a list of organizations that have used HCPA facilities.)

- HCPA Robotics: The team was awarded a grant to build an official First Robotics Competition (FRC) field perimeter which will allow the school to host practices for teams from across the Twin Cities Metro.

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- **Military Recruitment Fairs:** Members of the National Guard, Navy, Marines and Air Force annually use HCPA's gymnasium, lunchrooms, and auditorium for recruitment purposes.

#### Non-Profit/HCPA Partnerships

- **Hmong American Partnership:** HAP annually uses school facilities to recruit workers as well as display and promote their products and services to parents, students, and families.
- **Laos Family:** HCPA has provided space to this nonprofit to interact with the communities they serve and announce new programming.
- **Hmong National Organization:** The nonprofit has used HCPA's facilities for their annual meeting.
- **Numerous community and religious groups** regularly use HCPA facilities including area church groups, Boy and Girl Scout troops and neighborhood organizations. Of note: St. Paul's District 10 Community Council has been invited to use school facilities for meetings and other activities.
- HCPA hosted the 2014 Empowering Youth Conference, a national gathering for Hmong Youth.

#### For-Profit /HCPA Partnerships

- For-profit companies, such as Innovative Office Products, Boom Chicka Pop, Golden Harvest amongst others, have used our auditorium to share and display their products and services to families and communities

#### Supporting the Arts

- A number of Hmong-based and community dance groups use HCPA's auditorium for practice and to host dance performances
- Numerous arts-based organizations have selected HCPA's Auditorium to present their performances
- HCPA annually hosts and invites the public to attend school arts events, including band and choir concerts and theatre performances.

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## Athletics/Wellness

- MN United: In 2018 and 2019, the professional soccer club hosted youth clinics at the HCPA Sports Dome. The public was invited to attend.
- HCPA regularly hosts open gymnasium during the weekend and summer months to community and youth groups. In addition, youth sports teams use the auditorium for practices.
- Jan. 10-12, 2020, HCPA hosted a national futsal tournament that attracted 62 teams from the Midwest and over 1,000 attendees. Futsal is similar to soccer played on a smaller pitch.
- Senior citizens, HCPA staff and community members utilize the sports dome for walking and exercise Monday-Thursday from 6:00-7:30 AM.

We are more than happy to extend an invitation to host any or all Councilmembers and Commissioners to tour our school facilities and visit with our students and families.

If you have any additional questions, please feel free to contact me directly. Thank you.

With warm regards,

Dr. Christianna Hang,  
Superintendent

## Appendix A

### Colleges and Universities That Have Participated in HCPA's College Fair

Air Force ROTC	Indiana University-Bloomington	Saint Mary's University of Minnesota
Air Force ROTC-University of St. Thomas	Inver Hills Community College	Saint Michael's College
Allied Medical Training	Iowa State University	Saint Paul College
Anoka Technical College	Jamestown College	Simpson College
Anoka-Ramsey Community College	Johnson & Wales University	South Dakota School of Mines & Technology
Arizona State University	Kansas State University	South Dakota State University
Army ROTC	Lake Superior College	Southwest Minnesota State University
Army ROTC U of M	Lawrence Technological University	St. Catherine University
Augsburg College	Loras College	St. Cloud State University
Augustana University	Luther College	St. Norbert College
Augustana University-Sioux Falls	Macalester College	St. Olaf College
Aveda Institute - Minneapolis	Marquette University	Stanford University
Bemidji State University	Mayo School of Health Sciences	Sweet Briar College
Bethany Lutheran College	McNally Smith College of Music	The Art Institutes International Minnesota
Bethel University	Metropolitan State University	The College of Saint Scholastica
Bethel University-BUILD Program	Miami University-Oxford	The University of Iowa
Binghamton University-SUNY	Michigan Technological University	The University of Montana Western
Buena Vista University	Milwaukee School of Engineering	The University of Winnipeg
Carthage College	Minneapolis College of Art and Design	Tulane University
Century College	Minneapolis Community and Technical College	United State Coast Guard Academy
Coe College	Minnesota School of Cosmetology	United States Air Force
College of Saint Benedict	Minnesota State University-Mankato	United States Army
Colorado College	Minnesota State University-Moorhead	United States Marine Corps
Colorado Mesa University	Mount Mary University	United States Merchant Marine Academy
Concordia College-Moorhead	Navy ROTC	United States Military Academy
Concordia University-St. Paul	New York Conservatory for Dramatic Arts	United States Navy
Cornell College	Normandale Community College	University of Iowa
Creighton University	North Central University-Mpls.	University of Kansas
Crown College	North Dakota State College of Science	University of Mary
Dakota County Technical College	North Dakota State University	University of Minnesota-Crookston
Drake University	North Hennepin Community College	University of Minnesota-Duluth
Dunwoody College of Technology	Northern Arizona University	University of Minnesota-Morris
Dunwoody College of Technology-YCAP Program	Northern Michigan University	University of Minnesota-Rochester
Finlandia University	Northern State University	University of Minnesota-Twin Cities
Focus Beyond Transition	Northland College	University of Nebraska at Omaha
Globe University/Minnesota School of Business	Pacific Lutheran University	University of North Dakota
Gustavus Adolphus College	Purdue University	University of Northern Iowa
Hamline University	Ripon College	University of Northwestern
Hamline University	Saint Cloud State University	University of Notre Dame
Hennepin Technical College	Saint John's University	University of Oregon
Hennepin Technical College - Brooklyn Park Campus		University of Sioux Falls
High Point University		University of South Dakota
Illinois Institute of Technology		



University of St. Thomas  
University of St. Thomas/Dougherty  
Family College  
University of Winnipeg  
University of Wisconsin-Eau Claire  
University of Wisconsin-La Crosse  
University of Wisconsin-Madison

University of Wisconsin-Milwaukee  
University of Wisconsin-Platteville  
University of Wisconsin-River Falls  
University of Wisconsin-Stevens  
Point  
University of Wisconsin-Stout  
University of Wisconsin-Superior  
University of Wyoming

Upper Iowa University  
Valparaiso University  
Vermilion Community College  
Viterbo University  
Waldorf College  
Wartburg College  
Wheaton College-Illinois  
Winona State Unvers

## Appendix B

### Professionals, Agencies, Nonprofits & Organizatoins That Have Used HCPA Facilities

3M  
a'laMode Salonspas  
ABC Arrow  
Allure PMU Design by Chao Thao  
American Dance Therapy  
Association  
Aria Law Firm  
Army National Guard  
Asian Adult Daycare  
Asian Media Access  
Bell Bank Mortgage  
Bethel University  
Betta Shop  
Budget Auto Repair  
Carpenters Training Institute  
Center for Hmong Arts & Talent  
Center for Victims of Torture  
Century College  
Century College Translation and  
Interpreting Program  
Cherokee Dental  
City of Adren Hills  
Coldwell Banker Burnet  
Community Dental Care  
Conserva Irrigation  
Conservation Corps of Minnesota  
Cooks St. Paul  
Creative Color Studio  
Creative Results  
DiaSorin  
Drake University  
EDI Limited  
Empire Beauty School  
Endurance Fitness  
ExploreLearning  
Fairview Health Services  
Fairview University of Minnesota  
Medical Center  
Fantasy Flight Games  
Finance of America Mortgage  
Flaherty & Hood, P.A.  
Galore: Professional Hmong  
Women's Network  
Gentleman's Gazette  
Great Clips  
Guthrie Theater  
Health Partners  
Health Partners-Regions Hospital  
HealthEast St. Joseph's Hospital  
Hennepin County Sheriff's Office  
Herregan Distributors  
Hiway Credit Union  
Hmong American Partnership  
Hmong Construction and  
Remodeling  
ImageSensing Systems  
Inkarnate Tattoos  
JC Penney  
JC Penny Salon  
Keller Williams Realty  
Kutac Mechanical Engineering  
LaBelle Real Estate Group  
Land Stewardship Project  
Lazor Office  
LEADinc Architects  
Luxury Laser  
Lyngblomsten  
M Health Fairview  
Magnet 360  
Metro Transit Commission  
Metro Transit Police Department  
Metropolitan State University  
Minneapolis FBI  
Minneapolis Police Department  
Minnesota Department of Natural  
Resources  
Minnesota Department of  
Transportation  
Minnesota House of  
Representatives  
Minnesota Land Stewardship  
Project  
Minnesota Medical Association  
Minnesota United FC  
Minnesota Valley National Wildlife  
Refuge  
Minnetronix Medical  
Neighborhood Development Center  
NetSPI  
Nexus Community Partner  
Nexvision Financial Group  
No. Hennepin Community College  
Northern Star Council, BSA  
Northwestern Univ-Health Sciences  
Nystrom & Associates  
Optum Health  
Partners Realty  
R3 Continuum  
Rachel Contracting, Inc.  
Rainbow TreeCare  
Ramsey County Sheriff's  
Department  
Rb Legal, LLC  
Regions Hospital  
Renewal by Andersen  
Rollins, Martin, Button P.S.C.  
Sanneh Foundation  
Seagate  
Securian Financial  
Shakopee Public Utilities  
Shelter Care for Kids  
Sota Hot and Cold  
St. Cloud State University  
St. Paul Fire Department  
St. Paul Parks & Recreation -  
Natural Resources Unit  
St. Paul Police Department  
St. Paul Public Libraries  
State of Minnesota-Dept. of  
Employment & Econ.  
Development  
State of Minnesota-State Services  
for the Blind  
SuperValu  
TCF Bank  
The Good Acre  
The Sanneh Foundation  
The Vomela Companies  
U of M School of Dentistry  
UCare  
United Sates Department of  
Agriculture  
United States Active Duty Air Force  
United States Air National Guard  
United States Army  
United States Army Corps of  
Engineers  
United States Census Bureau  
United States Department of  
Agriculture



United States District Court for the  
District of Minnesota  
United States Fish and Wildlife  
Service  
United States Forestry Service  
United States Marine Corps  
United States Navy  
United States Peace Corps  
United States Postal Service  
United States Small Business  
Administration

University of Minnesota  
University of Minnesota-Air Force  
ROTC  
University of Minnesota Department  
of Forest Resources  
University of Minnesota - Extension  
University of Minnesota, Clinical &  
Translational Science Institute  
University of MN School of  
Dentistry  
University of St. Thomas  
University of St. Thomas Air Force  
ROTC

University of Wisconsin-River Falls  
Urban Boatbuilders  
Urban Roots  
US Bank  
Viverant  
Weaving Cultures, LLC  
Wells Fargo  
Wintrust Mortgage  
Woodbury Spine & Wellness  
Wright County NRCS  
YMCA of Greater Twin Cities  
Ziegler Cat

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## FACILITY USAGE AGREEMENT

Hmong College Prep Academy (HCPA) wishes to make its facilities available to the community, groups and organizations whenever possible. However, due to high cost in facility management and maintenance, certain fees have been established to provide supervisor and custodial services (if requested by the User) for the event. The established fees are to cover the cost of the facility usage.

### PRIORITIES

If a request for facilities usage is made on the same date, the order of priority is as follows:

1. HCPA school programming, activities, events will always have first priority
2. Civic and community events will have second priority
3. Other requests will have third priority

### PACKAGES

HCPA has two facility usage packages; please choose which choice is fitting to your Organization or Company by checking the appropriate box below:

#### **Packet #1:**

- Community Functions/Family Events –No admission charges: \$1,000 per day.
  - Area includes entire large gymnasium space, bathrooms and bathroom accessories and designated lunchroom area. Use of kitchen area to store and warm up food. No cooking is allowed as restricted by Department of Health.
  - User must provide its own security and janitorial. Rental facility space must be left in the same clean condition as before event.
  - A school staff security person will be available to open/close the building.
  - \$100 FINE will be added for any janitorial services if User does not properly clean the rental space.
  - **FULL payment is due to Hmong College Prep Academy two weeks prior to the start of event.**

**User agrees to reimburse HCPA for any loss, excessive damage(s), or unreasonable mess caused by the user, its members or guests according to cost charged for replacement of parts/materials/labor.**



**Packet #2:**

- All Community or Organization Fundraiser Event - applies to all events that charges for admissions: \$1,500 per day.
  - Areas includes entire gymnasium space, bathrooms and bathroom accessories and lunchroom space. Use of kitchen to store and warm up food. No cooking is allowed as restricted by Department of Health.
  - User must provide its own security and janitorial. Rental facility space must be left in the same clean condition as before event.
  - A school staff security person will be available to open/close the building.
  - \$100 FINE will be added for any janitorial services if User does not properly clean the rental space.
  - **FULL payment is due to HCPA two weeks prior to the start of event**

**User agrees to reimburse HCPA for any loss, excessive damage(s), or unreasonable mess, caused by the user, its members or guests according to cost charged for replacement of parts/materials/labor.**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between HCPA (the Building Company), hereinafter designated “Landlord” and \_\_\_\_\_ herein designated “**user**”.

WITNESSETH,

In consideration of the covenants and conditions, hereinafter contained:  
IS HEREBY AGREED by and between both parties, hereto as follows:

- HCPA School hereby grants to the User the following premises:
  - a. On the day of \_\_\_\_\_  
From \_\_\_\_\_
  - b. Premises: Large Gym, bathrooms located in large gyms and entrance B, Small Lunchroom and use of kitchen area to warm up food.
  - c. Absolutely no cooking is allowed in the school kitchen or use of school kitchen equipment/utensils - restricted by Department of Health.

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- The User shall pay in advance in the form of CHECKS or EPAYMENT, all necessary fees to HMONG COLLEGE PREP ACADEMY. The total amount of \$500 (4 hours usage) and \$1,000 (full 8 hours usage) payable with this agreement is due two weeks prior to the event.
    - a. Package 1
  - User shall not assign, transfer, or sublet this agreement for said premises, or any part thereof without the prior written consent of HCPA –Building Company, Landlord.
  - User shall be liable and responsible for any and all damages or injury to said premises or any person or property thereon for the period of occupancy hereunder, and shall reimburse, indemnify and hold the academy fully harmless from any such damage, and/or injury, including all costs incident, thereto.
  - User shall keep and/or restore the premises, to neat and orderly condition. Rubbish and debris shall be picked up and properly bagged for removal from premises, when finished.
  - User agrees to abide by and/or enforce all applicable rules and regulations governing the use and/or occupancy of said premises.
  - Any violation for the above terms and conditions of this usage agreement by the user, guests, or invitees, shall be considered as a breach of this agreement and said user agreement shall be subject to cancellation at the sole discretion of the academy.
  - No event shall be held for the purpose of endorsing any political party or political agenda.
  - **No weapons of any kind or GUNS are allowed on school facilities, premises or grounds.**
  - **No smoking, illegal drugs, tobacco or alcoholic beverages are allowed in the school facilities, premises or grounds.**

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- Those using the school facilities must confine themselves to permitted areas and to the equipment agreed under this agreement.
  - Failure to honor the above regulations may result in additional custodial and/or restitution fees.

### **Hold Harmless Agreement**

In consideration of the permit to use Hmong College Prep Academy School Facilities, the undersigned user hereby agrees to indemnify, defend and hold both HCPA (the School) and Hmong Education Reform Company (HERC the Building Company, Landlord) harmless from and against any claims, actions or demands alleging that HCPA/HERC has any liability to any third party arising from the subject use of the facilities. HCPA or HERC is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnify extends to its members, agents, employees, successors and assigns.

\_\_\_\_\_  
Name of User/Organization

\_\_\_\_\_  
Print User's Approval Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
User's Authorized Signature