

Adopted: August 11, 2011

*MSBA/MASA Model Policy 902
Orig. 1995
Rev. 1999*

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

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

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of

damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

Community organizations may be permitted to use school equipment provided that an adult agrees to supervise and be responsible for any damage that may occur to the equipment or property. Requested equipment must be listed on the Facility Request Form.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A walk through with requesting party will be completed prior to the approval of the request to ensure facilities are left in the same condition as when requested.

Adults who request to use the facility during weekend and evening hours are required to remain on premises prior to arrival of students or participants of the activity and must remain on premises until everyone has left. They must make sure that the area they are using is left in neat order and any problems with the facility or during the activity must be reported immediately to the Superintendent or Head Custodian. Incidents involving individuals who are asked to leave or escorted from the premises will not be allowed to attend functions held on school property for an amount of time determined by the school board. Individuals who speak or behave in a threatening manner while attending a function on school property not be allowed to attend functions held on school property for an amount of time determined by the school board. A written incident report must be completed by the supervisor of the activity and turned in to the Superintendent as soon as possible.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)