

*Orig. 1995*

*Rev. 1999, 2013, 2016, 2018*

## **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**

A. 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. The St. Charles Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

B. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Jeff Apse, Human Rights Officer/Title IX Officer/Superintendent of Schools (or current Superintendent of Schools)  
600 East 6<sup>th</sup> Street, St. Charles, MN 55972  
507-932-4420 japse@schs.k12.mn.us

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call (800) 421-3481

### **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 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.
- E. Student organizations/student groups which desire to use school facilities are to receive permission from the building principal. If the use requires additional services (custodial, kitchen/cafeteria use, or other significant building support), a building facility usage form may need to be completed and a fee may be involved. Any athletic facility use must be supervised and approved by the building principal.
- F. If school is cancelled because of inclement weather or an emergency situation, student meetings, practices, or lessons are to be cancelled. Scheduled athletic events, community education classes, plays, and other activities may be held if in the opinion of school administration that the weather has changed and will permit safe travel.

**V. USE OF SCHOOL EQUIPMENT**

The administration will have a basic procedure for approving any district equipment that is available for use by parties outside the school. Reasonable charges will be determined by the superintendent or his/her designated representative. This procedure will be part of the addendum to this policy.

**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 certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Approved on the first reading: January 11, 2016  
Approved on the second reading: February 8, 2016  
Revised: December 10, 2018

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)

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

### **Addendum – Specific Guidelines and Rates for the use of the St. Charles Public Schools**

#### **General Statements for Rental Usage**

A list of rental fees associated with common requests made for the use of district facilities appears at the end of this addendum. The superintendent will oversee the day to day use and rental practices of the building and equipment on behalf of the board--- approve/deny requests, adjust fees so they are sufficient to cover district costs, and make decisions concerning fees for situations that are not covered in the addendum.

As appropriate, additional fees may be charged to cover the costs of labor, heat, and electricity. If excessive trash/dirt/waste is left after use of the facility, an additional clean-up/repair fee may be assessed.

Any groups using the buildings must assume full responsibility to maintain adequate security and to leave the facilities in the same condition as they were before usage.

Parent, teacher, student organizations or other groups whose only purpose is the promotion of school activities will be permitted the use of school facilities for meetings and money-raising activities without charge except for custodial services beyond regular working hours or an energy fee. Other small groups, such as scouting groups, 4-H groups and others, may use classrooms at no charge as long as use occurs during regular custodial hours.

Facilities or equipment shall not be used for individual or private profit.

Consumption, possession, use and/or sale of intoxicating liquor, non-intoxicating malt liquor, and drugs shall be prohibited on school property.

**Eligible Organizations**

A group must be organized and recognized as a civic, industrial, fraternal, veteran, social, religious, charitable, service, youth, or educational organization. As a general rule, the facilities will be restricted to groups from within the St. Charles School District.

This use policy does not apply to the cooperative efforts of the school district and the city recreation program. A separate working agreement will be coordinated between the district and the city recreation department.

**Application and Approval**

A written application for use of the facility--- listing the calendar date(s), the desired time of use in specific clock hours, the type of space and equipment, the purpose, and the signature of a responsible representative of the organization--- will be required.

**Operation Hours**

Facilities scheduled for activities shall be opened and closed at the approved hours unless special permission is obtained by the superintendent (or designee).

**Use of School Equipment**

Use of school equipment must be coordinated and approved by the superintendent (or his/her designee). For use of school-owned equipment, a fee may be charged as deemed reasonable by the superintendent. Any equipment rented out must be returned in the same or better working order than when it was rented out. An additional fee may be charged to repair an abused piece of equipment.

District car, van, and buses can be utilized only by groups that have a nexus to the school district. The district encourages outside groups to utilize transportation contractors.

**Kitchen Use**

Nonprofit, public service groups shall be charged only for: the cost of the electricity, gas, custodial service, and kitchen staff time, when using the kitchen.

Other groups may rent the cafeteria or kitchen. In addition to the rental fee, the cost of kitchen and custodial staff service will be included in the final bill for kitchen use. An approved food service worker must be on duty at all times when community groups use the kitchen.

**Adult Group Gym Use**

Adult groups which desire to use the gym facilities during the year will meet with the building principal/athletic director to request approval and establish the guidelines for usage. As a rule, most adult athletic use of the facility will be run through the city recreation program. The building principal/athletic director will submit the proposed schedule of the gym use by outside adult groups to the superintendent for final approval.

**Summer Use of Gym and Weight Room**

Requests for summer use of gymnasiums or weight room for community recreational activities are to be submitted each year to the superintendent (or designee).

The following conditions must be met:

- A. The gym/weight room will be open to the entire St. Charles student population and will be supervised by a licensed St. Charles Public school staff member or another adult approved by the superintendent (designee).
- B. The approved schedule of dates and times for gym use will be followed. If for some reason a session is cancelled, another time may be added to the schedule depending on circumstances.
- C. Locker room facilities, towels, and athletic equipment will not be provided by the district.
- D. The supervisor will be responsible for opening and closing the gym/weight room area at the approved times and securing the building.

**General Fee Schedule** (1/1/13)\***Gymnasium/Auditorium**

Admission	\$75.00(1/2 day) \$90.00(full day)
No Admission	\$50.00(1/2 day) \$60.00(full day)
Energy usage for limited use	\$10.00 per hour

**Food Service Facilities**

Cafeteria Plus Kitchen	\$40.00
Kitchen or Cafeteria Only	\$30.00
Energy usage (when applicable)	\$10.00 per hour

**Classrooms**

Regular Classroom	\$5.00
Library/Music Room	\$6.00

**Tables and Chairs (separate from building use)**

Tables	\$5.00 per table
Chairs	\$10.00 per set of 50

In addition to the above fees, a charge will be made for the other services that are required.

**Custodial fee** (outside regular building hours) \$24.00 per hour per person (min. of 1 hour to open, 1 hour to close)

**Cook fee** \$19.00 per hour per person

**Car and Van**

\$.55 per mile; and a certified Type III driver may be required depending on the passengers

**Bus**

\$1.20 per mile and a certified bus driver is required. If the driver is district furnished, an addition rate will be added.

\*The fee schedule may be adjusted as needed by the superintendent according to changes in district costs.