

*Adopted: February 23, 2008*

*Revised: June 17, 2013*

## **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.
- D. Background checks at the expense of the district will be required for individuals volunteering their time with students.

### **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. Requests may be made using the district *Request and Permit for Use of School Equipment/Facility* Form.
- C. Requests for the use of school athletic facilities by alumni under the age of 23 participating in collegiate sports or enlisted in the military shall be made through the school athletic director.

- D. The school board will require a rental fee for the use of school facilities (see below). Such fee will include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or certificate of liability and property damage insurance for the proper use and repair of damage to school facilities. The minimum amounts will be \$50,000 in property damage insurance and \$300,000 in liability insurance. The superintendent shall determine the need for insurance coverage and amounts.

Rental Fees:

Classrooms:	\$25/day
Gym:	\$75/day
Media Center:	\$25/day
Cafeteria:	\$25/day
Computer Lab:	\$25/day

- E. 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.
- F. The school district assumes no responsibility or liability for the damage, loss or personal injury resulting from the use of district facilities.

## **V. USE OF SCHOOL EQUIPMENT**

Superintendent approval is required for community use of school equipment.

## **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.

***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)