

801 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

Since the schools belong to the people of the school district, and since the plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities that do not infringe upon, nor interfere with, the conduct and best interests of the school system. (Among responsible organizations shall be included employee organizations recognized by the Board.) The use of the facilities after school hours will be scheduled through the Community Education Office.

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.

- A. All requests for use of school facilities by any group, other than school-sponsored activities and programs within each school, are to be submitted to the Community Education office on the proper form, with all information supplied, at least three days prior to the event whenever possible.
- B. Regular school activities will have priority for all space. All applications will be processed according to date of receipt of the application.
- C. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
- D. A permit is not transferable. If the event is to be cancelled, the applicant should notify the Community Education office at least forty-eight (48) hours in advance of the date reserved whenever possible.
- E. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any permits in the future.

- F. Special permission must be obtained for decorating, installing scenery, moving furniture, etc.
- G. Special school facilities (cafeterias, kitchen equipment, stage equipment, etc.) may require the use of school employees trained in their use and such cost will be added to the regular fee.
- H. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required should be operated by school personnel, the cost of which will be added to the regular fee.
- I. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "hold harmless" clause protecting the school district.
- J. Scenery, decoration, or equipment, provided by the holder of a permit, must be removed from the school building promptly after the performance so as not to interfere with school activities.
- K. Use of tobacco in school buildings is prohibited at all times and prohibited on school grounds during the instructional day.
- L. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only.
 - 1. Permission may be included in leases that the school district enters into as a "lessor" for the use of school district grounds to a "lessee." Such leases shall require the "lessee" to secure all applicable permits from governmental bodies and furnish a bond or certificate of insurance as described in Section "N" of this policy.
 - 2. All other applicants for permission shall apply in writing and shall follow the school board procedures for placing an item on the agenda.

Items K & L will be expected to be enforced by the lease or permit holder.

- M. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district's administration.
- N. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants

will hold the School District harmless from claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the district against any and all suits for injury or loss sustained by attendees at the function.

- O. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.
- P. School district buildings and facilities are not to be used for commercial purposes of any nature that would tend to give unfair competition to private enterprises.
- Q. The following requests for use of school buildings must have special consent of the School Board.
 - 1. Use of buildings for religious services
 - 2. Use of buildings for conventions
 - 3. Use of buildings for political meetings
 - 4. Use of buildings and grounds for commercial displays.
- R. Organizations permitted to use the buildings may be classified in two general categories:

- 1. Use of Buildings Without Rental Fee:

Non-profit public organizations who do not have building facilities of their own may use school buildings rent-free for regular and special meetings. Adult education classes recognized by the local school district as having community benefit may also use the building free of charge. Building supervision plans must be outlined for approval when the permit is obtained. Cost of supervision will be the responsibility of the group or funded by Community Education³³—on as per the decision of the administration.

- 2. Fee Paying Organizations:

Organizations that cannot be included in the above category would be organizations whose use of buildings would be for financial gain (admission charged) or for information, entertainment or the conducting of business peculiar and beneficial only to that organization. This could include non-profit organizations if the use of building is for purposes of raising funds for the operation of such organization.

- S. School Board reserves the right to reduce or increase fees to fit situations. Fees may be increased if facilities are being used for the main purpose of income that is derived from the building use.
- T. The fee schedule which includes a damage deposit is located in the Community Education office.
- U. 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.

III. 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.

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)