



902 COMMUNITY 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 for community purposes if, in its judgment, that use will not interfere with use for school purposes. Rules and regulations regarding facility use are the responsibility of the Community Education Department.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The Community Education Department shall be charged with the process of scheduling rooms and special areas after 'regular' school hours. Community education classes and activities will be planned and offered throughout the year.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the Community Education Department.
- C. Registration fees must be structured to include a pro-rata portion of costs for custodial services or other costs as necessary.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. To provide maximum use of school facilities with minimum conflicts, it is necessary to schedule groups on a priority basis. A policy addendum will contain more detailed information regarding priority use of facilities. The Superintendent or designee has the authority to make exceptions.
- B. 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.
- C. Requests for use of school facilities by community groups or individuals shall be made through the Community Education administrative office.

- D. 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.
- 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.

V. USE OF SCHOOL EQUIPMENT

The Community Education Department will have procedures available regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use. They will also have a list of equipment rental rates if items are requested.

VI. RULES AND REGULATIONS

- 1. 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.
- 2. Individuals and groups shall be responsible for damage to facilities and equipment.
- 3. The School District is not responsible for lost or stolen items.
- 4. Use of tobacco, intoxicating beverages and controlled substances is forbidden on all school property, including parking lots.
- 5. Guns are banned from the premises.
- 6. Food and beverages are allowed only in approved areas.
- 7. All groups are required to provide adequate adult supervision for their event.
- 8. Leave areas used in an orderly condition.
- 9. Additional clean-up time will be billed to the user.
- 10. Parking lot snow removal is not guaranteed.

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)
833 Policy 902 (Procedure)

POLICY ADOPTED: June 21, 2007
POLICY REVIEWED: March, 2012, August 20, 2015
POLICY REVISED: April 26, 2012