

902 USE OF SCHOOL DISTRICT FACILITIES

I. PURPOSE

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

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.

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/staff 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. Safety will be a priority when deciding use of facilities.
- B. Requests for use of school facilities by community groups or individuals shall be made through the School District Administrative Office/Community Education.
- 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.
- 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. MN Statute 4626.0035 – regarding public school foodservice kitchen use.

The Foodservice Director is responsible to ensure unnecessary persons are not allowed in the food preparation, storage or wash areas, unless they are with authorized staff.

V. RULES FOR USE OF FACILITIES

The school board expects members of the community who use facilities 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. 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; Uses For School and Nonschool Purposes; Closings)

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