

## **902L USES 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.

### **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. *It is the policy of the New York Mills Public Schools that school facilities are established for education of elementary and high school age children and, therefore, those primary and secondary educational activities have priority over any other uses of the facilities and/or equipment, including practices and meets for elementary or high school athletic activities.*
- C. 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.

- 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. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- 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. ***Recognized non-school youth groups, such as 4-H and Scouts, adult groups such as P.T.A. and adult education classes, and other recognized non-profit making organizations may use the buildings and facilities as specified in this policy.***
  - 1. ***General Regulations -***
    - a. ***The applicant agrees to make good promptly any loss or damage occurring during applicant's use of room or rooms.***
    - b. ***The applicant is held responsible for the preservation of order.***
    - c. ***The Board of Education will pay employees for services involving the use of school facilities, unless an employee is willing to donate his or her service to the user.***
    - d. ***Application for use of school facilities must be made on a form provided by the school and signed by a responsible adult, and must be arranged for during normal business hours, except as provided in this policy.***
    - e. ***School personnel shall open and close the building. No keys will be issued to non-school personnel.***
    - f. ***The School District participates in a "Tobacco Free environment. No tobacco products are to be used on school grounds.***
    - g. ***There shall be no alcoholic liquors or beverages brought to or consumed in the buildings or on the school grounds.***
    - h. ***The use of school buildings for games of chance shall be prohibited.***
    - i. ***The Board of Education reserves the right to approve or disapprove any function to be held in the school building.***
  - 2. ***Except as provided for elsewhere in these policies, it is the policy of the School Board that use of facilities for major events that involve additional cost to the school should be paid for by the using group, and the following schedule of costs is established.***
  - 3. ***Custodial service shall be provided during regular custodial working***

*hours. All groups using the building, including youth groups and non-profit making organizations, must pay for custodial help at any time other than regular working hours. A custodian with proper boiler certification should be on duty whenever boilers are being operated in buildings used by any group with approximately 15 or more people except during practices or scrimmages supervised by staff members or as deemed necessary by the administration. The cost billed will be the current average cost plus fringe benefits.*

- 4. A cook will be required to be on duty anytime an outside group uses a kitchen. The cost billed will be the current average cost plus fringe benefits.*
- 5. Community Education, Community College or AVTI classes held on school premises will not be required to pay for the lighting costs involved in such uses.*
- 6. Scheduled charges shall prevail, regardless of the organization involved, where a charge is made for admission except for school sponsored activities.*
- 7. School buildings and facilities are available for organized community use when the buildings are closed, at the following rates listed in policy # 400.9L.*

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

The administration will present a procedure to the school board for review and approval 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 and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an 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.

### **A. Loan of School Equipment**

- 1. School equipment may be loaned to community groups only upon evidence of emergency need or for the furtherance of worthy civic and community enterprises, subject to approval of the Superintendent of Schools.*
- 2. Equipment of the school district shall not be loaned outside of the*

*district. In the event that equipment is used by organizations within the buildings, appropriate school personnel shall operate or supervise the use of such equipment and where a cost is involved, the using organizations shall pay the cost.*

3. *School equipment may be loaned to other schools if permission is granted by the superintendent. This shall normally be limited to items which may call for a reciprocal arrangement with the other school such as wrestling mats, hurdles, lights, etc.*
4. *At times when the facilities and equipment are not in use for primary or secondary educational activities, the following priorities will exist:*
  - a. *Classes and activities organized within the Community Education Program will take precedence over all other non-school uses.*
  - b. *In recognition of the community's support of the school system, high school athletic facilities (gymnasiums and athletic equipment) may be used by former students and/or residents of the District, when:*
    - 1) *Such use does not conflict with any of the above groups.*
    - 2) *A properly completed waiver form has been completed during normal school business hours in advance of such use. Only those persons having signed waiver forms on file in the office of the Superintendent of Schools will be permitted to use the facilities and equipment.*
    - 3) *Such use involves no cost to the school other than additional electricity for lighting.*
    - 4) *Use of the facilities is conducted in a friendly and cooperative manner between all users. Failure to maintain this atmosphere will result in suspension of these privileges for all users on decision of the Superintendent, to be confirmed at the next regular meeting of the Board of Education.*
    - 5) *An authorized administrator (Superintendent, High School Principal or Elementary School Principal) is available to open and lock the gymnasium.*
    - 6) *When such use is not conducted for an ongoing activity which should properly be organized through the Community Education Program. This includes any activity which becomes a scheduled, organized activity (compared to periodic or sporadic individual use).*
    - 7) *General facilities other than athletic (such as rooms for meetings of 4-H groups and others generally accepted as "Community" groups) will be reviewed on an individual basis by the Superintendent of Schools. Requests for*

*such use must be made to the Superintendent at least one week in advance of the use and is subject to cancellation if some higher priority use arises. This use will only be for general rooms for which the only expense to the school is lighting.*

- 8) *Use of facilities other than general meeting areas or gymnasiums, including such rooms as shops, garages, kitchens, etc. is prohibited to all persons for any personal or non-school activity, except as provided for in separate policies established by the Board, and which cover the costs involved and meet requirements of safety, supervision, and maintenance.*

***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)