

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.

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)

Approved with revisions from *MSBA/MASA Model Policy 902* Orig. 19 Rev. 1999
Transferred from KF 3/2009, Revised 8/2013, 12/2016

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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. 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. 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.
- 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, surety bond, and/or a certificate of insurance to indemnify the group and the school district against any and all suits for injury or loss sustained by attendance at the function and 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.
- 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.

IV. 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.

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V. 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 of damages and any liability for injuries.

To assure that the purpose and goals of the school district are served. The following administrative rules will govern the use of School District #318's facilities and equipment.

1. All requests for use of school facilities, with the exception of school sponsored activities and programs that occur during the established school hours and calendar, are to be submitted to the School District office on the proper form with all requested information supplied at least five (5) days prior to the requested use.
2. Regular school activities will have priority for all space. All applications will be processed according to date of receipt of the application and according to established use of facility priority.

Permits:

1. The granting of a seasonal permit, defined by start and stop dates, 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. Seasonal permits need to be requested by August 1st for fall activities, November 1st for winter, February 1st for spring and May 1st for summer in order to receive priority. The permit holder must report any open time to the community education office immediately, allowing others to schedule those time slots. Seasonal permits will be terminated if permit holder does not report unscheduled time slots.
2. A permit is not transferable. The person submitting the request will be held responsible or will designate a person to be held responsible for all damages or thefts incurred. **If the event is to be canceled, the applicant should notify the School District office at least forty-eight (48) hours in advance of the date reserved.**
3. Violation by a permit holder of any of the regulations governing the use of school buildings or grounds may be cause for cancellation of all existing permits and the denial of any permits in the future. Buildings must be vacated by the time indicated on the permit, or a charge will be added.

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Specifics and Requests

1. Special permission must be obtained for decorating, installing scenery, moving furniture, etc.
 - a. All decorations such as crepe paper, Christmas trees, boughs, etc., must be flame retardant when used in a public building. No candles or open flames are allowed in school facilities.
 - b. Natural tree permitted in hallway; artificial tree without lights permitted in classrooms.
2. Special school facilities (cafeterias, stage equipment, etc.) will require the use of school employees trained in their use, and such cost will be added to the regular fee.
3. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment, when and where required, must be determined by school personnel as usable, and the cost will be added to the regular fee. (Equipment rental schedule available upon request).
4. 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.
5. Scenery, decoration or equipment provided by the holder of a permit must be removed from the school building promptly after the performance so as to not interfere with school activities. If there is a delay, the removal will be made by the School District at the expense of the holder of the permit.
6. Authorized representatives of the School District shall have full and free access to the premises at all times.
7. Groups using school facilities will be required to provide responsible on site adult supervision of their activities.
8. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the School District against any and all suits for injury or loss sustained by attendance at the function. Coverage shall be provided by an insurance company licensed to do business in the State of Minnesota with Best ratings of A or above. The applicant shall provide a certificate of insurance specifying amounts of coverage equal to or greater than the minimum required limits of liability required by the State.
9. The School District reserves the right to insist upon having a District staff person present during facility use if they deem it necessary, this will be reflected in the billing.

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10. Request for the use of school facilities during non-school calendar days (i.e., Holidays, MEA/MFT, conference days, etc.) must have prior administrative approval and are dependent on the ability to secure custodial support. Overtime rates will be charged for custodial service.
11. The School District reserves the right to deny a facility use request if the agenda is in conflict with the District's mission or views.
12. Request for the use of kitchen facilities must have prior approval by administration. If permission is granted a hourly fee will be charged. A lunchroom employee may be required to be on duty. The permit holder will be charged accordingly.
13. Only one concession stand will be in operation at an event. (Guidelines are available upon request).
14. No facility use will be scheduled between the hours of 12:00 mid-night and 5:00 a.m. Any exceptions must be approved by the School District.
15. The pool will not be scheduled after 8:30 p.m.
16. No facility use will be scheduled on Sundays. Exceptions to the policy would be submitted to the Superintendent for consideration.

Prohibitions

1. At no time while the building is used for public programs may any exit be blocked or locked by the permit holder.
2. All School District facilities including grounds are tobacco free. Use of tobacco in any form is prohibited.
3. Disorderly conduct of any kind is prohibited and will result in ejection from school facilities and may jeopardize use privileges.
4. Alcoholic beverages are prohibited in all School District facilities and on School District grounds. Any violation of this rule will prohibit future use.
5. Weapons and firearms in any form are not allowed on School District property, except for authorized instructional programs and/or law enforcement personnel.

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Community Priority

1. Application for facility use will be assigned on a first come basis. The following priority will be followed for all use of building requests:
 - a. School sponsored activities: All activities directly funded or sponsored by the School District. These activities will have precedence over all other groups. If a conflict arises it will be mediated on an individual basis.
(Examples: District meetings, school curricular-related events, band and choir concerts, district sponsored athletics and extra-curricular activities, school dances, etc.)
 - b. Activities designed and intended to promote or support parent/teacher/student interaction.
(Examples: PTA/PTC meetings and sponsored events, open houses, parent conferences)
 - c. Community Education: Activities funded and sponsored by School District 318 Community Education.
(Examples: Community Education classes and programs, Early Childhood classes and sponsored events.)
 - d. Non-school district/educational: Activities of an educational nature such as class offerings requested for School District employees or students.
(Examples: ITV classes offered through colleges and universities.)
 - e. Non-school district/recreational: Activities or programs designed to support district sponsored programs or activities.
(Examples: Various community-sponsored sports associations' practices and games.)
 - f. Student and adult recreational activities directly sponsored by community recreational department.
(Examples: All sports programs and activities sponsored by the Grand Rapids Park & Recreation Dept., such as Adult Co-Rec and Youth Volleyball, Adult & Youth Tennis, and Adult & Youth Summer Softball and Baseball Leagues, etc.)
 - g. Private groups: *(Examples: Non-school district related public or private group activities and meetings, scout troops, Campfire, church youth groups, community organizations, community sponsored benefit events, Reif Dance Program, etc.)*

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- h. For profit/commercial activities.
(Example: For profit presentations, concerts, performances, business, or craft shows, etc.)
- i. Individual private rental *(examples: birthday parties, baby showers, retirement parties, home product parties)* are discouraged based on priority list.
- j. Any request for use of school facilities not covered by administrative rules shall be referred to the School District for individual review.

Fees for the Use of School Buildings

1. The School District will make available a list of fees for the use of school facilities and equipment to be used by the public. The fee schedules will be available in the School District's Administration Building.

**COMMUNITY USE OF SCHOOL FACILITIES
 RENTAL FEE SCHEDULE**

Facility	Non-Fee Base (Hourly)	Fee Base (Hourly)	Non-Fee Base (Daily)	Fee Base (Daily)	Private Rental (Hourly)
Administration Board Room	\$15.00	\$30.00	\$60.00	\$120.00	N/A
Administration Conference Room	\$12.00	\$24.00	\$48.00	\$96.00	N/A
Cafeteria - Elementary	\$10.00	\$20.00	\$40.00	\$80.00	N/A
Home Ec Kitchens	\$12.00	\$24.00	\$48.00	\$96.00	N/A
Classroom	\$10.00	\$20.00	\$40.00	\$80.00	N/A
Commons/Multi-Purpose	\$12.00	\$24.00	\$48.00	\$96.00	\$30.00
Concessions - High School	\$12.00	\$24.00	\$48.00	\$96.00	N/A
Gymnasium - Elementary	\$15.00	\$30.00	\$60.00	\$120.00	\$45.00
Gymnasium (per court)	\$15.00	\$30.00	\$60.00	\$120.00	\$45.00
Library	Determined on	an individual	basis, w/input from	bldg principal	N/A
Swimming Pool	Determined on	actual costs.			\$200.00/3 hrs
Track	Determined on	an individual	basis.		N/A
Parking Lots	Determined on	an individual	basis.		N/A
Telepresence Classrooms	See Telepresence	Fee Schedule			

- "Non-Fee Based" indicates that participants are not being charged for the activity. If participants are being charged they will be considered "Fee Based".
- Evidence of IRS 501(C)3 tax exempt status must be furnished to Community Education in order to be eligible for the non-fee based rental rates.
- Seasonal activities may be set up as Community Education classes.
- Pool rental will require a permit holder to furnish proof of qualified lifeguard(s) with Application For Use of School Facilities and provide appropriate number of lifeguards during event.
- Pool rental will be a minimum of 3 hours with a charge of \$200.00 plus additional cost for lifeguard(s).
- There is no additional custodial charge if the event is held during the regular working hours of the custodial staff. All events not included in the custodial work schedule shall be required to pay in addition to the rental fee the cost of any personnel at established rates.
- There Set-up and/or take down fee will be charged if custodial staff are required to set up or move equipment within the facility for a meeting (i.e., arrange chairs, set-up an overhead, TV/VCR , bring in podium, microphones, etc.). Set-up services will be minimum charge of \$25.00. Set-up and /or take down fees are in addition to custodial services.
- Computer labs use will be determined on an individual basis.
- Chairs .50 cents if taken off District grounds (Buildings & Grounds Director determines).
- Event rates will be determined on an individual basis. A district "Events/Supervisor" may be assigned. Charges for custodian, technician and events supervisor will be added to the event's fee.
- Individual Private rentals (examples: birthday, baby shower, retirement, and home product parties) are discouraged based on priority list.
- No fees can be waived without Superintendent's approval.

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EQUIPMENT RENTAL RATES

Equipment	On Site Cost
Overhead Projector	\$15.00
Flip Chart (does not include paper or pen)	\$20.00
VCR with Monitor	\$25.00
Computers in Labs	\$10.00 per machine
LCD Projectors	\$55.00
District equipment, athletic, art, tools, machines, etc. is not available to rent except as determined on an individual basis.	

- Standard equipment rental rates are based on a daily fee only, **NO** hourly rate. All equipment must be used in District 318 buildings unless authorized by Community Education.
- It will be the responsibility of the lessee to transport rental equipment from District Services to the site and to ensure its return in a timely manner.

Daily fees will continue to apply until the equipment is returned.

No Rental Fees

District 318 school functions including but not exclusive to:

- * concerts
- * board meetings
- * special hearings
- * sporting events
- * parent advisory meetings
- * community education programs
- * faculty meetings
- * staff development

Tax supported public agencies operating within District 318 that are not fee based (including but not exclusive of):

- * public hearings
- * employee relations
- * police/fire departments
- * non-fee based recreation activities

Civic organizations operating within District 318 (including but not exclusive of):

- * athletic associations
- * recognized non-school youth groups
(i.e., 4-H, Scouts, Campfire)