

## **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.

### **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. The district may also reject requests or cancel permits for facility use for any reason deemed to not align with ISD 709 policies, values, or set requirements.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district community education office. The district 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, technician, and supervisory service if deemed necessary. This fee may also be reviewed and adjusted annually. 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.

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. ISD 709 Group Classification and Priority List

a. Class I

- i. 709 District Groups
- ii. School sponsored Pre-K – 12 programs, classes, co-curricular activities, meetings
- iii. Community Education Programming
- iv. Duluth Pre-School
- v. Early Childhood and Family Education
- vi. Professional Development
- vii. KeyZone – district affiliated after school programming
- viii. PTO/PTA groups
- ix. District affiliated athletic booster clubs

Class I users shall not be required to pay a facility use fee, but they may be required to reimburse the District for staff costs or other expenses directly attributable to the activity. ISD 709 Employees are not permitted to rent District space to conduct activities for their own private profit.

b. Class II - Subject to fees

- i. Non-profit, tax-exempt youth community groups and organizations with at least 70% ISD 709 resident participants.
- ii. Scout groups, 4-H, Duluth Community School Collaborative, Valley Youth Center
- iii. District Area Athletic Associations (serving youth aged 18 and under)
- iv. Groups sponsored by the City of Duluth, St. Louis County, State of Minnesota, or any federal government group.
- v. Non-profit, tax-exempt community groups related to political groups (caucuses, polling, or elections), but not to host events that charge admission or are fundraising in nature.
- vi. Duluth based colleges and universities.

c. Class III - Subject to fees

- i. Non-profit, tax-exempt groups and organizations within ISD 709 district boundaries that use school facilities for events to raise money and/or charge admission (youth athletic tournaments, fundraisers). This does not include charging admission to cover direct activity expenses.
- ii. Other non-profit, tax-exempt organizations and businesses, as well as, residents, and neighborhood groups within ISD 709 district boundaries.
- iii. Duluth based private and charter schools, religious groups, and groups containing less than 70% ISD 709 serving resident participants.
- iv. Non-Duluth based non-profits, schools, colleges and

universities, youth sport and athletic associations.

- d. Class IV - Subject to fees
  - i. Commercial and for-profit groups and individuals

**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. The district will determine the need for provided insurance based on risk assessment of the activity and size of permitted groups. Insured individuals, groups and/or organizations that are not ISD 709 school or district affiliated groups should provide proof of liability insurance and submit a Certificate of Insurance verifying liability insurance covering up to \$1,000,000 prior to use of district facilities.

**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)  
902R Facilities Use Guide ISD 709

Replacing: Policies 1130, 1130.1R, 1130.2R, 1130.3R, 1130.4R  
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