

BUILDINGS AND PROPERTY USE POLICY

Adopted: November 13, 2000

Revised: May, 2014

Reviewed: April 8, 2019

I. GENERAL STATEMENT OF POLICY

The buildings, property and equipment of the ROCORI School District are intended to serve the educational purposes of the district. The community value of these same resources is also recognized. Use of school facilities is open to community organizations, civic groups, ROCORI youth organizations and student groups, local businesses, governmental agencies and citizen groups.

II. GENERAL REQUIREMENTS

When using district property, all federal and state laws, local ordinances, fire and emergency rules and regulations, and school board policies pertaining to use of public buildings and facilities must be observed. Facility use must be in accordance with the general building design unless prior approval of a specific use has been granted. Groups using school facilities must return the area to its original order.

A. Particular District Requirements

1. Any use or possession of alcoholic beverages or other illicit drugs in all school buildings and on school grounds is prohibited.
2. Smoking and tobacco use is prohibited in all school buildings and on all school grounds.
3. Weapons, as defined in Minnesota statute and district policy are prohibited on all school property.
4. Latex products are prohibited in all school buildings and on all school grounds.
5. All accidents or emergencies must be reported to the district office as soon as possible following the use of the facility or grounds.

B. Liability

1. Securing space from the district includes assumption of liability for the events and facilities that are used.
2. Groups accepting the responsibility and liability for the use of the facility will monitor and limit participants' access to unauthorized parts of the building during the time designated for use.

3. The school district may require a person or organization using school facilities or equipment to provide evidence of liability insurance.
4. The district will require evidence of liability insurance for private, outside organizations.

C. Length of Use

1. School district buildings and facilities are not intended for regular on-going use by service and private organizations except as approved by the superintendent.

D. Private Use

1. Private parties or events such as birthdays, anniversaries, graduation or wedding receptions, or holiday gatherings will be allowed at the District Education Facility through regular rental request procedures.

E. Rental Procedures

1. The procedures for facility rental may be accessed through the District website, the Activities Office or the District Education Facility office.

III. GROUP CLASSIFICATIONS AND PRIVATE USE

Any fees associated with the use of school facilities will be determined on the basis of the group classification and the purpose of the facility use. Regular school activities and organizations of the school will have first priority in the use of any school facility.

Class A ROCORI Public School and school-related activities, such as athletic contests, fund-raisers, musical events and school productions.

Class B Civic organizations and non-profit community groups located within the school district.

Class C Commercial, business or private organizations, out-of-district renters, and others not covered in Class A or B.

If the classification is not clear, the superintendent is given the authority to assign a classification.

IV. FEES

Fees for the use of district buildings, grounds, property, and equipment will be established by the district on an annual basis. Fees for long-term, regular use of school facilities by organizations will be negotiated on a case-by-case basis.

V. STAFFING REQUIREMENTS

All activities must have competent adult supervision adequate for the activity. The renter must supply any special supervision required by the school district. This could include police protection, parking supervision, lifeguards, chaperones for activities, or other district staff.

A custodian must be on duty at all times when any facilities are used. Custodians will be responsible for facility operation. The organization using the facility will be responsible for its participants, activities and general clean-up.

When using specific areas of the facilities the following staffing is required:

- A. **Kitchen**: A cook is required to be on duty whenever any kitchen appliances are used for cooking, baking or cleaning. A cook is not required if appliance use is limited to warmers, refrigerators, coffeepots, or serving utensils.
- B. **Lighting/Sound Systems**: A district-trained operator must be on duty when operating the sound or lighting systems.
- C. **Swimming Pool**: A certified lifeguard is required to be present whenever the pool is in use. Organizations may provide their own certified lifeguard. Organizations will be assessed fees if lifeguard services are provided by the district. *See Swimming Pool Use Policy (5-2).*

VI. NON-SCHOOL ORGANIZATION AND "TRAVELING TEAM" USE OF GYMNASIUM FACILITIES

The ROCORI Board of Education stands firm on its position that athletic and non-athletic extracurricular activities involving students in the elementary grades through ninth grade be open to a broad range of students. If the organizers of such activities choose to cut students from their program based on their level of performance, they will be charged at the full facility use fees.

The district recognizes the positive aspects of traveling team activities and non-school organizations. Some of these include Junior Olympics Volleyball, Elementary Basketball Leagues, Elementary Wrestling Mat Clubs, and Dollars for Scholars. Many of these are not specifically authorized by the school district or sanctioned by the Minnesota State High School League. The district allows for gymnasium practice areas for these teams/activities to use as available.

To qualify as Class B organizations, the activity must be available for all students of a given age or grade level. These organizations will be charged fees for actual hours needed for the activity.

Teams or activities which use the district facilities and implement a “no cut” approach to student involvement will always be given priority when scheduling decisions and conflicts arise between non-school organizations.

VII. UNAUTHORIZED USE

Inappropriate or other unauthorized use of the school district buildings, grounds, and/or equipment is not acceptable social or public behavior and will not be tolerated by the school district. Acts of vandalism, theft, destruction of property, or any other action which destroys, damages, or renders the buildings, grounds, or equipment unusable will be handled in an appropriate legal manner. It is expected that deliberate actions to cause damage to the school property will be prosecuted to the fullest extent of the law.

Local law enforcement is encouraged to assist the district in monitoring school grounds and properties. At any time, school district staff (with support from local law enforcement officials, if necessary) may act to remove unauthorized users of school buildings and grounds from the district property. The district supports efforts by local law enforcement officials who act to prevent unauthorized use of the school buildings, grounds, equipment, and other properties and to remove unauthorized individuals or groups from the premises.

VIII. RIGHT OF REFUSAL

The school district reserves the right to reject or cancel any reservation for building, property, and equipment use.