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Reviewed: 2012

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Orig. 1995

## 902R USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

It is the policy of Rockford Area Schools to make available the use of school facilities primarily by citizens of the district to *promote educational, recreational, cultural, and civic activities*. The implementation of this policy requires both individual and community cooperation. School facilities rules and regulations under this policy shall apply to all property owned and managed by the school district and shall be in effect at all times when the school property is not in use for regular educational programs. Users are broken down into five different classifications. (See addendum for classifications.)

### 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. The Board authorizes \$5 from each 1.5 hour practice charge to go towards the district's capital improvement fund.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services, utilities and maintenance 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. Requests for use of school facilities by community groups, individuals, or employees shall be made through the **Facility Coordinator** office. The administration will present recommended procedures for the processing and review of requests, including the district employee waiver form, to the school board. (See Rental of Facilities process.)
- 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. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board every two years.

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.

**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.

**VI. RULES FOR USE OF FACILITIES, EQUIPMENT, AND DISTRICT VEHICLES**

- A. The school board expects members of the community and employees who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Groups, individuals, and employees 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. (See posted rules and regulations.)
- B. The school board reserves the use of school district-owned vehicles and specialized equipment to be authorized by the Director of Buildings and Grounds. This includes the use of motorized vehicles including but not limited to: floor scrubbers, golf carts, gators, UTV's, district vehicles, etc.
- C. Any community group that would like to use their own equipment (this includes their own vehicles, UTV's, gators, or specialized vehicles) on any district fields or property must receive authorization from the Director of Buildings and Grounds and Rental coordinator.
- D. If an employee is authorized to drive any district-owned vehicle by the Director of buildings and grounds they must provide a copy of their driver's license for a background check from the district insurance company and authorized to use a district-owned vehicle from the insurance company, the employee must sign a release form obtained by the Director of Buildings and Grounds and return it before use.
- E. Certain events may require custodial/maintenance overtime. Custodial services will be assigned as needed at the user's expense.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)  
MSBA/MASA Model Policy 901 (Community Education)



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## Policy 902R

### User Group Definitions Addendum

#### **Priority for use:**

To make maximum use of school facilities with minimal conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities will be classified as Class I through Class V with Class I having highest priority for use when developing the master calendar. Thereafter, priority is on a first-come, first-serve basis by classification.

The classification of the group organization is determined by its status and activity. The following classification criteria, listed in priority shall be followed for the use of all facilities.

*\*\*Please note: The Superintendent and Director of Community Education reserve the right to waive or charge certain costs due to unique circumstances. They also reserve the right to cancel any reservation. Any activity that may violate good morals, manners, or taste, or may be injurious to the buildings, grounds, or equipment will not be permitted.*

#### **Class I-School Related**

All directly related school activities outside of school hours such as musical events, PTO, parent advisory committee, athletic events, school productions, staff meetings, community education.

#### **Class II- Public Agencies**

Local community groups which are tax-supported (Elections, City, State Federal or municipal public hearings.)

\*If use of facility is requested at a time it would not be supervised, a charge for personnel may be assessed.

#### **Class III-In district non-profit organizations (consists of at least 75% RAS students/residents)**

Youth Non-profit Organizations, Non-profit civic and service groups

\*If use of facility is requested at a time it would not be supervised, a charge for personnel may be assessed.

#### **Class IV- Non-Profit out of district groups**

Individuals, groups, and organizations within the boundaries of School District #883.

\*If use of facility is requested at a time it would not be supervised, a charge for personnel may be assessed.

#### **Class V- Commercial or out of district groups**

\*If use of facility is requested at a time it would not be supervised, a charge for personnel may be assessed.



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## Rules and Regulations

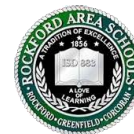
1. A current certificate of liability insurance will be required confirming liability insurance in the minimum amount of \$500,000 per person and \$1,500,000 per occurrence. We also require that Rockford Area Schools be named as the certificate holder.
2. A current non-profit exemption certificate will be required for those that are filing for class III nonprofit classification.
3. Permit Holders are responsible for providing competent and adequate adult supervision for all activities at all times and enforcing facility use guidelines. Ratio to be 1 adult/20 children.
4. Custodial services will be assigned as needed at the user's expense.
5. All accidents/incidents must be reported to the Facilities Coordinator within 24 hours.
6. Facility or equipment breakage or repair needs must be reported to the site custodian and to the facilities coordinator. Damage to district property must be paid by the permit holder or their insurance carrier. The district is not responsible for loss or damage of personal items.
7. When school is closed due to inclement weather, power outages or other building emergencies, all facility use permits will be cancelled.
8. All groups will abide by the starting and ending times specified on the permit.
9. Only the rooms specified on the permit may be used. If additional rooms are used or equipment required, the billing will reflect this usage. It is the group's responsibility to see that the room or area that has been used is cleared after their activities. All chairs and tables must be returned, garbage picked up, etc. There may be a charge for repair or clean up.
10. School facilities will not be opened until the adult designated as the group supervisor presents him/herself to the custodian or other school personnel on duty and assumes responsibility for the group.
11. In accordance with state law, possession or consumption of intoxicating beverages or drugs in any form is prohibited on school premises. Rockford Area Schools is also Tobacco Free. Abusive and/or obscene language will not be tolerated.
12. Applicants for use must be at least 21 years of age.
13. The user agrees not to subcontract, assign, or sublet its right to use the facility pursuant to this agreement.
14. Failure to comply with the above rules will result in revoked privileges for using District buildings. Each contract holder will be allowed one warning from the Community Education Office for any violation of contract/facility rules and regulations. Second violations will result in lost privileges of District building use.
15. All ordinances and state laws and regulations of the police and fire departments must be observed.
16. The Board of Education, or designee, reserves the right to reject any or all applications and the right to rescind, modify, or amend any or all rules or to make exceptions.



17. School District policy prohibits all forms of sexual harassment and violence. In addition, gambling, drinking, smoking, or the possession of intoxicants and illegal chemicals in the school buildings or on school property is prohibited. These policies apply to anyone using school facilities. Copies of these policies are available in the School District's Business Office.

## Rental of Facilities Process

- All non-school events request use of facility/grounds/equipment to the Facilities Coordinator by completing a permit form (permits are for a single use or a series of dates and will be held for one school calendar year ending June 30th)
- \$10.00 permit fee required
- Each permit application must be submitted to the Facilities Coordinator at least 2 weeks prior to the rental date. Applications are processed on a first-come, space available basis.
- Upon approval, a facilities use agreement will be sent to the requestor. (Applicants must be minimum age of 21)
- A signed copy of the facilities use agreement must be returned to the Facilities Coordinator at least 48 hours before the event.
- The agreement and required insurance certificate are then forwarded to the business office.
- Upon completion of the event, the facilities coordinator will review the charges with the business office, and an invoice prepared and sent to the requestor.
- **Other:**
  - 1) Permits are non-transferable as the user agrees not to subcontract, assign, or sublet its right to use the facility pursuant to the agreement.
  - 2) Cancellations must be made at least 2 working days in advanced of scheduled use. Failure to notify will result in a charge of \$25.00 plus any scheduling fees.
  - 3) An approved permit shall not be considered by the holder as a lease and the School District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.



**RATES** (Effective July 1, 2018)

(Classification I and Classification II have no facility use fees/ except for staff/supplies that may be needed exclusively for the event)

*SC= Special Contract	Class III	Class IV	Class V
<b>Space</b>	<i>Charges are hourly unless otherwise noted.</i>		
Classroom	\$10	\$15	\$40
Media Center	SC	SC	SC
Computer Lab	SC	SC	SC
Café/Commons	\$15	\$20	\$80
RCC rooms	\$10	\$15	\$40
Dance Studio	\$5	\$15	\$30
Fieldhouse	\$195 day	\$250 day	\$650 day
Courts	\$8	\$20	\$40
Wrestling room	\$8	\$15	\$40
Locker rooms	\$20 day	\$45	\$60
Gym	\$100 day	\$160 day	\$380 day
Fields (Soccer, football) per practice	\$8	\$15	\$40
Fields (bb, sb) per practice	\$12.5	\$25	\$80
Fields (sb, bb) per game	\$30 game	\$40 game	\$60 game
Varsity BB	\$20	\$30	\$80
Varsity BB games	\$40 game	\$75 game	\$100 game
Multipurpose stadium	\$35	\$60	\$100
Portion of stadium	\$15	\$25	\$40
Lights	\$20	\$25	\$25
Tennis courts (8)	\$200 day	\$225 day	3\$50 day
Auditorium rehearsal	\$15	\$30	\$50
Auditorium performance	\$40	\$60 & SC	\$100 & SC
Dressing room	\$5	\$10	\$30
Batting cages (each)	\$10	\$20	\$25
Pinwheel	\$250 day	\$350 day	\$600 day
MS field complex	\$150 day	\$200 day	\$400 day
Concession stand RCC	\$5	\$10	\$20
Concession outdoor	\$5	\$10	\$25
Concession stand RHS	\$8	\$15	\$30
Press Box	SC	SC	SC
Food trailer	SC	SC	SC
<b>Tech/Equipment Fees</b>			
Cordless Mic	\$7	\$10	\$20
PA system	\$7	\$10	\$20
Sound system	\$15	\$20	\$65



Stadium scoreboard	\$20	\$30	\$100
Stage lighting/sound	SC	SC	SC
LCD projector	\$7	\$15	\$50
Commons projector	\$100 day/ Min charge \$50	\$150 day/ Min charge \$75	\$200 day/ Min charge \$100
Piano	\$10	\$15	\$30
Risers (per section)	\$6	\$10	\$15
TV/DVD	N/A	N/A	N/A
Chairs (rack of 40)	\$15 day	\$40 day	\$40 day
Tables (rack of 8)	\$15 day	\$40 day	\$40 day
Ice (training purposes)	\$25 day	\$30 day	\$30 day
<b>Other</b>			
Supervisor	\$25	\$25	\$25/actual
Custodial	Flat \$38 hr	\$38 hr	\$40 hr
Tech staff	\$15/actual	\$15/actual	\$15/actual
Dumpster	actual	actual	actual
Snow removal	\$38 hr	\$38 hr	\$40 hr
Tournament rental (Class 3 only) (includes courts, locker rooms, concessions, commons, tables)			
RHS/RCC	\$595 day		
REAMS	\$430 day		

**Additional Costs:**

Actual costs for any damages, custodial, technical, police, security, ticket takers, lining fields, and supervision will be assessed based on the amount of time and services required. There may be additional costs assessed for trash, sanitation, snow removal, supplies, additional mini-biff needs, and HVAC needs. The facility use agreement will provide an estimate of costs. An invoice detailing the actual costs will be provided after the event.