

1130.2R USE OF SCHOOL FACILITIES

General Regulations

No group or organization may sublet use of a building/facility to any other group. Responsibility and liability for injury to persons or damage to School Board property shall be assumed by the organization or individual signing the application.

Any non-school group using the facilities or building and charging admission or requesting donations shall be subject to a rental fee. Any non-school adult group that pays a fee to another organization will be subject to a rental fee. Permits for use of buildings and facilities on Saturdays, Sundays, holidays and recess periods when school is not in session may be issued upon approval of the principal and Community Education Office. Maximum participation and utilization of buildings and facilities shall be made. Specific attendance requirements shall be determined for special areas such as gymnasiums, swimming pools, lunchrooms, and kitchen facilities.

When school is not in session during summer recess periods, all requests for building usage shall be processed by the Community Education Office, Central Administration Building. Groups originating outside the boundaries of the School District, requesting school facility usage, shall be charged a usage fee. Permit holders shall be responsible persons at least eighteen (18) years of age. Recreational leaders and instructors must be responsible and qualified individuals. No leader may place a substitute in charge of a group without securing approval from the principal and Community Education Coordinator.

Attendance shall be based upon the nature of the activity and the facilities used, as stated in the permit. Maximum utilization of school facilities shall be considered when granting a permit. Any group holding a blanket permit for use of school facilities that fails to appear for two (2) consecutive periods, may forfeit the remainder of the permit at the discretion of the principal and/or the Community Education Coordinator. A permit may be canceled by the principal and/or the Community Education Coordinator due to conduct, infractions of rules, or security procedures.

The custodian-engineer on duty shall supervise the operation of the physical plant and shall not be required to supervise groups or activities. Users will adhere to specific rules for use of special areas such as gymnasiums, swimming pools, kitchen and lunchroom facilities. Buildings shall be vacated by the time specified on the building permit. Activities must be concluded in time to provide clearance of the buildings by the time specified on building use permit or overtime charges will be incurred.

Flags, other than the United States and the State of Minnesota, cannot be displayed at any time on the school buildings or grounds or within the building except on special permission of the Superintendent of Schools. The United States flag should not be removed from any building, room or facility in which it is displayed.

The use of golf clubs, golf balls, and hard baseballs is limited to designated areas of school grounds and in school buildings. Permit holders are required to pay for necessary policing and for any damages to bleachers or grounds other than normal wear and tear as determined by the School Board. Use of school physical education equipment, athletic equipment, and supplies shall be permitted. Use of apparatus is permitted only when a qualified instructor is present.

Audio-visual equipment shall be operated only by individuals certified by the Media Services Department, such as audio-visual cadets.

Smoking is not permitted in school buildings or on school grounds.

In conformity with the Uniform Fire Code Article 26, Section 26.106, all decorations used in places of public assembly (classroom, auditoriums, etc.) shall be fireproof materials or sprayed with a fireproof solution. Approval for the use of any decorations shall be obtained from the building engineer prior to the use of and installation of said items.

Alcoholic beverages are not permitted on school premises. Gambling is not allowed on school property, except for the purpose of raffles as allowed within MN Statute 609.761 sub. 5, and guidelines set forth by the Duluth Public Schools. All raffles must be pre-approved by the Director of Business Services or his/her designee.

School Activities Conducted After the Close of the Regular School Day

The principal may reserve any part of a school building or grounds for school purposes. Permits shall be required but no limit to the number of meetings will be set for those activities considered part of regular school program. The facility or building must be open and the approval of the principal and the Community Education Office must be obtained. An activity supervisor must be present from the time of entry into the facility until the time of departure of the group. Permits for non-school activities will be processed on a quarterly basis.

Principals or designated employees of the School District are permitted to use the building without charge after school hours, Saturdays, and Sundays for committee, small group meetings, or School District sponsored co-curricular activities, such groups not to exceed fifteen (15) persons. Regular permit procedures shall apply. The principal or designated employee as identified on the permit shall be subject to the following conditions:

1. Principals or designated employees of the School District shall assume responsibility for securing of the building at the conclusion of such activity.
2. If the building is not secured properly and it is necessary to call an engineer back, the charges for the engineer shall be assessed to the department or individual assuming responsibility for opening the building.
3. Areas that have been used under this procedure shall be left in a condition that will accommodate the program designated for that location on the following day.

The engineer or a member of the maintenance staff need not be present. The use of the building will be entered on the Building Use Schedule. For groups larger than fifteen (15) persons, the regular permit procedure will apply.

Parent-Teacher-Student Association Meetings

Parent-Teacher-Student Associations and their subdivisions are required to obtain building use permits but shall not be required to pay a rental fee, unless a building is not staffed or overtime charges are incurred. It is recommended that PTSA meetings be scheduled when the building is staffed by the regular custodial staff.

Approved: 06-26-1972 ISD 709
Revised: 07-18-1978
08-10-1982
12-11-1984
06-20-1995
10-18-2005 ISD 709

