

## **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 by community groups and individuals.

### **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.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. Said use shall be in accordance with the Little Falls Independent School District #482 Community Use of School Facilities pamphlet.
- C. Recommended changes in the use of school facilities will be presented to the School Board as deemed appropriate by district administration.
- 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 use of school equipment will be in accordance with the Little Falls Independent School District #482 Community Use of School Facilities pamphlet.

## **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.

Legal References: Minn. Stat. § 123.36 (Schoolhouses and Sites; Access for Non-curricular)

Cross Reference: ISD #482 Administrative Procedure #902 – Community Use of School Facilities Procedural Guidelines