

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 judgement, that use will not interfere with use for school purposes.

III. 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 MACCRAY Community Ed & Rec office. The administration will present recommended procedures for the processing and review of requests to the school board.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial, food service staff, 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 procedures 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.

IV. 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.

V. 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.

VI. REGULATIONS, PROCEDURES & FEES

A. Facility use requests shall be made by completing the Facility Request Use form and submitting the necessary form to the MACCRAY Community Ed & Rec office. Use requests must be made ten (10) business days prior to the first requested date of use. Use requests received less than the required minimum notice will be processed if possible.

B. Priority of use of school facilities will be based on the following classification schedule:

Class 1: First priority will be to school sanctioned activities and organizations of the school and community education activities.

Class 2: Second priority will be to youth groups who have no participation fee and charge no admission for the event and to non-profit organizations & civic organizations.

Class 3: Third priority will be to youth groups who charge a participation fee and/or have an admission for the event.

Class 4: Fourth priority will be to community businesses and for-profit groups & organizations.

C. The use of school facilities must be in the public interest. Any activity which would be detrimental to the purpose of the school shall not be allowed. The school district reserves the right to reject or cancel any reservation. The following requests for use of school buildings must have special consent of the School Board:

- I. Use of buildings for religious services.
- II. Use of buildings for conventions.
- III. Use of buildings for political meetings.
- IV. Use of buildings and grounds for commercial displays.

D. The school board will set all rental, staffing, and equipment fees. Facility rental fees will be assessed based on the following class designation. Staff deemed necessary for the event include but are not limited to janitors, food service staff, and supervisors.

Class 1: Free

Class 2 and Class 3: Free use of the facility, but the group will be charged for actual staffing expenses deemed necessary for the event.

Class 4: A rental fee will be assessed plus any staffing expenses deemed necessary for the event. Fees for the rental of space and use of equipment will be reviewed annually. See Addendum A.

The rental fee for commercial, private company, or large group use of the facility must be negotiated each time. Commercial and large groups are required to use MACCRAY staff for the event.

- E. At least one person from the school food service staff shall be in attendance any time major kitchen equipment (ovens, stoves, dishwasher, etc.) is used for a function. This staff person will provide oversight on the use of kitchen equipment, but the person is not expected to do kitchen duties, i.e. wash dishes, cook.
- F. A deposit of up to 50% of the estimated total event costs may be required prior to the event. Payment in full will be due 30 days following the date of the event. Accounts more than 30 days past the event date may be assessed a late fee.
- G. All activities must have competent adult supervision. Applicants must supply any outside supervision required by the school district, i.e. law enforcement.
- H. The person and/or organization will assume responsibility for orderly and careful use of the school facilities. All groups using school facilities shall clean up after the event and return the room/facility to its original order. Special care requirements for use of the grand piano will be addressed when it is requested. Destroyed or damaged property or equipment will be replaced or repaired at the user's expense. Extra cleaning that is required will be charged to the group.
- I. Groups using school facilities will hold the school board harmless from claims arising out of the use of the school buildings or grounds for the function being sponsored on the specified date(s). The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the school board against any and all suits for injury or loss sustained by attendance at the function.
- J. All local/state ordinances and laws pertaining to use of public buildings and facilities shall be observed.
 - i. Gambling, drinking, and possession of intoxicants on school grounds is prohibited.
 - ii. Smoking is prohibited in all school buildings and on all school grounds.

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

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Addendum A – Rental/Equipment Fees and Staffing

As of October, 2022

MACCRAY Performing Arts Auditorium (MPAA)	\$100 + \$30/Hour
MS/HS Gym	\$25 + \$30/Hour
Storm Shelter Gym	\$25 + \$30/Hour
Elementary Double Gym	\$50 + \$40/Hour
MS/HS Cafeteria/Commons Area	\$25 + \$30/Hour
Elementary Cafeteria/Commons Area	\$25 + \$30/Hour
MS/HS Kitchen	\$50 + \$30/Hour
Elementary Kitchen	\$25 + \$30/Hour
Classroom	\$20 Per Use
Grand Piano	\$75
Stand Piano	\$25

Staffing

Custodian	Range \$25 - \$50/Hour
Kitchen Supervisor	\$40/Hour
Light Technician (MPAA)	\$30/Hour
Sound Technician (MPAA)	\$30/Hour
Event Supervisor	\$30/Hour