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MSBA/MASA Model Policy 902

Orig. 1995

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5/4/82, 10/4/83, 4/9/85, 1/7/86, 6/5/90, 5/19/92,  
3/15/95, 1/10/05, 12/10/07; 4/25/11, 7/25/16,  
2/10/20, 6/28/21, 4/22/24

## **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 judgment, that use will not interfere with use for school purposes.

### **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 and/or designee.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial and/or supervisory services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT**

- 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 community education office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.



- 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.
- 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 district administration will annually review and provide via district website a rental list including types of equipment that is available for use on district property, 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 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. The school district reserves the right to cancel or refuse rentals from individuals or groups who do not adhere to the district's facilities use procedure. A certificate of insurance is required by the school district to ensure payment of these damages and any liability for injuries.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Non School Purposes: Closings)

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



# Facility Use Permit Application

*Complete form, sign and date ~ Submit to CE Facility Use ~  
Certification of Liability Insurance is required.*

Requestor Information				
Organization Name:			Date of Application:	
Contact person/adult responsible (21 years or over):		Phone 1: home/cell/work	Phone 2: home/cell/work	
Address:	City:	State:	Zip:	Email:
Certificate of Liability Insurance Rec'd	Liability Insurance Carrier:	Liability Insurance #:		

Event Information		
Activity/Event (describe how you will be using the facility space):		Organization type: <input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Both <input type="checkbox"/> Senior Citizens
What percentage of participants are residents/students of South St. Paul Special School District 6? <input type="checkbox"/> 90% or more <input type="checkbox"/> less than 90%		
Number Attending:	Is there a charge/fee for participants?	List equipment, food and refreshments being <b>brought in</b> for activity/event

Location Information				
Building:		Doors used to access bldg:	Location/Room(s):	
*Note: Use of Kitchen(s) or High School Auditorium may require additional approvals and fees for staff/technical support				
Day	Date(s)	Time group will enter the building	Time group will leave the building	Brief description of set up:
Equipment Needs:		Technical Needs:		
<input type="checkbox"/> Tables: <input type="checkbox"/> (qty)		<input type="checkbox"/> AV:		
<input type="checkbox"/> Chairs: <input type="checkbox"/> (qty)				
Other:				
Other:				

## Agreement

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the Special School District No. 6 from and against any and all liability, loss, damages, claims or action (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Special School District 6 property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of Special School District 6 property and facilities includes, but is not limited to, all areas identified in the application and/or permit and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidenta to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). FACILITY USER agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

(FACILITY USER) All activities must be under responsible adult supervision with an overall site supervisor identified prior to the start of the event use.

We agree to abide by the Facility Use Policy of South St. Paul Special School District 6. Major items regarding this policy appear on the back of this form or as an email attachment. Users are responsible for adhering to Policy 902 in its entirety; copy available on district website or by calling Community Education, 651-306-3632.

*Community Education will bill for facility use. An estimate of user fees shall be made at the time of application. A final bill for facility use shall be sent within 5 business days after the event. Payment is due within 30 days. Applicants with outstanding bills will not receive approval for future applications. State Sales tax will be assessed as required by law.*

**Signature**

\_\_\_\_\_  
Signature of adult responsible

\_\_\_\_\_  
Date

***A Facility Contract will be sent to the applicant as confirmation of your Facility Use Permit.  
An estimate of fees will be listed on the contract.***

Copies of contract will be forwarded to: Building Principal, Building Custodian, Director of Buildings and Grounds and Activities Director; Classroom teacher, Technology and Nutrition Services when applicable.



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6/5/90, 5/19/92, 3/15/95, 1/10/05, 12/10/07; 4/25/11; 9/10/12; 7/25/16  
**Abolished policy 902.2 on 2/10/20 and became Policy 902 - Appendix II**  
6/28/21, 4/22/24*

## **902 Appendix II PROCEDURES FOR USING SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **FACILITIES AVAILABLE**

Most school facilities are available for a variety of activities, as guided by school board policies. The following are the types of facilities that may be available for community use:

- Gymnasiums
- Athletic Fields/Stadiums (including Packer Activity Center)
- Auditoriums
- Meeting Rooms
- Media Centers
- Classrooms
- Cafeterias
- Pool Area
- Gymnastics Area
- Central Square Community Center

Facility rental hours may be granted according to the times listed on the District's website and/or when such use does not conflict with the school day and/or school activities. Additional days and times may be available upon request and are dependent on staffing availability.

### **SERVICES AVAILABLE**

The Community Education office serves as the operations and facilities service center for all community use of school facilities in the areas of scheduling, billing and supervision. Community Education staff coordinate requests for school equipment related to the activity (on-site-use only).

### **CLASSIFICATION OF ORGANIZATIONS AND PRIORITIES FOR USE OF FACILITIES**

Organizations using school facilities are grouped into one of four classes. A rental fee schedule has been established for facility usage for non-district organizations based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences.

Classifications and priority of access to South St. Paul Public Schools (SSPPS) facilities are as follows:



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**Class A (first priority)**

*School sponsored and support programs as defined below are to submit preliminary calendars to the Community Education office by June 30, with revisions taken through August 1. After August 1, schools may still request facilities, but should be done so with the understanding that other groups or organizations may have contracted for use of the facility or equipment.*

1. SSPPS sponsored activities, including all community education, athletic and extracurricular activities.
2. SSPPS support organizations meetings, including, but not limited to, PTA/PTO, SSP Educational Foundation and SSP booster club meetings and activities.
3. Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and no administration fee is charged.

**Class B (second priority)**

*Applications for Class B organizations will be accepted on or after August 1*

1. Elections\*, local public hearings, local caucuses\* (except when required by state statute, in which case they will move to Class A)
2. Scouts, and 4-H when 90% of members are SSPPS residents/students
3. Community athletic associations and parks and recreation when 90% of members are SSPPS residents/students.
4. Business meetings and recreational use held by non-profit community organizations and informal community groups when at least 90% of participants are SSPPS residents/students

**Class C (third priority)**

*Applications for Class C organizations will be accepted on or after September 30*

1. Business meetings and recreations use by non-profit and religious community organizations and informal community groups when fewer than 90% of participants are SSPPS residents/students
2. Activities, such as performances, fund-raisers and conferences by non-profit organizations and informal community groups and service organizations when fewer than 90% of participants are SSPPS residents/students.

**Class D (fourth priority)**

*Applications for Class D organizations will be accepted after Nov. 1*

1. Individuals, private agencies, companies or vendors



2. Religious organizations
3. For profit commercial and business organizations
4. Fund raising activities hosted or sponsored by religious organizations.

The Community Education office operates a centralized scheduling system coordinating all requests for the use of district spaces. Occasionally, a non-district-scheduled activity may conflict with a planned or rescheduled district activity or program. If a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual.

The class and rental schedule are determined by the district administration and school board on an annual basis. Additional modifications may be made with school board approval.

## **INDEMNIFICATION AND PUBLIC LIABILITY INSURANCE**

SSPPS carries liability insurance to cover district negligence. The district will require users to provide additional insurance to cover personal injury and property damage arising out of the negligence of any member or guest of the user organization. SSPPS shall be named as an additional insured in the user's policy.

The user hereby agrees to name the District as an unrestricted additional insured on the user's policy

1. The policy naming the District as an additional insured shall:
  - a. be an insurance policy from an A.M. Best rated "secured" State licensed Insurer,
  - b. contain a 30-day notice of cancellation;
  - c. state that the organizations coverage shall be primary and noncontributory coverage for the District, its Board, employees and volunteers;
  - d. additional insured status shall be provided with ISO endorsement CG 20 26 or its equivalent.
2. The user agrees to indemnify the District for an applicable deductibles and self- insured retentions.
3. Required Insurance: Commercial General Liability Insurance -\$1,000,000 per occurrence/\$2,000,000 aggregate.
4. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District.
5. The user is to provide the District with a certificate of insurance and additional insured endorsement, evidencing the above requirements been met. The failure of the District to object to the contents of the certificate or the absences of same shall not be deemed a waiver of any and all rights held by the District.



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## **PROCESS AND PROCEDURES FOR USE OF DISTRICT FACILITIES, GROUNDS AND EQUIPMENT**

A facility use permit (“permit”) process is used to secure the use of school facilities and grounds creating a centralized schedule for use and operations. The initial step in the process is the completion of the facility use permit application (Appendix I). An application must be completed to provide reservation information for requested facilities, equipment and special use

The use of school facilities must be in the public interest. Activities detrimental to the purpose of schools or for private gain will not be allowed in school facilities. The district reserves the right to refuse the use of facilities if deemed not appropriate or is destructive.

### **Facility Use Permit Application Process**

School activities and school organizations shall have priority use of school facilities. All other users will follow the priority listed above. No community use will be scheduled until Sept. 30 for the following school year and after the school activities calendar has been set.

1. Users must complete and return the facility use application form and pay any applicable fees to Community Education at least 10 school days prior to desired use. Reservations cannot be made beyond the current school year.
2. Community Education, Buildings and Grounds, and the Activities Director/office will consult on requests before the request is approved. Use of Competition Gym must be approved by the Activities Director.
3. The application for permit must be submitted by an authorized adult representative of the organization or individual applying for the use and must list the person responsible during the use. Class B and C applicants must be responsible adults residing in SSPPS.
4. A submitted application for a permit for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities.
5. Each application for a permit for use of district facilities will state the general nature and purpose of the use. A permit will be issued only for the dates, hours, area and equipment specified.
6. If the application is approved, the district will issue a permit to the applicant. Facilities are not reserved until the user group receives a facility use permit distributed by the Community Education office.
7. Once a permit is granted to an organization or individual, facilities will be used strictly for purposes for which the space was requested. Permit holders must not transfer or sublet the permit to another organization or individual, doing so nullifies an approved permit.
8. The permit must be in the possession of the group leader upon entry for use of school district facilities to





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ensure that all details of the event are appropriate for the space being used.

9. District staff are allowed to request a copy of the permit from the organization or individual. If an approved permit cannot be verified, district staff may request the organization or individual to leave the facilities or grounds. Law enforcement will be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the district representative.
10. A permit will not be granted for any use that in the judgment of the district administration (a) may conflict with the mission of the district, or (b) for which satisfactory sponsorship or adequate adult supervision is not provided.

### **Facility Use Fees and Billing**

Annually, the superintendent will recommend and receive school board approval for the school district facility and equipment use fees and personnel fees. Current district facilities use fees and personnel fees can be found on the SSP Community Education website under Facilities Tab, Facility Rental Fees and Charges. The following is additional information regarding the fee schedule.

1. Rental fees are calculated on a per hour basis and begin at the determined entry time and end at the projected completion of the event.
2. A service fee may be charged if an employee is not on regular duty, or if the intended use does not permit the employee to complete regularly assigned duties. Direct payment by the user to an employee for services is prohibited.
3. Organizations and individuals will assume the cost of custodial service for the use of the school beyond regular custodial duty hours.
4. Any facility user may be assessed a custodial service fee if the use of a facility requires significant clean up. Organizations and individuals are expected to return the facility to its original state before leaving.
5. Facility users must supply and assume the cost of any special supervision required, such as security or parking supervision, as determined by the building administrator or designee.
6. Specific events (e.g., section athletic tournaments) may require a school district administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.
7. Facility rental fees associated with use of school facilities, deposits/down payments for use of facilities, support staff and special equipment are required for using specific facilities. Current district facilities use fees and personnel fees can be found on the the SSP Community Education website under Facilities Tab, Facility Rental Fees and Charges.
8. Community Education will bill for facility use. An estimate of user fees shall be made at the time of application. Payment is due within 30 days. Applicants with outstanding bills will not receive approval for future applications. State Sales tax will be assessed as required by law.



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9. A \$500 damage deposit may be required if the size or activity of the user group increases the potential for property damage. The deposit will be requested prior to use and applied to user fee if no damage is incurred. If no user fee is assessed, the damage deposit will be returned.
  10. Organizations may be billed a service fee in the event they or one of their participants causes a false alarm during their rental time.
  11. Individuals or organizations may give proceeds/monetary gifts to the school district or departments and clubs within the district. However, only the District may pay employees for services involving the use of school facilities.
  12. Facilities uses may require additional supervision as determined by the building administrator or designee. Cost will be at current rate.

### **Changes or Cancellations of Facility Use Permits**

1. Cancellations and request changes will be accepted by telephone; changes must be confirmed in writing by the applicant within three days of telephone notice - a \$10 change fee will be assessed to the user. Cancellations must be made to Community Education 48 hours prior to scheduled rental or applicant will be billed the full rental fee and a minimum of two-hours custodial and building attendant fees.
2. SSPPS reserves the right to cancel or modify community reservations if the need arises.
3. An approved permit will not be considered by the applicant as a lease, and the building administrator or designee reserves the right to cancel or revoke any permit at any time. Reasons that the school district may cancel a facility permit include, but are not limited to:
  - a. Inadequate group supervision as determined by the building administrator or designee.
  - b. Misuse of equipment or facilities.
  - c. Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee.
  - d. Emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical). The decision to close the school will be made by the superintendent or designee. On days when school is closed, the decision on cancellation or postponement of school district co- curricular events and all other events scheduled in school district facilities will be made by the building administrator or designee.
  - e. Violation of any district policies and failure to comply with district policy.
4. District administration may cancel a permit effective immediately, if, in its judgment continuation would be potentially harmful, dangerous, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
5. The district reserves the right to cancel or withhold use privileges if rules and regulations are violated.



6. In the event of the cancellation or revocation of a permit, there will be no claim or right to damages or compensation on account of any loss, damage or expenses whatsoever.

### **Site/Activity Supervision**

The user organization is fully responsible for the safety and supervision of the specific space that they are using and will assume full liability for any damages keeping in mind the following additional regulations:

1. All activities must be under responsible adult supervision with an overall site supervisor identified prior to the start of the event use.
2. Admittance to the designated area is not permitted until the adult supervisor is present. District personnel on duty will supervise the operation of facilities but are not required to supervise the group or its activities.
3. The organization's site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event.
4. If deemed necessary by the school district, building and/or police supervision may be required and charged to the user.
5. When adult supervision is not adequate, it is the responsibility of the district personnel to report this information to the director of Community Education or designee and take immediate action as appropriate.
6. Responsibility for loss, breakage or repair of any school property rests solely with the organization using the facility or leader in charge of the group.

### **RULES AND PROCEDURES FOR USE OF DISTRICT FACILITIES AND EQUIPMENT**

All district policies, local ordinances, and state and federal laws pertaining to the use of public buildings must be observed.

#### **Prohibited Activities**

The following types of activities are prohibited by permit holders:

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or equipment.



3. Any purpose in conflict with school activities.
4. Fundraising campaigns, except as already permitted by school board policy.
5. Activities violating school district policies.
6. During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit-making purposes, except those specifically related to the school in which they are displayed.
7. School facilities are not to be used for wedding activities, baby showers, or birthday parties. Excluding Central Square Community Center.

### **Rules for Use of District Facilities and Equipment**

The following rules must be observed in the use of school district facilities, and the groups, organizations and individuals will be held responsible for compliance. Requests which may not clearly be included in the guidelines of this policy will be acted upon at the discretion of the Director of Community Education.

#### *Public Good*

1. The use of school facilities must be in the public interest. Activities detrimental to the purpose of schools or for private gain will not be allowed in school facilities.
2. The District reserves the right to refuse the use of facilities if deemed not appropriate or is destructive.
3. Churches desiring the use of school facilities for worship services are covered by the Minnesota Statute Section 123.36, sub. 5. School use for a worship service requires approval by the Board of Education.
4. Religious organizations, commercial and business organizations, and political groups may not use facilities on a continued basis except for recreational purposes. Continued use due to emergency needs must be approved by the Board of Education.

#### *Local, State and Federal Laws*

1. Permission granted for school facility/equipment use is not transferable.
2. Possession and use of tobacco and alcoholic beverages are not permitted on district property at any time.
3. Gambling on school premises is prohibited.
4. No firearms will be brought onto district property for any reason other than an authorized firearms safety program or by authorized law enforcement personnel.



5. Fire and safety regulations of the state, district, county, and city must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.

*Facility Use Expectations*

1. The school district is not responsible for lost or stolen items. The district does not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property.
2. School district facilities must be vacated by the time indicated on the usage permit or additional charges will be assessed.
3. The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exceptions to the rules and regulations as deemed necessary.
4. Vehicle parking must use the dedicated parking lots of the district and all posted parking regulations must be followed.
5. Animals are not permitted in district facilities without prior approval unless it is an authorized service animal or part of a presentation/program.
6. Any organization with youth under the age 18 years old requires the presence of responsible adult supervision at all times.
7. Decorations must be fireproof. Affixing materials of any kind to floors or walls is not permitted.
8. Prior to the start of the event, an announcement should be made to group members regarding emergency evacuations procedures.
9. In the event of an accident, users must notify the custodian on duty or call the Community Education office within 24 hours at 651-306-3632.
10. Users must report any damage of school property to facility use facilitator within 24 hours at 651-3036-3632 and will be responsible for replacing or repairing said property.

*Equipment Use Expectations*

1. The use of district-owned equipment for private purposes either on or off school property is prohibited. School equipment shall not leave district property. No exceptions are to be made except by express approval granted by the superintendent.
2. School equipment (i.e. chairs, tables, audio-visual equipment, and large recreational/athletic equipment) may be used when requested on the facility use permit.



3. Equipment of a specialized nature will be made available only with authorized personnel, approved by a district administrator, to supervise its operations.
4. With the exception of small athletic equipment, any apparatus or equipment brought into school buildings must have prior approval on facility use permit and must be removed promptly so it does not interfere with the normal school program.
5. School materials and equipment must not be moved between or among rooms without prior approval. Such moves must be made by, or under the supervision of, school personnel. All costs for moving materials and equipment will be billed to user. User will set up/take down tables and chairs.
6. Following use, facilities must be cleaned and restored to original condition. This includes corridors and washrooms. Users not complying will be charged a clean- up fee based on custodial time required.

#### *Special Facility/Equipment Uses*

- **Gymnasium**
  - Soft-soled, non-marking shoes must be worn on gymnasium floors when used for recreational purposes.
  - Baseball/Softball activities are not allowed in elementary school gyms
  - Recreational groups must provide their own small equipment such as balls.
- **Auditorium**
  - School personnel must be employed by user to operate auditorium equipment and paid at current or overtime rate.
  - Individuals and groups using the auditorium will be held responsible for the repair or replacement of damaged equipment. An inventory will be taken prior to, and after use of, the auditorium and user will be responsible for any missing item.
  - Privately owned sound and light equipment may not be connected to school equipment.
- **Computers/Technology**
  - Computer classrooms may be utilized if (a) at least 50% of the computers are utilized, and (b) a qualified instructor is supervising.
  - Users may not bring programs or disks from outside the classroom for use in the computers.
  - Video and computer equipment may only be checked out by staff when used for class preparation or professional development.
  - Computer and video use by the general public is limited to those enrolled in Community Education classes requiring computers and videos or using presentation facilities.
- **Cafeteria/Kitchen/Vending Machines**



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- Cafeterias can be multi-purpose rooms but their use should be consistent with the design of the room.
  - Cafeteria use should be limited to: dinners and banquets, refreshment preparation, dances, if the floor is appropriate, and large group meetings when no other facilities are available.
  - Food service personnel must be employed and paid at current rate or overtime rate when kitchen equipment is used.
  - Users are not allowed to unplug vending machines in the building.
  - It is permissible to post signs on vending machines indicating that they are not to be used during your event provided signs are removed and disposed of following the conclusion of the event.
  - Packer Activity Center (PAC)
    - Custodial Coverage/District Building Attendant/District Approved Coach
      - Custodial/District Building Attendant/District Approved Coach coverage is required for whenever school building facilities are in use including the PAC and tournament play
      - Tournament play is defined as anytime a game or contest is played as part of an event that involves two non-South St. Paul based teams playing against each other.
      - Any board approved coach who will act as the PAC building attendant, must be scheduled through the activities director.
      - The board approved coach or building attendant may not reassign supervision duties to anyone else.
      - The custodian/district building attendant/district approved coach must physically check the area, prior to the group's departure, to ensure the facility has been left in the condition in which they arrived.
    - Approved Activities/Functions
      - Approved activities include those that normally require gymnasiums when performed indoors. This would include but is not limited to: basketball, volleyball, tennis, instrumental music competitions and large group exercise.
      - Other activities such as softball, baseball, and soccer are approved with limitations: Current school board approved coach or district building attendant is present at all times; Proper cages, netting, floor protection (for batting), and equipment are in place per PAC Facility Use Guidelines; and Park and Recreation sponsored and supervised activities.
    - Floor Protection
      - Proper footwear is required by all users and is defined as appropriate non-marking soled shoes – no cleats.
      - No food or beverages are allowed in any area of the Fitness Center or PAC unless prior approval by the Activities Director.
      - For the protection of stall 4, there are no baseball/softball or kicking activities allowed
    - Locker Rooms



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- Use of locker rooms is permissible with prior approval and requires a current school board approved coach or custodian to be on duty.