

Adopted: _____
Reviewed: April 17, 2025

Twin Cities International Schools
USE OF CHARTER SCHOOL FACILITIES AND EQUIPMENT (902)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The charter 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 charter school 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 charter school 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 charter school board may authorize the use of charter school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of charter school facilities as it deems appropriate.
- B. Requests for use of charter school facilities by community groups or individuals shall be made through the charter school administrative office. The administration may present recommended procedures for the processing and review of requests to the school board. Upon approval by the charter school board, such procedures shall be an addendum to this policy.
- C. The charter school board may require a rental fee for the use of charter 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 charter school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of charter 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. Upon approval of the charter school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The charter school board expects members of the community who use facilities and equipment to do so with respect for charter school 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 charter school to ensure payment for these damages and any liability for injuries.

VII. REGULATIONS

- A. Regular school and community education activities and organizations of the charter school shall have first priority in the use of any community education facility.
- B. All activities must have competent adult supervision:
 - i. Custodians shall supervise facility operations, but not the rental group or its activities during normal duty times.
 - ii. Applicants must supply any special supervision required by the charter school.
- C. All groups using school facilities shall clean up after the event and return the room/facility to its original order. Destroyed or damaged property or equipment will be replaced or repaired at the user's expense. Extra cleaning that is required will be charged at an over-time rate.
- D. 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 charter school buildings and on all school grounds.
- E. Rental fees may be charged according to the rental fee schedule.

Legal References: Minn. Stat. § 124E.07 (Board of Directors)

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

MSBA/MASA Model Policy 902

Orig. 1995

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