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District 77 Policy 902

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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 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 Community Education Recreation Department 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 Community Education Recreation Department.
- C. Registration fees may be structured to include a prorata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

A. Priorities

Priorities for use of school facilities shall be as follows:

First Priority	District 77 School Activities
Second Priority	District 77 Community Education Activities
Third Priority	Community Governmental Activities
Fourth Priority	Nonprofit and Public Service Organizations (Civic and Religious)
Fifth Priority	Commercial and Individual Users

B. Scheduling of Facilities

All requests for the use of district facilities during non-school hours are to be submitted to the Community Education Recreation Department except that all facility usage during non-school hours by Middle and High School extra-curricular programs should be scheduled through the respective Activity Directors.

- C. Rates and charges for the use of school facilities shall be uniformly made to all organizations according to the rate schedule. If extra services for custodial and maintenance personnel are required, an additional fee covering the cost of these services will be charged to the organization. Requests for rate adjustments for use of facilities in excess of four hours will be approved by the Superintendent.
- D. Rates and charges for the use of facilities are to be made payable to Independent School District No. 77. Payments are payable in full within 30 days of the billing date.
- E. If a school cafeteria or kitchen is rented, and use of kitchen equipment is requested, one or more members of the regular Food Service staff must be on duty. The fee for such services shall be charged in addition to the regular rental fee.
- F. A "good will" collection will be considered the same as an admission charge when determining the rental charges.
- G. No organization from outside the District will be permitted to rent school facilities without local sponsorship. The term "local sponsor" will apply to an organization located in District 77 which is functioning for civic good or any well-established commercial or business firm.
- H. Organizations exempted from the rental fees area as follows:
 - (1) District 77 Parent-Teacher Organizations
 - (2) District 77 Scouting Groups
 - (3) District 77 4-H Groups

Use of swimming pools is not included in the facilities to be offered free of charge. Also, a charge will be made for any extra services provided by custodial and food service staffs.

- I. Any organization will be held fully responsible for any damage or defacement to school property and equipment, as well as any lost equipment.
- J. The School District shall furnish the operators for the stage/auditorium equipment and for the scoreboard in the gymnasium. The fee for such operators will be in addition to the rental fee for the facilities.
- K. The School District shall determine control of the concessions at all activities on the school grounds or premises.
- L. Commercial dances are not permitted in any of the buildings.

- M. Commercial activities designed primarily for their advertising values such as display of goods or equipment, or actual sales for private profit, will not be permitted.
- N. If the Planetarium is rented, the Planetarium Director must be present. The fee for such services shall be charged in addition to the regular rental fee.
- O. All School District buildings are latex, alcohol/chemical, weapon, and tobacco free.

V. RENTAL FEES

A rental fee schedule and payment procedures shall be created and reviewed annually with the Superintendent. The fee may include the cost of custodial, food service, stage/auditorium, and supervisory service if deemed necessary.

VI. USE OF SCHOOL EQUIPMENT

Except for Community Education Department equipment expressly purchased for use by the community, no school equipment shall be removed from the school premises for personal use.

District 77 tables and chairs may be used without cost by other organizations which provide direct services to District 77 (i.e., YMCA, Chamber of Commerce, service clubs, et cetera).

Exceptions to this policy may be made by a school administrator only after agreement from the Superintendent of Schools.

VII. 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. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: District 77 Policy 801 (Equal Access to School Facilities)
District 77 Policy 901 (Community Education)
District 77 Procedures Manual - Use of School District Facilities and Equipment: Rental Schedule