

*Adopted: 1973*  
*Revised: 2011, 2023*  
*Local control/recommended*

**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 St. Anthony-New Brighton 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. Community Services and/or 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 Community Services and/or 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 Community Services and/or the school district administrative office. Community Services and/or the administration will establish procedures for the processing and review of requests.

- 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 established by Community Services and/or the 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**

Community Services and/or the administration will establish a procedure 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.

**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.

***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)