



OPERATIONAL EXPECTATIONS

ISD 197 School Board

School District-Community Relations

Contact: Director of Community Education

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.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for staff 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 the Community Education office.
- 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 under a separate resolution.
- 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 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. Such procedures shall be approved as needed by board resolution.

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 facility use procedures or who fail to show said respect of school district property and understanding of proper use. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

VII. TIERED FEE SCALE

Rental Fees:

Organizations desiring building/facility use are classified into four categories. Rental fees are determined by group classification.

A. Group I

1. School events
2. Community Education events or programs
3. Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and no admission fee charged
4. School-sanctioned Parent Booster organizations

B. Group II

1. District residents (non-commercial)
2. Organized community services, citizens/ civic groups (Lions, Rotary, Legion, etc.)
3. Parks and Recreation events or programs
4. Political party meeting and convention
5. Non-Public Schools
6. Resident non-profit organizations

C. Group III

1. Resident Business Organizations
2. Special interest groups (admission charged)
3. Non-Resident non-profit organizations

D. Group IV

1. Non-Residents
2. Non-Resident business organizations
3. All organizations located outside district boundaries or whose participants equal less than 75% of district residents

VIII. OTHER RENTAL CONSIDERATIONS

- A.** Rental charges shall be made in accordance with the rental schedule. Community benefit event fundraisers shall be considered non-profit. Legally designated, non-profit community service groups sponsoring paid-admission type activities shall submit a statement to the Director of Community Education indicating proceeds of activity will be used for charitable purposes, locally. If no letter of request is submitted, the group is then considered a profit organization.
- B.** Use of kitchen facilities/equipment must be coordinated through Child Nutrition.
- C.** A building monitor will be assigned to buildings in the evenings and on weekends. Weekend and holiday reservations will be billed at the current hourly rate for building monitors.
- D.** Organizations must provide their own gym equipment (basketballs, floor hockey, volleyballs, bats and baseballs (excludes volleyball nets/standards)).
- E.** Renters must sign and return the permit authorization including a permit fee if applicable.
- F.** A charge for custodial services may be incurred for set-ups, take-downs, and weekend rentals.
- G.** Field use (Joint Power of Agreement notwithstanding) will be charged at an hourly rate along with a custodial fee when field maintenance is necessary. Rate and fees are listed in the Facility User brochure.
- H.** Facility permit application forms may be submitted to the Facility Scheduler after July 1st for the upcoming school year. Applications will not be confirmed until school events are processed.
- I.** Renters are required to submit a certificate of liability insurance with School District 197 listed as a “certificate holder”. The coverage amount, per statute, is a minimum of \$1,500,000 per occurrence.
- J.** Applicants must exercise the utmost care in the use of school premises and agree to protect, indemnify and hold harmless Independent School District 197 and its officers, agents and employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by

the permit if insurance is required. District 197 is not responsible for loss, damage or destruction of personal property. If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of the equipment. Any equipment must be removed from site after rental is completed. A damage deposit may be required.

- K.** A Sound & Lighting technician will operate the sound and light equipment when the auditorium is being used.
- L.** Lining for games will be done only when Buildings & Grounds is given 48 hours prior notice.
- M.** Long-term leases for space will be considered and must be negotiated by both the Community Education Director and Director of Building and Grounds. Charges for space, utilities and custodial charges will be included.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: School District Policy 801 (Equal Access to School Facilities)
School District Policy 901 (Community Education)

POLICY ADOPTED: January 22, 2013
POLICY REVIEWED/REVISED: November 26, 2015; April 22, 2019; February 21, 2023; February 9, 2026
Monitoring Method: Administrative Review
Monitoring Frequency: Every three years