

902 USE OF EDUCATION DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The education district board encourages maximum use of education district facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for education district purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The education 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 education 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 EDUCATION DISTRICT FACILITIES

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

presented for review and approval by the education district board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of education district facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF EDUCATION DISTRICT EQUIPMENT

The administration will present a procedure to the education district 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 education district board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The education district board expects members of the community who use facilities and equipment to do so with respect for education 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 education 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: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)