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MSBA/MASA Model 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 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 planned to be offered during each session.
- 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 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 the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- 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.

- 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. Upon approval of the school board, such procedure shall be an addendum to this policy.

## **VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

### **SCHOOL FACILITY RULES**

The following rules must be observed in the use of school facilities:

1. Forbidden Substances or items are not allowed on school facilities. Forbidden substances or items include but are not limited to tobacco products, alcohol products, illegal drugs and weapons.
2. Persons attending meetings must confine themselves to the rooms and corridors assigned to their use.
3. Disorderly conduct of any kind is prohibited, and may be punishable by ejection from the school facilities. Law enforcement may be called.
4. School activities shall have preference over community groups in the scheduling of school facilities.
5. The use of school facilities is granted for legitimate purposes only and the community group shall assume full responsibility for any unlawful act committed in the exercise their contract.
6. All activities must be under competent, adult supervision with the community group assuming full responsibility for any damage to the school facility or equipment. No pupils shall be in any building without adult supervision. Any custodian on duty will supervise the operation of the facilities, but is not required to supervise the group or its activities. It is the responsibility of the custodian to report inadequate supervision to the building principal or the district secretary.
7. The community group making use of any school facility shall agree to indemnify the school district for any and all damage to the school facility or other property by any person or persons attending the group's event, and likewise to indemnify the school district against all liability and all damage to any person or persons for injuries,

including death. Responsibility for loss, breakage, or need of repair of any piece of equipment rests solely with the community group renting the school facility. The community group will report any damage to the building principal or the district secretary.

8. Use of materials on floors, walls or other parts of the school facility is prohibited without specific approval of the district secretary. Gym shoes are the only approved footwear on wood gymnasium floors when gymnasiums are used for athletic activities. Decorations shall be fireproof and shall be erected in a manner that will not be destructive to school facilities. Fire and safety regulations shall meet the approval of the district secretary or Pelican Rapids Fire Department.

Indoor walking track hours:        6:00-7:45 A.M., 11:45-1:30, when school is in session.  
   6:30-9:00 p.m. Tuesday-Friday when school is in session.  
   The track is closed when JV/Varsity games are held in the gymnasium  
   unless you have purchased admission to the event in progress.

Individuals wanting to use the walking track are required to sign in the office during school hours. There is no cost to use the walking track, but each person will need to pay for and successfully complete a background check. Background check forms may be picked up at the high school office. After you successfully complete a background check, you will receive a facility pass. You are required to get a new facility pass each school year. Use of the walking track is a privilege ISD 548 has the right to terminate a pass and/or remove individuals who mistreat facilities or don't follow walking track rules.

We are happy that our school space can be utilized to assist you in staying fit. We have a few rules to keep you and our school safe:

1. Facility pass must be worn at all times while using the facility. The pass is not transferrable. It helps identify who you are to our staff and clears you for this activity.
2. Entrance to the school: You must enter through door 1 during the school day.
3. Wear indoor shoes. Outside "Street" shoes can damage the track surface.
4. No food, pop, or energy drinks allowed on the track. Water only.
5. Help us keep our school clean. Do not leave garbage, trash laying around. There are receptacles throughout the facility.
6. You must exit the school by 9:00 p.m. The custodial staff has cleaning to do and must have the school empty to complete their work.
7. Children must be accompanied by an adult.

### **Usage/Permit Procedure**

Prior to using School District 548 facilities, every non-school group/organization must complete a "**Request and Permit Form.**" The Request and Permit Forms are available at the District office. The person signing the Request and Permit Form is responsible for all fees assessed for the event. Facilities/equipment usage should be scheduled at least 10 days prior to the activity, but not to exceed one calendar year in advance.

### **Cancellations**

The permit holder shall notify the building administrator or designee of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do

so, the building administrator or designee may charge for expenses incurred in preparation for use of the facility requested.

### **Accidents/First Aid Kits**

All accidents occurring while using School District 548 facilities must be reported to the building supervisor or custodian on duty. All gymnasium users are required to have a first aid kit on site at all times. School District 548 does not provide first aid supplies.

### **Liability**

The applicant agrees to protect, indemnify and hold harmless School District 548 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. The permit holder will indemnify School District 548 for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

### **Insurance**

Any group/organization which is not considered part of School District 548 that anticipates using school facilities will provide public liability insurance. A certificate of insurance naming the school as a certificate holder and as additional insured will be required.

### **School District 548 Policies**

The group/organization using School District 548 facilities agrees to abide by the Nondiscrimination and the Sexual Harassment and Sexual Violence Policies of School District 548. School District 548 is not responsible for lost or stolen items. Use of tobacco is prohibited on all School District 548 property. Alcoholic beverages or liquor will not be permitted on School District 548 property at any time. No firearms shall be brought onto School District 548 property for any reason other than an authorized firearms safety program. Fire and safety regulations of School District 548, local municipalities, and the State of Minnesota must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.

In event of damage to School District 548 property, the applicant shall pay all appropriate repair costs as determined by School District 548. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. If damage is not reported, it could result in revocation of future facility usage.

### **Inclement Weather**

On days when school is closed due to weather conditions or school building site limitations (i.e. water, heat, electrical), the decision on cancellation or postponement of School District 548 co-curricular events and all other events scheduled in School District 548 facilities, will be made by the co-curricular director or his/her designee with the approval of the superintendent after consultation with the identified resources and the secondary school principal.

### **Supervision**

All groups/organizations using School District 548 facilities must have authorized supervisory personnel on duty, approved by the building administrator or designee. Responsible adults must supervise for the entire duration of their usage time and/or until all participants have vacated the

premises. Custodians, cooks, and computer technicians will supervise the facility, but not the facility user or its activities.

Groups/organizations shall assume the cost of supervision for the use of the school beyond regular custodial duty hours. Facility users must supply and assume the cost of any special supervision required, such as security, etc., as determined by the building administrator or designee.

A School District 548 employee must be on duty whenever building facilities are in use. Additional personnel are required in the following areas:

- Auditorium - A trained School District 548 employee must be on duty when the operation of sound or lighting systems is required.
- Computer - Computer labs may be utilized by groups/organizations with School District 548 staff in attendance. Groups/organizations not having School District 548 staff in attendance must have a School District 548 trained technician on duty at cost to user.

**The following groups or activities will be exempt from rental charges when using classrooms and gymnasiums for meetings or youth activity practices:**

Elections	State High School League
4-H Club meetings	School District employee bargaining groups
Civil Service Tests	Firearm Safety Training
Minnesota School Boards Association	Lakes Country Service Coop
MDE	School Related Activity Groups
Camp Fire	Law Enforcement Training/Lecture
Blue Birds	Naturalization
Boy Scouts	Girl Scouts

**Exempt groups will be charged for cleanup costs if necessary.**

**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)