

Adopted: _____

MSBA/MASA Model Policy 902

Orig. 1995

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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 cooperative facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The cooperative 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. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The cooperative 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 by community groups or individuals shall be made through the office of the facility the group or individual wants to use. The administration will present recommended procedures for the processing and review of requests to the board. Upon approval by the board, such procedures shall be an addendum to this policy.
- C. The board may require a rental fee for the use of 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 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.

IV. USE OF EQUIPMENT

The cooperative staff have the right to accept or deny the use of equipment depending upon the sensitivity of the equipment and the groups' use.

V. RULES FOR USE OF FACILITIES AND EQUIPMENT

The board expects members of the community who use facilities and equipment to do so with respect for cooperative 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 cooperative to ensure payment for these damages and any liability for injuries. Minimal use of the facilities utilized as school buildings will be allowed during the school day due to the unique needs of the students serviced. Facility use outside of the school day will be limited and prior approved due to the confidential nature of the students serviced.

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)