

Wabasha-Kellogg Public Schools Policy

902 USE OF SCHOOL DISTRICT FACILITIES, GROUNDS & EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for the use of school facilities, grounds and equipment by entities other than Wabasha-Kellogg Public Schools.

II. GENERAL STATEMENT OF POLICY

- A. Wabasha-Kellogg Public Schools encourages use of its facilities, grounds and equipment by community groups and programs.
- B. Such use must not interfere with school programs.
- C. Costs associated with use by outside entities must be recovered.
- D. Use of school facilities, grounds and equipment must be in the public interest. Activities deemed detrimental to the School District will not be allowed.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The School District administration or its designee 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 or its designee.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GUIDELINES FOR PERMITTING USE OF SCHOOL DISTRICT FACILITIES, GROUNDS AND EQUIPMENT

- 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.
- 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.

- 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.
- E. Use of school facilities, grounds and equipment have the following priority:
1. School District curricular and extra-curricular activities, events and programs
 2. School District Community Education programs and activities;
 3. Community and other non-school use.
 4. Those activities listed in Section IV.E.2. and IV.E.3. may be removed from facility use if the activity is deemed “Out of Season” and a different activity is deemed “In Season” and has a pertinent need for facility use which supersedes previously scheduled facility use.
- F. School administration and the school board reserve the right to review unusual requests for use of School District assets and will grant or deny permission for use of facilities in accordance with applicable policy and law. The School District will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities. Organizations must agree to comply with all applicable laws, including:
1. Smoking or use of tobacco products is prohibited in all School District buildings, grounds and vehicles.
 2. Alcoholic beverages or illegal drugs of any type are prohibited on school premises.
 3. Weapons or firearms in any form are not allowed on School District property except for authorized instructional programs and/or law enforcement personnel.
 4. Gambling on school grounds is prohibited.
 5. The use of fireworks and pyrotechnic special effects is governed by Universal Fire Code Article 78 and applies to all school buildings and properties.
- G. Authorization for use of School District facilities shall not be considered as a Wabasha-Kellogg School District endorsement or sponsorship of the activity taking place. Any group requesting use of school facilities shall not advertise the event until receiving written permission.

- H. Rental of equipment by outside groups off School District grounds is discouraged. Wabasha-Kellogg School District reserves the right to deny the rental of any school equipment to any individual or organization.
- I. Community use shall not interfere with any major maintenance and/or alterations projects.
- J. Liability Insurance
 - 1. The renter is liable for personal injury, equipment damage and/or property damage. All groups must return the facility, grounds and/or equipment to its original condition. Damaged property must be replaced or repaired. The School District will bill the user for costs incurred.
 - 2. Evidence of liability insurance coverage may be required of applicants requesting use of School District facilities. The responsibility for injury to persons, or damage to school property, including equipment, must be assumed by the organization or individual/s making the application.
 - 3. Community groups, school volunteer groups and groups directly affiliated with the school do not need liability insurance, certification of insurance or waivers.
 - 4. A certificate of insurance may be required by the School District to ensure payment for any damages and/or liability for injuries.
- K. CANCELLATIONS: Either party may cancel building use and permits if there is sufficient reason and 72 hours advance notification. If the school is forced to close for any reason (weather, energy alert, etc.), the School District reserves the right to change or cancel the facility agreement.
- L. Facility use fees will be paid in full prior to use of the facilities unless arrangements have been made with the School District.
- M. Any equipment brought into the building must have prior approval and must be removed promptly following the activity.
- N. Any requests for facility use not covered by this policy shall be referred to the Facility Supervisor and may be referred to the Superintendent.

V. USE OF SCHOOL EQUIPMENT

The administration will develop and implement procedures which comply with and fulfill the intent of this policy with regard to the use of School District equipment.

VI. APPLICATION FOR USE

Groups or individuals wishing to use any school asset are required to make formal application for use. Approval will be contingent upon receipt of a signed contract, i.e. APPLICATION FOR USE OF SCHOOL FACILITIES. Additionally, a meeting between the requesting group supervisor and the Facility Supervisor may be required.

VII. SUPERVISORY RESPONSIBILITY

- A. All activities must have a school approved adult supervisor (“Individual In Charge” named on the application).
- B. The school approved adult supervisor must be present at all times.
- C. The user group is responsible for supervision of those in attendance.

VIII. FEE CLASSIFICATIONS

Facility rental fees will be charged based on the Class placement of the user. Class placement will be determined by: a) the type of organization and b) the intended use of the facility. Class placement will be determined by the School District. The School District reserves the right to customize the facility use fees. If deemed necessary, the School District reserves the right to require groups or individuals using school facilities to provide, at the applicant’s expense, any special needs associated with the event (i.e. parking, security, police supervision, traffic control, field maintenance.)

A. CLASS 1 – School Activities

This includes all W-K School District activities: curricular, extra-curricular, Wabasha-Kellogg Community Education, School District committees, parent groups, school organizations, and school clubs.

Free use of School District facilities, but service fees may be charged if extraordinary costs are incurred.

B. CLASS 2 – Non-Profit/Student Centered

This includes events and fund-raisers sponsored by local non-profit groups, local governmental bodies, school-related (but not school administered) groups, local recreation programs, and scouts, organized local community programs for youth, including church youth groups.

Nominal rental fees will be charged. Custodial fees may be charged.

C. CLASS 3 – Other

This includes community churches (or church-related organizations) conducting religious activities or fundraisers, as well as for-profit organizations and those organizations and entities that do not reside within School District boundaries including state and federal governmental bodies.

Fees will be charged along with any other costs associated with the use of facilities and grounds.

D. The School District shall make final determination of class status.

IX. FEE SCHEDULE

The administration will annually prepare a fee schedule and a rental procedure to be approved by the Board.

- Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)
Minn. Stat. § 624.701 (No Alcoholic beverages or drugs of any type are allowed on school premises)
- Cross References:*** Wabasha-Kellogg Policy 801 (Equal Access to Facilities of Secondary Schools)
Wabasha-Kellogg Policy 901 (Community Education)
Wabasha-Kellogg Policy 902APPL-FEES (Application for Use of School Facilities - Rental Fees)