BOARD POLICY		**902**
SERIES:	**900**	**School District – Community Relations**
SUBJECT:	**902**	**Use of School District Facilities & Equipment**
ADOPTED:	**June 16, 2025**	
REVIEWED:		**Pages: 1 of 6**

Requests for rent of school district equipment may be made by other governmental, nonprofit or reciprocating entities. The Community Education Director will review each request on a case-by-case basis for the type of equipment, the extent it may be used, the manner in which it may be scheduled for use and any charges made relating to the equipment. The Community Education Director will approve or deny any such requests.

All activities must be under the direction and supervision of a responsible adult. The school board may impose additional regulations and conditions upon the use of school facilities as it deems appropriate.

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. It may also require a deposit or a 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.

The school board shall approve the type of equipment that is available for community use, as well as the manner, extent, and any charges for usage.

Procedures for scheduling, registration, and collection of fees shall be the responsibility of the Community Educaiton office.

Individuals and groups shall be responsible for damage to facilities and equipment.

Procedures

A. Scheduling Priority: Use of school district facilities is assigned in the following priority:

1. Regular school district curricula activities and programs.
2. School district co-curricula activities and events.
3. School district Community Education programs and activities.
4. Community and other non-school use receiving approval from the Community Education Department.

B. Classification of Usage: Users of school district facilities are classified in four categories as listed below. Rental fees are determined by group classification. (See the Facility Use Schedule, section G)

Class I **All School District usage**

- Regular school district curricular activities and programs during the school day
- School district co-curricula activities and events – before and after school
- School district Community Education programs and activities

1. No rent or service fees charged (i.e. food service, custodial, or other school district personnel) for activities held during regularly scheduled custodial hours.
2. Facility use form must be completed with specific dates, times and supervisors, and activity must be scheduled on facility use calendar. Flyer/brochure for event/activity must be attached to use of facility form.
3. Questions on curricula and co-curricula activities will be determined by the Community Education Director.

Curricula Activities and Programs: Activities and events that are included in the regular school day or are academic support programs or class requirements such as:

Band and Choir Concerts
Science Fair
Spelling Bees
Lyceums
Guest Speakers Meetings
Detention
After School Academic Support Programs (Beyond the Bell, Elementary After school Program)
Awards Night
Staff meetings

Co-curricula activities and events: Programs that occur before and after school such as:

Club /Organization Meetings – FCCLA, FFA, FCA, Student Council, etc
MSHSL sanctioned Sports Games/Competitions and practices
Competitions – Knowledge Bowl, Speech, Music
Musicals/Plays

Community Education Programs and Activities:

School Age Care
Before and After school enrichment programs
Community Performances and Festivals

Class II **Public Activities and not-for-profit community organizations**

- All Inclusive Programs: Intramural/Elementary Sports Programs, Clinics, Scrimmages, and Camps.
- Meetings and events of tax-supported entities such as city, township, and county governments as defined in State Statute (i.e. public hearings, elections)
- Non-profit youth groups (i.e. scouts, 4-H, booster clubs, athletic organizations, etc.)

- Extension classes from local colleges
- Charitable group meetings
- Organized community services
- Citizen and civic groups (i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce, etc.)
- Political party meetings and conventions
- Religious and church organizations
- Private schools

1. Facility use form must be completed with specific dates, times and supervisors, and activity must be scheduled on facility use calendar. Flyer/brochure for event/activity must be attached to use of facility form.
2. May be charged service fees depending on schedule and needs (i.e. food service, custodial, or other school district personnel).
3. Proof of liability insurance is required (see section F)

Class III **All for-profit enterprises**

- Business and commercial organizations within school district boundaries.
- Business and commercial organizations out of school district boundaries.
- District personnel using district rooms and resources for personal business.
- Youth sports or programs that involve selective participation processes (e.g., try-outs) and are not open to all youth.

1. Rental fee charged.
2. Will be charged service fees depending on schedule and needs (i.e. food service, custodial, or other school district personnel).
3. Proof of liability insurance required.

C. Regulations

1. The School District reserves the right to cancel or change dates in the event the facilities are needed for school and/or Community Education activities.
2. The school district reserves the right to grant or deny permission for use of the facilities in accordance with Federal Equal Access Laws.
3. Authorization for use of school district facilities shall not be considered as a Caledonia Area Public Schools endorsement or sponsorship of the activity taking place.
4. Facility users shall not interfere with any major maintenance, construction, or alteration projects.
5. All requests for facility use permits during the current school year must be made two weeks in advance whenever possible. Facility requests for the next school year will not be approved until the official school calender has been approved by the Caledonia School Board.
6. The responsibility for injury to persons or damage to school property and equipment must be assumed by the individual/organization making the application.
7. Evidence of liability insurance is required of applicants in all Class II and Class III, requesting use of school district facilities.

8. Groups using school district facilities will be required to provide responsible adult supervision of their participants. School district personnel on duty are responsible for school facilities, not supervision of group participants.
9. Alcohol or illegal chemical substances in any form are prohibited on school premises**,** except with administrative authorization for instructional programs and/or law enforcement personnel.
10. School district buildings, grounds and vehicles are tobacco free. Smoking or use of tobacco products is prohibited in all school buildings, vehicles and on school grounds.
11. Weapons and firearms in any form are not allowed on school district property except with administrative authorization for instructional programs and/or law enforcement personnel.
12. The School Board will review annually the rental and service fees that cover maintenance, operations and staffing of facilities.
13. Facility rental fees will be charged based on the classification placement of the user at the time of the request
14. Fees will be established to cover maintenance, operations and staffing of facilities.
15. The school district will comply with all federal, state, municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
16. All Class III facility use requests must be accompanied by a $10.00 non-refundable application fee.
17. Any group requesting use of school facilities shall not advertise the event until receiving an approved permit from the Community Education Office.
18. School district facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, or other privately sponsored activity.
19. The district reserves the right to require partial or full payment at the time the permit is signed.
20. Any requests for facility use not covered by this policy shall be referred to the Community Education Director.
21. A food service employee of District 299 must be on duty whenever kitchen equipment is used.
22. Custodial fees will be charged for all activities that take place outside of normal custodial hours. Custodians are on duty:
    -MS/HS Monday-Friday from 6:00 AM to 10:00 PM
    -Elementary Monday-Friday from 6:00 AM to 7:00 PM.
    -Summer hours will vary.
23. An auditorium technician will be required if school district equipment is used.
24. Any special equipment needs and costs are the responsibility of the renter.
25. All organizations using school facilites must adhere to local and state fire code and must not exceed fire capacity for the facility being used.

D. Service Charges

Service charges are charges levied for services such as custodial, food service, auditorium technician and building supervision work. Service costs are not included in hourly rental rate.

Rates:

1. Custodians: $35.00 per hour
2. Food Service Staff: $30.00 per hour, if required
3. Building supervisor: $25.00 per hour, if required
4. Auditorium technician: $25.00 per hour
5. Other personnel: As set by Community Education Director

6. Cleaning Fee: If you opt not to hire a custodian and choose to handle cleaning yourself, you will be provided with a list of required cleaning tasks to complete at the end of your event. A cleaning fee may be assessed if these tasks are not completed satisfactorily.

E. Kitchen Use

Minnesota certified food safety personnel must be present whenever the kitchen is used to prepare meals. If the organization can not provide Minnesota certified food safety personnel, school district staff that are certified must be present. If the organization can provide a Minnesota certified food safety person, non-certified or certified kitchen staff must be present to supervise use of the kitchen.

F. Liability and Property Damage Insurance

Activities which:
1. Require alteration to the facility; or
2. Require the use of props, additional furnishings or decorations; or
3. Pose a greater than normal risk or injury, property damage, or property loss;

Will require a certificate of liability and property damage insurance. The amounts of insurance will depend on the proposed use of the facility. The minimum amounts will be $1,500,000 in property damage insurance and $1,500,000 in liability insurance. Caledonia Area Public School District must be listed as additional insured. The superintendent of schools or designee shall determine the need for insurance coverage and amounts.

District 299 assumes no responsibility or liability for damage, loss or personal injury resulting from use of District facilities.

G. Facility Use Fees:

Facility	Class I	Class II	Class III
Classrooms	$0	$0	$8/hour
Auditorium	$0	$0	$25/hour
Gyms	$0	$0	$25/hour
Cafeteria/Commons Area	$0	$0	$20/hour
Multi-Purpose Room	$0	$0	$20/hour
Media Center	$0	$0	$20/hour
Computer Lab	$0	$0	$20/hour
Baseball Field	$0	$0	$50/day
Softball Field	$0	$0	$50/day
Soccer Field	$0	$0	$50/day
Track	$0	$0	$50/day
Concession Stand	$0	$0	$30/day
Kitchen	$0	$0	$30/day
*ITV Classroom	$0	$0	$8/hour
**Youth Sports Tournament	$0	$200/tournament	$300/tournament

- *MN State College-Southeast Technical Charges are additional
- **This fee is per building and includes custodial/cleaning fee.

H. Cancellations

1. Cancellations of a facility reservation must be made 48 hours in advance of the reserved date or the user will be liable for all fees.
2. In the event school is cancelled in the morning and weather conditions improve, the administration, in consultation with our transportation provider, has the authority to re-evaluate activities after regular school hours.
3. District 299 reserves the right to cancel all facility reservations at its sole discretion.

F. District Vehicle Usage

1. District 299 vehicles are available for use by District 299 employees to attend school sanctioned training and events.
2. District 299 employees transporting students must complete Type III training.
3. District 299 athletics and activites will be charged $25/day per vehicle for use of any school district vehicle(s) when their sport or activity is not in season, in addition to paying for the gas.
4. The trailer will be additional fee of $10/day for any events deemed non-school related.
5. District 299 vehicles are not available for public use. District 299 vehicles can only be used by District 299 employees.