

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 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. All Lester Prairie Public Schools policies, local and state ordinances, laws, and fire codes pertaining to the use of public buildings and facilities must be observed by all individuals/organizations using district facilities.
- B. The Lester Prairie Schools Community Education office has been designated by the superintendent and school board to manage the use of school facilities. Consideration for use of facilities is provided equally to all. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, age, disability, or status with regard to public assistance.

- C. All visitors must report to the school office during school hours for building passes. District personnel have the authority to remove an unwelcome guest from school grounds. All visitors and guests after school hours will be monitored by either school authorities or the responsible representative using/renting school facilities. School authorities may contact law enforcement if an unwelcome guest is unwilling to leave school grounds.
- D. 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 of 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.
- E. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find an acceptable alternative meeting space.
- F. The use of school district facilities must be in the public interest. The school board reserves the final right to deny the use of district facilities when activities are deemed contrary to the purpose of school district policies or public good. Permission for using district facilities will not be granted for any meeting which, in the judgment of the school district, conflicts with the district's mission, or for which satisfactory sponsorship or adequate adult supervision is not provided. Facilities shall be used strictly for purposes for which the space was designed.
- G. Community use of school facilities under this policy does not imply school district sponsorship or endorsement of the activity, groups, or organizations, nor the purposes they may represent.
- H. Long-term leases of school district facilities and certain ongoing facility uses that occur on a regular basis may be assessed alternative fees as deemed appropriate by school district personnel.

V. USE OF SCHOOL EQUIPMENT

School 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 to use and any changes to be made relating thereto. Upon approval by the school board, such procedure shall be an addendum to this policy. Equipment that is available for community use must remain on Lester Prairie Schools property at all times, unless special permission has been granted for transport and off-site usage by school administration.

V. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to

do so with respect for school 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 school district to ensure payment for these damages and any liability for injuries.

Application Process

Facility user groups or individuals interested in using district facilities are required to obtain prior approval. All use of district facilities before and after the normal school day, and on weekends, vacations, and holidays is scheduled through the Lester Prairie Schools Community Education office.

1. An electronic Facility Use Application is available under the Community tab on Lester Prairie School's website at <http://www.lp.k12.mn.us>. Paper Facility Use Applications are available at the Community Education office. The Facility Use Application may be submitted online, mailed to Community Education, 131 Hickory Street North, Lester Prairie, MN 55354, faxed to 320-395-4204, or dropped off at the school office.
2. Every application for the use of school district facilities shall state the general nature and purpose of the meeting. The application must be signed by an authorized adult representative (21 years or older) of the group applying for the use and must list the person(s) responsible. All groups must be supervised by responsible adults.
3. Facility Use Applications must be received a minimum of ten (10) business days prior to the requested date of use. Applications will be processed on a first-come first-served basis according to the priority schedule stated in this policy.
4. District equipment (i.e., audiovisual, sound, tables, chairs, etc.), as well as setup times and needs must be requested on the application. Some equipment is not available to the public, and no district equipment may be taken from the premises unless special permission has been granted by school administration.
5. Upon receipt of the signed Facility Use Application, the district facility scheduler will verify space availability.
6. The facility scheduler will arrange for custodial services and/or building supervision if use of the facility occurs at a time when custodians are not on duty, additional services are needed, and/or the nature of the activity dictates such staffing. Staffing costs are the responsibility of the user and will be billed following the event.
7. Application for use of school district facilities shall constitute acceptance by the applicant of the responsibilities stated in this policy and willingness to comply with all rules and regulations regarding the use of school district facilities as prescribed by the school district.
8. Facility use applications are non-transferable.

Insurance and Liability

Lester Prairie Schools assumes no responsibility for liability for damage, loss, or personal injury resulting from the use of district facilities. A Certificate of Liability Insurance, naming ISD 424 Lester Prairie Schools as an additional insured, must be on file in the District Administrative Office a minimum of five (5) business days prior to the event. The Certificate of Liability Insurance may be dropped off at the school office, mailed to: Lester Prairie Community Education, 131 Hickory Street North, Lester Prairie, MN 55354, or faxed to 320-395-4204.

The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless Lester Prairie Schools for any liability and/or expense occurring as a result of the use of school facilities under the agreement. The school board requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of \$1,000,000/occurrence and \$1,000,000 aggregate which names ISD 424 Lester Prairie Schools as the additional insured.

- Certificates of Insurance or an endorsement of liability are required for large groups, groups serving food, athletic events not sponsored by Lester Prairie Schools, and any other event for which the district or its agent deem it necessary
- The individuals named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators. Each youth organization must complete a waiver form (to be signed by all players, parents, and coaches) waiving the school district's responsibility for any injuries incurred while participating in their sport on Lester Prairie Schools' grounds or in Lester Prairie Schools' buildings.

Cancellations

The facility scheduler must be notified in writing of the user group's intent to cancel at least two (2) business days prior to the scheduled use. An approved facility use reservation shall not be considered by the applicant as a lease, and the school district reserves the right to cancel or revoke any reservation at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right by the user group to damages or compensation.

Facility reservations may be cancelled by the school district for any of the following reasons:

- a. Inadequate group supervision as determined by the authorized building supervisory personnel or Community Education Director
- b. Misuse of equipment or facilities
- c. Group conduct of an inappropriate or unacceptable nature as determined by the authorized building supervisor or Community Education Director
- d. The Community Education Director may cancel a reservation effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or the program and/or its participants' actions are not of a moral standard
- e. When school is cancelled or closes early due to inclement weather or physical problems, all after school and evening activities will be canceled.

Rules and Guidelines for Use

These rules and regulations exist to protect the public's investment in Lester Prairie School facilities. All groups using the buildings/grounds must observe the following rules. The Facility Use Application must be signed by an adult (age 21 or older) who is responsible for the organization. By signing the Facility Use Application, the user group agrees to abide by all of the rules and guidelines listed in this document.

1. Groups and organizations must exercise the utmost care in the use of school premises and agree to protect, indemnify, and hold harmless ISD 424 Lester Prairie Schools and its officers 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.

2. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants, and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited.
3. When inclement weather or physical problems require school closings, the buildings will be closed for community use during the day, after school, and in the evening. An official announcement will be made on television stations. All attempts will be made to reschedule events that are cancelled and alternate dates will be offered.
4. Competent adult (21 years or older) supervision must be provided by the group during the entire use. The group supervisor(s) will be held responsible for compliance of rules, general behavior, and safety of group members. Disorderly conduct is prohibited and punishable by removal from school district buildings and grounds and involvement of law enforcement.
5. Custodian fees are charged on an hourly basis if there is no custodian on duty during the reservation time and one is necessary and/or if the event requires services beyond normal custodial duties.
6. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories. Facilities must be vacated by the time indicated on the user's facility use application. Additional charges may be otherwise assessed.
7. Equipment brought in and its manner of use is subject to approval by school district personnel and must be approved prior to your event. The school district assumes no liability or responsibility for non-district equipment, owned or leased by the facility user, which is used or stored on district property. School equipment may be used if advance arrangements have been made with the facility scheduler. Charges for staff time and/or equipment use may be assessed, depending on the type of equipment and the extent of set-up and/or take-down needed.
8. All users must return the areas used to their original order/condition. Each group is responsible for cleaning up the area(s) used prior to leaving. Additional custodial costs for special set-ups or necessary cleanup to prepare the facility for the regular school program will be assessed.
9. Classroom materials and information on bulletin boards and whiteboards will not be disturbed or erased. Classroom supplies will not be used. Teachers' and students' desks will not be disturbed.
10. The applicant is liable for personal injury and any property damage done to district facilities or property and will be assessed replacement or repair fees. Any loss, damage, or need of repairs of facilities or equipment must be reported to the Community Education office immediately by the leader in charge of the scheduled activity. If damage is not reported, it may result in revocation of future facility usage.
11. Groups must furnish their own first aid kit. The school district has an automated external defibrillator (AED) located in the Commons.
12. If food and/or drink are to be served, this must be indicated on the Facility Use Application and will be permitted only in designated areas.
13. Helium tanks are not permitted in school buildings or on school district property.
14. The school district is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
15. After 30 days, any unpaid fees will incur a \$25 per month late fee.
16. Groups who have an outstanding bill will not be allowed to make another reservation until

- all past due fees are paid in full.
17. When any organization is granted use of a school facility, and when publicity of the meeting is disseminated by press, radio, leaflets, social media, or other means, the organization must, at all times, fully identify itself. Printed promotional materials and media announcement for non-school sponsored activities/events must include the following disclaimer: **“This activity/event is NOT sponsored by Lester Prairie Schools”** and must clearly identify the name and contact information of the sponsoring group.
 18. Printed promotional materials must be submitted to the facility scheduler before posting or distribution in order to receive approval by Lester Prairie Schools Community Education Director.
 19. The Community Education Director is authorized to act in any case not covered by the rules and regulations of this policy.

Supervision

All groups and organizations using school district facilities must have their own authorized supervisor on duty, approved by the Director of Community Education. Adult supervision is required at all activities. The group’s authorized supervisor must be in attendance at all times to accept responsibility for the conduct of the group and care of the building and equipment.

Certain events may also require a district administrator or designee to assist with building supervision. This determination will be made by the Community Education Director, and the additional fee is the responsibility of the user group. The decision to add a district supervisor is dependent upon the type of activity, number of participants, square footage requested, and/or type of rooms/areas requested. The role of the administrator, or his/her designee, for your event is to:

- a. Meet and greet the user
- b. Make sure all areas are ready to handle the user’s needs
- c. Ensure a safe traffic flow
- d. Handle or direct staff in regards to emergencies that may arise

Certain building use may warrant a custodian pending a decision by the Community Education Director. The role of the custodian for your event is to:

- a. Open and close the building/areas of use
- b. Troubleshoot any facility issues
- c. Building security and cleanliness during your use
- d. Clean floors at the end of your use
- e. Clean and restock restrooms
- f. Set up and take down tables/chairs
- g. Remove refuse

Scheduling Priorities and Categories

Applications for the use of facilities will be processed and scheduled in the following order:

Category 1 – Lester Prairie School-sponsored activities refers to all PreK-12 programs, co-curricular activities, and Community Education programs. In all cases, Lester Prairie School District activities shall have scheduling priority. School sponsored groups will not be assessed rental fees but may be billed for staffing and additional operating expenses for an event.

The Lester Prairie Education Foundation and recognized Booster Clubs providing support to Lester Prairie School District programs will be able to use district facilities (for meetings and activities meeting broad student needs) under Category 1.

A recognized Booster Club:

- Exists solely for the purpose of supporting/promoting Lester Prairie School programs
- Has a mission statement and written constitution
- Has clear financial standards and accounting procedures
- Works to enrich student lives through a strong and recognizable commitment to the mission and vision statements of ISD 424 Lester Prairie Schools

Category 2 – Non-profit community groups or organizations based within the school district and comprised of a majority of district residents unless sponsoring a fundraising activity. Youth athletic associations will be offered the use of facilities for a set number of practices (2 per week, per team), games, and tournaments.

Category 3 –

- Non-profit groups or organizations with less than the majority of the participants from ISD 424
- Non-profit groups or organizations not headquartered in ISD 424
- Colleges and universities and non-profit educational organizations
- Non-profit groups or organizations based in ISD 424 that use the facilities for fundraising activities, collecting offerings, or charging an admission fee

Category 4 – Individuals, for-profit groups, organizations, private agencies, or companies that use the facilities for commercial purposes or personal profit.

Other users – The use of school facilities by Lester Prairie School staff for private tutoring (music, academic, or athletic) shall be allowed if the following criteria are met:

- 1) The tutoring is approved by administration
- 2) The tutoring takes place during normal custodial hours
- 3) A \$10 per student fee may apply

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)