

Independent School District 308
School Board Policy 902

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 Community Education Coordinator along with the District Administration will be in charge 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 and/or Community Education Coordinator.
- 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. All applications shall be filed at least one week preceding the date requested.

Access to District facilities will be prioritized as follows:

- 1. First priority: All school-related activities, including conferences, musical events, athletic events, staff and committee meetings, staff development activities, workshops, etc.

2. Second priority: Activities sponsored by Nevis Community Education, Nevis School youth related activities and booster groups.
 3. Third priority: Activities sponsored by non-profit community groups such as Scouts, 4-H, political caucus groups, local and county governmental agencies.
 4. Fourth priority: Includes for-profit groups and/or private groups which provide educational, civic, recreational or charitable activities and do not charge participant/admission fees. This includes religious organizations, colleges and universities.
- C. Kitchen facilities cannot be used unless a member of the cooking staff is present. Cost per hour is ~~\$25.00~~ \$50.00.
- D. All organizations are responsible for all damages to buildings and contents. School equipment may be used if available and proper arrangements have been made with the District Administration.
- E. The district is not responsible for any personal damages ensued by persons, organizations, or individuals while they use district buildings, facilities, grounds or equipment.
- F. Any persons or organization using district buildings, facilities, or grounds may be required to provide a bond or liability insurance. The person who signs this form assumes responsibility for each individual participating in the above described activities.
- G. 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 at a rate of ~~\$25.00~~ \$50.00 per hour with a 2-hour minimum. 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.
- H. 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.
- I. The Industrial Technology Shop and the Bus Garage cannot be used by any individual, group or organization except for District or Community Education related activities.

Facility use may be denied for any reason.

V. USE OF SCHOOL EQUIPMENT

District equipment may be loaned to employees for work in connection with their employment, to students for work in connection with their curricular or co-curricular activities and to volunteers in their support of students' curricular and co-curricular activities. District equipment loaned to employees, students or volunteers may not be used for personal profit, to loan or to be used by other persons. No equipment loan shall be approved which might interfere with activities and programs at the school. The employees, student or volunteer is responsible for returning the equipment on time and undamaged.

VI. 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.

VII. USE OF SCHOOL VEHICLES

School vehicles are not available to any individual, group or organization not directly under the control of the District. Minnesota statute § 471.666 prohibits the use of school vehicles for personal use.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; ~~Access for Noncurricular Purposes~~ **Uses For School and Nonschool Purposes; Closings**)

Cross References: School Board Policy 801 (Equal Access to Facilities of Secondary Schools)
School Board Policy 901 (Community Education)



Nevis Public Schools District #308 Facility Use Request Form

Group Name: _____ Date of Use: _____
 Contact Person: _____ Set up Time: _____ AM PM
 Purpose: _____ Event Time: _____ AM PM
 Estimate Number Attending: _____ End Time: _____ AM PM

Indoor / Outdoor Space / Rooms Needed:

____ Tiger Arena ____ Stage ____ Elementary Gym
 ____ Media Center ____ Cafeteria ____ Classroom # _____
 ____ Kitchen* ____ A la carte ____ Other _____

Will food be served at your event? YES NO

Custodial / Kitchen Services Requested – Custodial: YES NO **Kitchen:** YES NO

(Custodial and Kitchen staff services are \$50.00 per hour, 2 hour minimum, or organizations may do their own janitorial service. Satisfactory service will be determined by the school.)

*Kitchen facilities cannot be used unless a member of the kitchen staff is present.

Special Requests / Equipment / Comments:

Approval Qualifications:

1. All requests for the use of facilities by any group are to be made through the High School Office at least 2 weeks prior to the event.
2. This request must be authorized by School District Administration / Community Education Director.
3. If you event is cancelled, please call 218-652-1200.
4. The requesting group will set up and restore the room as found.
5. The custodian will inspect the facilities to be used before and after use and report any damage to Administration.
6. The requesting person / group is responsible for the use of the building as requested. Any damages incurred will be billed to the requesting person / group.

Signature of Contact Person (I consent to the above.)

Date: _____

Email: _____

Phone: _____

Billing Address: _____

Download, print and fill out this application; return it to the High School office or email to ljustafson@nevis308.org Your request will be distributed for approval.

For Office Use Only:

School District Authorization: _____ Date: _____

Fees (if applicable): Damage \$ _____
 Custodial \$ _____
 Kitchen \$ _____
 Other \$ _____

TOTAL: \$ _____