

## **Policy 902: ISD 511 Community Use of School District Facilities & Equipment Policy**

Adopted: 4/18/2005

3<sup>rd</sup> Revision 8/16/2016

Revised: 5/15/2006

Adopted: 8/16/2016

2<sup>nd</sup> Revision: 10/18/2010

Adopted: 10/18/2010

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment. This policy does not apply to the District's use of its own facilities for educational, co-curricular, and/or extra curricular activities, Community Education, or other events and activities sponsored by the District.

### **II. GENERAL STATEMENT OF POLICY & DISTRICT EXPECTATIONS FOR FACILITIES USE**

The School Board may authorize the use of school facilities by community groups or individuals and it may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate. The authorized use of school facilities by community groups or individuals or publication of informational schedules is not an endorsement of that individual, group or activity by the School Board, Administration or Adrian ISD 511.

The School Board encourages maximum use of school facilities and equipment with the understanding that community use will not interfere with use for school purposes. District and school-sponsored activities always take priority over non-school sponsored activities when it come availability and scheduling of facilities. Individuals and groups are only allowed to use District facilities to the extent that such use does not conflict with the District's use of such facilities.

All individuals and groups using school facilities will follow all District policies regarding the prohibition of bullying, harassment, discrimination, weapons, smoking, drugs, alcohol, and controlled substances on school grounds.

All individuals and groups using school facilities pursuant to this policy are solely responsible for the safety of participants, including minor participants, in any activity or program of that individual or group and for providing adequate supervision to minors. The District is not responsible for providing supervision to any minor during any such activity or program.

Groups and individuals using school facilities must agree to assume all responsibility for damage or liability of any kind and further agree to hold harmless and indemnify District from any and all claims, demands, liabilities, and expenses, including attorney's fees, with respect to bodily injury, death, property damage, failure of duty, or any other claim of any nature, to the fullest legal extent, arising out of the group's use of District facilities and/or equipment.

Groups and individuals using school facilities pursuant to this policy are solely responsible for the actions of all individuals sponsoring, supervising, or participating in the group's use or individual's use of the school facilities. The District is not responsible for conducting background checks on parents, sponsors, volunteers or participants who use school facilities pursuant to this policy. The District disclaims any liability for the group or individual's failure to properly conduct any background check on any such person.

The District reserves the right to limit the number of practices and impose time restraints so that activities involving District students are over by 8:00 PM for District student in grades K-6 and 9:00 PM for District students in grades 7-12. When school is canceled due to weather related events or other emergencies all school-sponsored and non-school sponsored activities scheduled for the building will also be cancelled. In the event of cancelation, the District will allow individuals and groups to reschedule their activities subject to the terms of this policy, or will offer a refund of any registration fees already paid, at the District's sole discretion.

Use of tobacco products is prohibited on District property. The use and possession of alcoholic beverages and controlled substances is prohibited on District property. Firearms and weapons of any kind are prohibited on District property. Gambling is not allowed on District property, except for the purpose of raffles permitted by Minnesota Statutes, section 609.761, subdivision 5. All raffles must be pre-approved by the Superintendent or the Superintendent's designee. No individual or organization may create, distribute, or promote the use of tobacco products, alcohol, controlled substances, or any other good or service that is illegal for a minor to purchase, consume, or possess, while on District property. For purposes of this policy, the term District property includes all buildings owned or operated by the District, as well as all grounds adjoining such buildings, including playgrounds, playing fields and parking areas, designated as District property.

The school board may require a rental fee for the use of school facilities and equipment. 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. The District will determine the fee based on two Categories of users. Authorization for use of its school facility shall not be considered as an endorsement or approval of the activity, groups, or organizations, or the purposes they may represent, by the School Board, Administration or the District.

#### **CATEGORY (A)**

- Booster clubs; Civic organizations; Non-profit community groups;
- Non-school sponsored youth athletic activities, including practices, tournaments, and fundraisers, in which all District students are eligible to participate, and are eligible to participate on the same terms as non-District students;
- Non-school-sponsored youth groups in which all District students are eligible to participate; and
- Other Political Subdivisions of the State of Minnesota

#### **CATEGORY (B)**

- Non-profit organizations that do not fall within Category A;
- Churches and other religious institutions;
- For-profit business organizations, with the exception of businesses that create, distribute, or promote the use of tobacco products, alcohol, controlled substances, and/or any other product or service which it is illegal for a minor to purchase, consume, and/or possess;
- Individuals

### **III: APPLICATION REQUEST PROCEDURES**

The individual, group, or organization requesting the use of District facilities must fill out a *Request for Use of District Facilities* application form and sign a **Assumption of Risks, Release of Liability & Indemnification** form. All applications will be turned in to District office for review and final approval or disapproval.

#### IV: LIABILITY

The District is not responsible for carrying liability insurance to insure the parents, volunteers, sponsors or participants of a non-school sponsored activity.

Users of school facilities shall agree to indemnify and reimburse the District for any damage to the school or other property by any person or persons attending the activity.

Users of school facilities assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using. Users of school facilities agree to fully indemnify, including the cost of defense, the District for any damage or injury related to any incidents or occurrences on District property during the Applicants' events or activities.

An insurance policy and/or damage deposit may be required by the District based on group size or activity. If required, the minimum liability coverage shall be \$1,000,000 per occurrence and \$1,000,000 aggregate and the policy must identify the District as an additional insured. Proof of insurance and/or the required damage deposit must be provided to the District at least 14 days before the scheduled use of the facility.

The user of school facilities is responsible for providing any necessary workers' compensation coverage. Users of school facilities may obtain additional insurance at their own discretion. Users of school facilities are responsible for obtaining and paying the cost of any insurance obtained pursuant to this policy.

If a group brings in its own equipment, the District assumes no liability in connection with the use, loss or damage of that equipment. The District is not responsible for damage, loss, or personal injury resulting from use of District facilities by any individual or group pursuant to this policy.

#### V: POLICY GUIDELINES REGARDING OPEN GYMS

- A. All open gyms sponsored by organizations or individuals are subject to all terms of this policy and must be available for use by all District students.
- B. Requests for open gym time will be presented to the Activities Director.
- C. The request must be made at least 24 hours in advance. Administration will publish or announce the open gym times to students and the public through daily announcements or other forms of communication. Announcements or publication of open gym schedules is not an endorsement of open gym by the School Board, Administration or District.
- D. Open Gym must end by 8pm for students in grades K-6 and by 9:00 pm for students in grades 7-12.
- E. Requests for open gym times may be organized by age appropriate groups. i.e. HS/MS or Elementary.
- F. A fee for open gym may be charged if deemed necessary.
- G. Open gyms may be held on Sunday afternoon and evening.
- H. Open gyms after 6:00 pm Wednesday night will not be allowed. This limitation will be in effect from the start of first day of school in the fall to the end of the last day of school in the spring.

- I. There will be no prohibition on Wednesday night open gyms when school is not in session during summer vacation.
- J. When school is canceled due to weather related events all open gyms will also be cancelled.

#### VI: POLICY GUIDELINES REGARDING ALL NON SCHOOL YOUTH TEAMS, all YOUTH ACTIVITIES RUN BY NON PROFIT SERVICE ORGANIZATIONS and all YOUTH ACTIVITIES RUN BY A FOR PROFIT BUSINESS and/or CAMP

- A. All organizations or individuals wishing to form a team are subject to all terms of this policy Individuals or groups must meet the requirements outlined in the General Statement of Policy and follow the Application Request Procedures.
- B. Individual or group supervisors must coordinate all schedules for practice or facility usage through by the Activities Directors and Building Principal.
- C. Access to facilities will be based on availability and the needs of the District.
- D. The District reserves the right to adjust facilities use schedules as they see fit. School-sponsored teams and activities take priority over non-school sponsored teams or activities.
- E. K-6 non-school youth teams will be limited to three practices per week using District facilities and all such practices must end by 8:00 PM.
- F. 7-12 non-school youth teams will be limited to three practices per week using District facilities and may only use facilities after school sponsored extra curricular practices have been completed and such practice must end by 9 PM.
- G. Non-school youth teams may use school facilities on Sunday afternoon and evening.
- H. Practices after 6:00 pm Wednesday night will not be allowed in the District's facilities. This limitation will be in effect from the start of first day of school in the fall to the end of the last day of school in the spring.
- I. There will be no prohibition on Wednesday night facilities using District facilities use for non-school youth teams/activities when school is not in session during summer vacation.
- J. The individuals or group using District facilities must provide adequate supervision, participants should be in the assigned area of the activity and are not to be wandering around the building or entering a space were another school activity is going on. Supervisors must arrive before the students and make sure all students have left the building before leaving.
- K. A fee for facilities use will be determined in accordance with the Facilities Use Fee Schedule and if deemed necessary.
- L. A custodian may be on duty to but will not provide supervision to any participant. The individual or organization using facilities for this purpose is solely responsible for providing supervision.
- M. Custodial fees may be charged for custodial services for weekend tournaments.
- N. When school is canceled due to weather related events all non-school youth activities will be cancelled.

#### VII: OTHER COMMUNITY REQUESTS FOR USE OF SCHOOL FACILITIES

- A. The use of school facilities for birthday parties, anniversaries, family reunions or other similar social events is prohibited.
- B. The use of facilities for funerals or memorial services will be restricted to current students and current employees. Exceptions may be made for military funerals for recent graduates who were serving in the armed forces.

- C. School facilities may be rented for a community fund raising event provided that the event does not occur during the school day or interferes with a previously scheduled school activity. Fund raising events may not distribute, or promote the use of tobacco products, alcohol, controlled substances, and/or any other product or service, which is illegal for a minor to purchase, consume, and/or possess.

## VIII: USE OF SCHOOL EQUIPMENT

Equipment rental will be done on a limited basis. The District reserves the right to charge the individual or group who rented the equipment the full recovery price for any damage done to equipment that was rented. Fees will be as follows.

- \$10.00 per table, per dozen chairs, podium
- \$50.00 per section for choir risers, per section outdoor portable bleacher
- \$50.00 portable score clock, VCR/DVD players, LCD projectors, Lap Top
- \$100.00 sound system (cost is per each item rented)

If other items are requested that are not mentioned in this policy it will be up to the discretion of the Superintendent if the item(s) will be rented out and for what amount. Additional fee may be added to cover custodial time for handling equipment.

**School vehicles will not be rented out.**

## IX: FACILITIES USE FEE SCHEDULE

### **CATEGORY A**

Category A users will not be charged for facilities, custodial or school personnel time that is needed for setup, tear down, weekend events or activities, or community events that would require staff to be present.

### **CATEGORY B**

Category B users will be charged for facilities use and custodial time. These fees are in addition to any equipment rental fee.

**The Fee Schedule is as follows:**

- **School personal services for set up, tear down, cleaning, or custodial/supervisory personnel needed for building occupancy:**
  - \$25 per hour for regular hours
  - \$34 per hour for weekend/overtime.
- **Facilities Fees**
  - \$100.00 for new MS/HS gym
  - \$75 for the Elementary and small MS/HS gym
  - \$50.00 for use of kitchen.  
*Kitchen personnel from District Food Service must be on site to use the kitchen Equipment. The Individual or group renting the facility will need to pay the Food Service Employee's for their time. This fee is separate from the fee collected by the school for the use of the Kitchen.*
  - \$50.00 for use commons and cafeteria areas
  - \$25.00 for each classroom used