

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 the community education staff under the supervision of the 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.
- 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. The rental fee schedule will be according to Policy 902-1, "Rental of School Facilities." Form 902-2 will be used for facility rental.
- 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.

V. USE OF SCHOOL EQUIPMENT

The administration will determine 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 for use and any charges to be made relating thereto. Staff who need to use school-owned equipment (including but not limited to tools, computers, technology equipment, etc..) must check out the equipment through his or her supervisor and gain prior approval before taking the equipment off-site. No equipment shall be used for personal use or gain. Software may be checked out for use away from the site if copyright and vendor agreements allow. Form 902-3 will be used for equipment checkout.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community or staff 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.

Use of district shops, kitchen, labs, recreational areas and other work stations for personal or private use is not allowed unless arranged through the provisions of Policy 902-1.

VII. USE OF EXERCISE AND WEIGHT ROOM

The exercise and weight room will be available to the community at specific times of the day as determined through the community education program. To promote health and fitness, through the district wellness committee, district staff will be able to use these areas between the hours of 6:00 a.m. and 11:00 p.m. A liability waiver must be signed and you must sign in when using these areas as referenced in Policy 902-4

Source: Aitkin Independent School District No. 0001, Aitkin, MN

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)

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