

SCHOOL/COMMUNITY RELATIONS

Board Policy 902

St. Cloud Area School District 742

June 14, 2017

Reviewed/No Change: December, 2019

Revised September 2025

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 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. The school board authorizes the superintendent or designee to revoke or cancel any facility use request at its discretion if the renter fails to comply with the terms and conditions outlined in the facility use contract.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Community Education office. The administration will establish and maintain written plans and procedures for the processing and review of requests, which can be found within the Facilities tab on the Community Education website. These plans and procedures will be reviewed annually by the Community

Education Advisory Committee. Proposed changes in fees will be brought forward to the Board of Education for approval.

~~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. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be maintained within the written plans and procedures.~~

C. The school board may require a rental fee for the use of school facilities. This fee may include the cost of custodial and supervisory services if deemed necessary. The board will require a **certificate of insurance**, a deposit, or a surety bond to cover potential damages and ensure proper use of the facilities. A schedule of fees and requirements for insurance, deposits, or bonds shall be maintained in the written plans and procedures.

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 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 for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

~~V.~~ 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. A **certificate of insurance** may be required by the school district to ensure payment for these damages and any liability for injuries.

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

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

BOARD POLICY 902

St. Cloud Area School District 742
St. Cloud, Minnesota

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