

Adopted: 8/13/2018

Revised:

902 USE OF SCHOOL FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of Crosslake Community School's (CCS) 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 Executive Director or designee 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 Executive Director or designee.
- 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 CCS's administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- 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 presented for review and approval by the school board. (See Exhibit A for details)
- 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 Executive Director 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.

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 CCS's 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 CCS to ensure payment for these damages and any liability for injuries.

VII. GENERAL REGULATIONS FOR PROPERTY USE:

1. **SAFETY.** All applicable fire and safety laws/regulations and CCS policies and procedures governing the use of school property must be observed at all times.
2. **AGE REQUIREMENT.** An applicant must be 21 years of age to apply for use of any Crosslake Community School property.
3. **TOBACCO, ALCOHOL, AND ILLEGAL SUBSTANCES.** Tobacco products, illegal substances, or alcoholic beverages are prohibited in all CCS buildings and on all CCS grounds. Failure to comply with this regulation will be grounds for immediate termination of the property use request and may be grounds for legal action.
4. **WEAPONS.** No weapons of any kind are allowed on school property. Failure to comply with this regulation will be grounds for immediate termination of the property use request and may be grounds for legal action.
5. **GAMBLING.** Gambling is prohibited on all school property. Failure to comply with this regulation will be grounds for immediate termination of the property use request and may be grounds for legal action.
6. **INDEMNIFICATION.** As part of the facility use request, the applicant agrees to indemnify and hold harmless Crosslake Community School, its officers, employees, and agents from all claims, demands, judgments, costs, and expenses including attorney fees brought or asserted for injuries to any individual's property or person including death arising out of, related to, or in any way connected with any individual's participation in any activity, not withstanding any tortious misconduct or negligent act or omission on the part of the school, its officers, employees, or agents, or the condition of the CCS property.
7. **INSURANCE.** The Crosslake Community School reserves the right to require a performance bond and/or proof of satisfactory liability insurance protection, at a minimum, the same as the amount carried by the school and the Crosslake Community School shall be named as an additional insured. The school CCS administration is authorized to waive the insurance requirement if in their opinion no additional insurance, beyond the CCS's liability insurance, is needed.
8. **PERSONAL PROPERTY.** CCS shall not be held responsible for any damage or loss that may occur to non-school property brought on the premises.
9. **PERSONAL INJURY.** CCS shall not be held responsible for any personal injury that may occur to participants on CCS property during its use.
10. **SNOW REMOVAL.** If snow removal is requested by the user, CCS may charge for the service unless removal would have been performed in the course of normal CCS operations.
11. All scheduled activities must be under competent adult supervision approved by the Superintendent or designee. In all cases, an assigned CCS employee should be present. The group using the facilities will be responsible for any damage to the building, grounds or equipment and for custodial or supervisory fees incurred. Rooms, equipment and areas used shall be left in an orderly condition and restored to the same condition as prior to the group's use. Room rental fees charged do not include use of technical equipment. CCS may assess charges for technical equipment damage.

V. PRIORITIZATION OF FACILITY USE

Facility use shall not conflict with the requirements of the school's educational programs and shall be scheduled according to the following priorities: Tier 1: Crosslake Community school events (including Minnesota State High School League), Community Education activities and government elections Tier 2: Non-profit youth activities – City of Crosslake and Community Center youth activities; established CCS-sanctioned partnerships and programs Tier 3: Non-profit adult activities – Adult community and athletic activities Tier 4: For-profit youth activities - Commercial activities and non-CCS sanctioned events where a registration or admission fee is charged Tier 5: For-profit adult activities – Commercial activities and non-CCS sanctioned events where a registration or admission fee is charged

Policy 902 Use of School Facilities
Approved 8-13-18
Exhibit A

CROSSLAKE COMMUNITY SCHOOL FACILITY USE FEE POLICY:

USE OF CCS FACILITIES AND EQUIPMENT – RATES, FEES AND CHARGES (Effective September 1, 2018)

The following rates apply, plus custodial, food service, technology or other supervisory service charges when applicable.

	Non-Profit Youth Tier 2	Non-Profit Adult Tier 3	For-Profit Youth Tier 4	For-Profit Adult Tier 5
Individual classrooms (hourly)	\$5	\$8	\$10	\$20
Gyms or commons up to 4 hours	\$50	\$60	\$100	\$175
Over 4 hours	\$75	\$100	\$200	\$250
Solarium Up to 4 hours	\$50	\$75	\$100	\$125
Over 4 hours	\$75	\$100	\$150	\$175
Fishbowl classroom (hourly)	\$10	\$15	\$25	\$35
Entire facility up to 4 hours	\$100	\$200	\$300	\$500
Over 4 hours	\$200	\$350	\$500	\$700
Kitchen (hourly)	\$15	\$20	\$30	\$40
Custodial for setup	\$25/hr	\$25/hr	\$25/hr	\$25/hr
Custodial services (hourly)	\$15/hr	\$15/hr	\$20/hr	\$20/hr
Food service employees (hourly)	\$15/hr	\$15/hr	\$20/hr	\$20/hr