

Second Reading: December 10, 2015

Adopted: _____

ADOPTED – February 18, 1986

*REVISED – December 15, 1988; September 13, 1990; May 14, 1998; May 12, 2006;
December 9, 2010, August 11, 2012*

902 - USE OF SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to encourage the public's use of school facilities and grounds and clarifies that the use of these facilities beyond the academic/extra curricular day shall not be of cost to the district.

II. PROCEDURES AND GUIDELINES

A. Priorities for Facility Use

The following classifications of groups are considered on a priority basis. The groups, Classes I-V, are listed in priority order. When applicable, Classes I-V may have charges for supervision, custodial, and technical support. Facility charges pertain to Class III, IV and V.

The Superintendent, Director of Community Education, or appointed designee reserve the right to waive certain costs with a written agreement due to unique circumstances

CLASS I – Includes all school-related activities outside of school hours, such as conferences, musical events, athletic events, staff and committee meetings, staff development activities, workshops, wellness activities, etc.

No facility charges, except for staff support which is needed exclusively for the event.

CLASS II – Includes all activities coordinated or co-sponsored through Community Education, Parent Teacher Organizations and Mahtomedi Area Educational Foundation (MAEF) events and employee unions.

No facility charges, except for staff support which is needed exclusively for the event.

CLASS III--Includes all athletic associations, scouts, Special Olympics, cities/city councils, political groups, special interest groups, and governmental agencies serving primarily school district residents and other groups who have ongoing facility needs and serving 90% percent of area youth, adults, and families. Also includes the school district's staff private tutors.

Charges for staff support (supervision, custodial, and technical support) which is needed exclusively for the event will be assessed.

Athletic Associations and other groups as requested are subject to the following additional requirements:

- Annual proof of liability insurance protection
- Prescribed coaches certification training,
- Criminal background checks for all volunteer coaches
- Compliance with certain school district policies such as student hazing and harassment and concussion training.

Facility charges will be assessed according to the facility fee and charges schedule. Charges for staff support which is needed exclusively for the event may be assessed.

CLASS IV – Includes for-profit groups and/or private groups which provide educational, civic, recreational or charitable activities. Includes religious organizations, colleges, and universities; nonprofit (501 c 3) groups not comprised of a majority of school district residents; volunteers coaching athletic teams not sanctioned by area athletic associations and includes volunteers coaching teams for an extended season (such as AAU basketball) in which the team is not serving a majority of participants living or attending schools within school district boundaries. Volunteer coaches must meet MAAC standards.

Volunteer coaches desiring to be independent of the direction of a local athletic association need to demonstrate through written documentation that they have participated in a process with the local association to resolve expressed issues and grievances. If this level of intervention fails to produce a workable solution, at the initiation of the volunteer coach, the issue will be heard at the level of the Mahtomedi Area Athletic Association. This group will provide a resolution recommendation to the School District for consideration.

Independent volunteer coaches are subject to the same requirements of area athletic association coaches noted in CLASS III above.

Facility charges will be assessed according to the rental charges schedule. Staff support costs for exclusive coverage will also be assessed. Air-conditioning and snowplowing costs, etc. may be assessed.

CLASS V – Includes all activities offered by individuals, private agencies, companies, and vendors that use school district facilities for commercial purposes or profit.

Facility charges will be assessed according to the Facility Fees Schedule. Staff support costs and technical support for exclusive coverage will also be assessed. Air-conditioning and snowplowing costs, etc. may be assessed.

III. COORDINATION WITH BUILDING PRINCIPALS/DIRECTOR OF STUDENT ACTIVITIES

A. Master Calendar

1. Community Education facilitates the development of a master calendar planning process which creates a comprehensive schedule of all school-related activities which require priority scheduling. The process begins in February for fiscal year beginning July 1 and ending June 30.
2. The process begins with identifying school master calendar events for all school buildings such as holidays, conferences, staff development days, etc. All schools identify major events that require the school buildings to either be completely or partially blocked out from conflicting community use for one day or multiple days.
3. In February Mahtomedi High School is identifying its major events, a committee which includes school, community education and MAEF representatives will meet to determine Class I scheduling needs of the Chautauqua Fine Arts Center.

In the event a scheduling conflict cannot be resolved and consensus cannot be reached, a subcommittee of the facility manager, director of student activities, and the involved building principals will meet to determine the schedule for use.

4. By May 1, building secretaries will enter all the school events data in the scheduling system. By August 1, the calendar is made available to the public for facility use scheduling.
5. May-July, Community Education programs/events are entered into the facility reservation system, including historical events. PTO events are entered beginning July 1.
6. Scheduled community events may be altered or canceled due to the need to accommodate school district functions or emergencies that arise.
7. Notification of any necessary revisions to the master calendar needs to be immediately communicated to the Community Education Office.

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