

Adopted: _____ *MSBA/MASA Model Policy 902*
Orig. 1995
Revised: _____ *Rev. 2022*

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. Use of Cambridge-Isanti Schools' facilities will be governed by all applicable local, state, and federal laws, rules, and regulations.

III. SCHEDULED-PRIORITIZATION OF COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall ~~be charged with~~ prioritize 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. Such use will not be considered an endorsement of such organizations, groups or individuals by the school district. The district ~~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. 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~~ 902P.

- C. The school board may require a rental fee for the use of school facilities. Such fees may include the cost of custodial and supervisory ~~staff 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.
- 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 ~~superintendent or designee~~ ~~administration~~ will ~~present~~ ~~create~~ 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-~~ 902P ~~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 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.

~~Funds received for the leasing and rental of school facilities and equipment shall be distributed as follows:~~

- ~~_____ A. _____ General Fund _____ 88%~~
- ~~_____ B. _____ Community Service Fund _____ 10%~~
- ~~_____ C. _____ Equipment Replacement _____ 2%~~

Source: Cambridge-Isanti Schools

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

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)
902P (Use of School Facilities and Equipment)

Reviewed: 03-20-97, 11-10-98, 03-17-03, 01-22-04, 05-18-17, 07-22-21

Approved:

12-16-74, 06-16-80, 02-05-85, 04-24-03, 02-19-04, 06-22-17, 08-19-21