

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for ~~community~~/non-school use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The Lewiston-Altura Public School encourages the use of its facilities by ~~community~~ groups and programs. ~~Because~~ It is the Board's wishes to protect the public's investment in our facilities, the following procedures and policy are in place to make ~~community~~ use of the school district facilities possible. The Board reserves the right to review any unusual requests for the use of any school district facility.

III. BUILDING USE

- A. Certain rules and regulations are necessary in order to properly protect property owned by our school district. Mutual consideration and cooperation is necessary to properly administer various policies of usage.
- B. All groups or individuals wishing to use school facilities will be required to ~~make application~~ complete an application for such use and, upon approval, sign a contract, which shall include a hold harmless agreement.

IV. SUPERVISORY RESPONSIBILITY

- A. All activities must have competent adult supervision. The School District will make the final determination whether or not a school district supervisor is required. If ~~the district requires a supervisor~~ a district supervisor is required, the user will pay the fee for this supervision at the supervisor's rate of pay ~~of supervisor in each instance as listed in the Lewiston-Altura Certified or Non-Certified master agreements or as listed in this policy.~~
- B. Custodian's responsibility is to supervise the facility, not the rental group or its activity.
- C. Children in attendance as spectators at events are to be properly supervised by members of the user group.

V. DISTRICT GUIDELINES

- A. Use of school district facilities is assigned in the following priority:
 - 1. regular school district curricular activities and programs;
 - 2. school district extra-curricular activities and events;

3. school district community education programs and activities;
 4. Community and other non-school use receiving written permission for facility use. The school district administration shall have a procedure in place to avoid any scheduling conflicts. However, community/non-school groups may need to be rescheduled and/or canceled if weather or other events necessitate the movement of any of the above listed groups into a time slot on a previously reserved date. Groups needing to be rescheduled/canceled will be notified as soon as possible in relation to a rescheduling or cancellation. The group will need its own systems in place to notify their participants of rescheduled or cancelled events. Scheduling responsibilities are as follows:
 - a. building principal for scheduling regular school district curricular activities and programs;
 - b. activities director for scheduling extra-curricular activities and events; events and community and non-school use of facilities outside the regular school day hours.
- B. The School District reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
- C. Individuals, groups or organizations who do not comply with supervision, facility conditions, or licensing requirements may be restricted in their ability to schedule future events. If groups do not notify the district of modifications or changes in which the group will not be utilizing facilities at their scheduled times, future events may not be allowed and/or may be cancelled at the discretion of the school district.
- D. Authorization for use of school district facilities shall not be considered as a Lewiston-Altura Public School District endorsement or sponsorship of the activity taking place.
- E. Community use shall not interfere with any major maintenance and/or alterations projects.
- F. The responsibility for injury to persons, or damage to school property, including equipment, must be assumed by the organization or individual/s making the application. Evidence of insurance may be required of applicants requesting use of school district facilities.
- G. School district buildings, grounds and vehicles are ~~tobacco~~ controlled substance free. Smoking or use of tobacco products (including e-cigarettes) as well as any controlled substance is prohibited in all school district buildings and vehicles and on school grounds.
- H. Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs, school district sponsored activities and/or law enforcement personnel.

- I. Fees will be established to cover facility rental, maintenance, operations and staffing of facilities according to the following guidelines:
 1. Facility rental fees will be charged based on the class placement of the user at the time of the request.
 - a. CLASS 1: Free use of school district facilities for pre-k through 12th-grade courses, practices, and events/fundraisers. This is supervised by district staff. Service fees may be charged.
 - i. includes all school district related activities including curricular, extra-curricular, community education, ~~district child care~~ school district committees, parent groups, school organizations, school-related booster clubs.
 - ~~ii. includes organized local community recreational programs for youth including church youth groups and city recreation programs. (4-H, scouts, and youth recreation groups, etc.)~~
 - ~~iii. includes school related fund-raisers and events sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged. (Lions, Homemakers, Fools Five, Farm Home Show, etc.)~~
 - b. CLASS 2: ~~Per time rental fee charged to cover operation costs. Service charges may be applied. Free use of school district facilities with a paid/volunteer supervisor (following availability guidelines listed above).~~
 - ~~i. Non-school related fund-raisers and events sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged.~~
 - ~~ii. Includes meetings and/or events, other than fund-raisers, sponsored by local non-profit organizations, including governmental bodies.~~
 - i. includes organized local community recreational programs for youth including church youth groups and city recreation programs. (4-H, scouts, and youth recreation groups, etc.)
 - ii. includes fund-raisers sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged. (Lions, Homemakers, Fools Five, Farm Home Show, etc.)
 - iii. A fundraiser form
 - c. CLASS 3: Per time rental fee charged to cover operation costs. A supervisor is required. Service charges may be applied.
 - i. Non-school related fund-raisers and events sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged.
 - ii. Includes meetings and/or events, other than fund-raisers, sponsored by local non-profit organizations, including governmental bodies.

iii. All for-profit entities.

- ed. CLASS 34: Per time commercial rental fee charged for events where admission is charged. A supervisor is required. Service charges will be applied.
- i. Any events sponsored by ~~non~~-community(100% L-A district youth), non-profit ~~and for profit~~ groups. (Pacesetters, JO Volleyball, ~~Whitewater Baseball~~, etc.)
2. Class 2, 3, and 4 must provide proof of liability insurance if applicable, certificate of insurance or waiver from each participant and/or adult supervisor should be on file in the district office.
3. Service charges for class 2, 3, and 4 may be required of activities if the activity requires additional custodial work, ~~supervision~~, food service, equipment use, ~~damage~~, or special room arrangements.
- A. Charges for school facilities include but are not limited to the following:
- i. Extra Personnel (i.e. Custodial, Cooks, etc.)
 - ii. Building equipment (i.e. Cafeteria, Gymnasium, Computer Lab, et.)
 - iii. Damages
4. If deemed necessary, the school district reserves the right to require groups or individuals using school facilities to provide, at the applicant's expense, any special needs associated with the event (i.e. parking security, police supervision, traffic control, field maintenance.)
5. Lower priority events may be rescheduled, if possible, in order to schedule a higher priority event. An example of this would be a postponed and rescheduled MSHSL game may need to be put on a date that is already taken by Jr. Hoops for their practice.
- A. Priority level of classes is as follows:
- Class 1: Highest priority
 - Class 2: Next highest priority
 - Class 3: Next highest priority
 - Class 4: Lowest priority
6. Fees will be reviewed annually by the School Board.
7. All people/groups that are class 2, 3, or 4 requesting use of school facilities for non-school sponsored events shall complete an "Application for Use of School Facilities" form available on the Lewiston-Altura School District website at www.lewalt.k12.mn.us

- I. The School District will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
 1. OTHER POINTS OF EMPHASIS
 - a. Either party may cancel building use and permits if there is sufficient reason and advance notification.
 - b. The renter is liable for personal injury, equipment damage and/or property damage. All groups must clean up after themselves, returning the room to original order or pay for custodial costs to do these tasks. Destroyed property or equipment must be replaced or repaired by the renter.
 - c. All state and local laws pertaining to use of public buildings must be observed.
 - d. Gambling, use of alcohol and other controlled substances on school grounds are prohibited.
 - e. The use of any and all school facilities must be in the public interest. Activities deemed detrimental to the purpose of the school district or for direct private gain will not be allowed the use of school facilities.
 - f. SCHOOL CLOSING, if the school is forced to close for any reason (example: weather, energy alert, etc.), the school district reserves the right to change or cancel the facility agreement. Organizations or groups will be responsible to contact the school if this possibility exists.
 2. TO RENT
 - a. Obtain a Building Use Application from the Lewiston-Altura School by calling (507) 523-2191, or stop at the Lewiston-Altura High School Office.
 - b. File the application with the District Office/Activities Director's Office at least two (2) weeks prior to the desired use.
 - c. The school district reserves the right to require proof of liability insurance coverage prior to rental of any facility.
 - d. The school district reserves the right to cancel any reservation should the need arise.
- J. Any group requesting use of school facilities shall not advertise the event until receiving written permission from the District Office/Activities Director's Office.

VI. EQUIPMENT

- A. Any equipment brought into the building must have prior administrative approval and must be removed promptly following the activity.
- B. School equipment (i.e. recreation/athletic equipment, audiovisual equipment, chairs, etc.) may be used if proper arrangements are made. **THE EQUIPMENT MUST BE APPLIED FOR AT THE SAME TIME BUILDING USE APPLICATION IS PLACED.** Fees for such rental may apply.

VII. Food Service/Concession Stand Usage

- A. Prior to using the Concession Stand/Food Service Area, users must have a District Facility Use Form filled out and approved.
- B. Facility Use Forms are available at: www.lewalt.k12.mn.us
- C. The District has the right to deny access to the Concession Stand/Food Service area, to anyone who chooses not to follow the guidelines put forth by the Minnesota Department of Health, and any applicable laws relating to our District's Food Service Program and/or any other District Policies.
- D. By signing the Application for Use of School Facilities form, that person or group is acknowledging to adhere to the following guidelines and rules:
 - 1. All people must wash hands as needed throughout the event.
 - 2. A trained person must be present during all hours of operations and should coordinate all foods during service and ensure safety of products served.
 - 3. No ill volunteers/employees with vomiting and/or diarrhea are permitted in the food service area.
 - 4. Food safety: all cooked foods must be at the proper temperature.
 - 5. Food cannot be stored or prepared in a private home.
 - 6. All food, beverages and ice must be obtained from a district approved commercial source.
 - 7. Home-prepared food may never be offered to the public in a licensed establishment.
 - 8. Regardless of the menu, structure, sponsorship or days of operation, any food service or concession on school grounds is required to be licensed, inspected and compliant with the Minnesota Food Code.
 - 9. No one under the age of 16 is allowed in concession or food service area.
 - 10. Glove and hair restraints are required.
 - 11. Follow opening and closing procedures on red card in concession stand.
 - 12. Compliance with the Food Code regulations is the responsibility of the School Food Service Director who will also handle all regulatory matters.

VIII. OUTDOOR ATHLETIC FACILITIES

Groups and organizations wishing to use these areas for an athletic contest, tournament, or special event, will need to complete an "Application for Use of School Facilities" form and return it to the District Office or Activities Director's Office for approval. Fees will be determined according to previously stated procedures and fee structure.

- A. Rental of outdoor areas shall be dealt with individually by the administration providing the following items are adhered to:
 - 1. Group will provide adequate supervision during all activity on outside areas.
 - 2. Group realizes they are responsible to leave all grounds in same shape they were found.
 - 3. Arrangements will be made for dumpsters to be dumped.

4. All persons requesting use of the all weather track must seek approval from the Activities Director.
5. No vehicles of any type will be allowed on the all weather track.
6. Any time outdoor space is rented the total cost incurred by the school district shall be paid by the group renting the facility with a \$50.00 minimum and a maximum of all costs incurred by the district.

B. No Alcoholic beverages or drugs of any type are allowed on school premises. See Minnesota Statute 624.701.

C. Tobacco Free Buildings and Grounds.

~~IX. Non School Sponsored Events~~

~~All people requesting use of school facilities for non school sponsored events shall complete an "Application for Use of School Facilities" form available on the Lewiston-Altura School District website at www.lewalt.k12.mn.us.~~

~~A. Insurance:~~

- ~~1. Guarantee of liability insurance, certificate of insurance or waiver from each participant and/or adult supervisor should be on file in the district office.~~
- ~~2. Community groups, school volunteer groups and groups directly affiliated with the school do not need liability insurance, certification of insurance or waivers.~~

~~A. Charges for school facilities include but are not limited to the following:~~

- ~~1. Extra Personnel (i.e. Custodial, Cooks, etc.)~~
- ~~2. Building space (i.e. Cafeteria, Gymnasium, Computer Lab, et.)~~
- ~~3. Any partial use of occupying space shall constitute a full day. Any rental of space may include extra custodial and/or cook costs.~~

Adopted: October 12, 2004

Revised: April 25, 2017

Legal References: Minn. Stat. § 123B.51 School Houses and Sites; Access for Non-curricular purposes
Minn. Stat. § 624.701 No Alcoholic beverages or drugs of any type are allowed on school premises.

Cross References: MSBA/MASA Model Policy 801 Equal Access to Facilities of Secondary Schools
MSBA/MASA Model Policy 901 Community Education