

## **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.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district community education 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.

- 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.

## **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:** Policy 801 (Equal Access to Facilities of Secondary Schools)  
Policy 901 (Community Education)

## **FACILITY USE AND RENTAL INFORMATION**

### **General Information**

The use of all facilities will be arranged through the Community Education Office located in Crosby-Ironton High School. Office hours are 8:30 a.m. - 4:00 p.m. on school days.

- **Cancellations of facility use must be made 48 hours in advance of the scheduled rental, or renter will be liable for all rental fees.**
- **Contracts will be canceled when schools are closed due to inclement weather. All activities will be canceled on emergency closing days with no additional charges assessed upon reschedule. Announcements will be made on area radio stations and efforts will be made to contact facility use and rental groups.**
- **Solicitation or recruitment by an organization or individual is prohibited unless prior approval has been received from the Community Education Coordinator.**
- **District #182 reserves the right to cancel reservations for just cause.**
- **District #182 is not responsible for mechanical or electrical failure.**

### **Classifications for Rental**

#### **Class I First Priority**

**(No rental charge. Personnel Charges and/or Reservation Fees May Apply)**

- Recognized school organizations and school-related functions, such as high school athletics
- Local tax supported agencies serving District 182 residents
- Local non-profit youth entities and groups located in District 182 and/or with at least half the participants being District 182 residents or students
- Fund raising events for any of the above
- Non-profit regulatory agencies

#### **Class II Second Priority**

- Community Education
- ISD 182 Staff for school related functions
- Civic organizations
- Non-Profit community groups
- Non-school youth groups, youth tournaments and fund raisers with less than half their participants District 182 residents or students

#### **Class III Third Priority**

- Commercial and business organizations
- Individuals

### **Facility Use/Rental Fee Schedule**

Fees for facilities not listed below shall be at the discretion of the Community Education Director. Renters may be required to provide a damage deposit. Personnel charges may apply to use of computer labs.

*See Fee Schedule*

### **Equipment Fees** (Class I, II, III)

Charges may be assessed for use of special equipment (i.e. piano, theatre lights, spotlight, microphones, etc.)

### **Physical Education and Sports Equipment** (Class I, II, III groups and tournaments)

*See Fee Schedule*

### **Personnel Fee Schedule**

When employee time is devoted to, or necessitated by the activity, the renter pays the personnel fees listed in the fee schedule. There is a minimum fee of two hours for all personnel not already on duty. Hourly wages subject to change based on contract negotiations.

*See Fee Schedule*

### **Regulations**

**1. Personnel:** A District 182 employee must be on duty whenever building facilities are used. A cook must be on duty whenever kitchen facilities are used. A technology supervisor must be present when operation of the sound or lighting systems is required for the Auditorium or Gymnasiums. A Custodian is required whenever the school buildings are being used.

**2. Kitchen/Potluck:** The kitchen, including equipment, counters and surrounding areas cannot be used to refrigerate, prepare or serve food brought by individuals to the school. Foods not prepared in state approved kitchens are not allowed in the school.

**3. Equipment:** School equipment (i.e. recreation/athletic, musical, audio-visual) may be used or rented in school facilities if advance arrangements are made with Community Education. Any equipment or items brought into the building must be approved in advance by the Community Education Director and must be removed immediately following the activity.

•LATEX products, including balloons and gloves, are not permitted in the building.

**4. Supervision:** All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any outdoor supervision required. All youth must be supervised until they have left the school facility.

**5. Use:** Any use of school facility requires prior approval. All facility use shall be consistent with building design, and all food/refreshments are restricted to commons/cafeterias or outside buildings, unless approved in advance by the Community Education Director. District 182 has the right to limit the activities in an auditorium consistent with the equipment and design. Authorized District Employees shall have access to facilities at all times to verify appropriate use.

**6. Laws:** All ordinances, laws and district policies pertaining to the use of school facilities must be observed. Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. State Fire Laws must be observed at all times. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.

**7. Liability:** Individuals or groups that use District facilities shall provide their own damage and liability insurance. ISD 182 will not be responsible for the negligence of others.

### **Facility Use/Rental Fee Schedule**

Fees for facilities not listed below shall be at the discretion of the Community Education Director. Renters may be required to provide a damage deposit. Personnel charges may apply to use of computer labs.

<b>RATES</b>		
<b><u>Facility</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
<b>High School</b>		
Galovich Gymnasium	\$30.00	\$55.00
Auditorium	\$35.00	\$80.00
Commons	\$25.00	\$45.00
Media Center / Forum Room	\$25.00	\$45.00
Concession Stand	\$20.00	\$35.00
Woock Gymnasium / Volleyball	\$25.00	\$45.00
PE Gymnasium	\$25.00	\$45.00
Wrestling Room	\$20.00	\$35.00
Choir Room	\$20.00	\$35.00
Line 3/Food Prep Area	\$20.00	\$35.00
Band Room	\$20.00	\$35.00
Standard Class Room	\$15.00	\$30.00
Specialty Class Room	\$20.00	\$35.00
FACS/Foods Room	\$20.00	\$35.00
Sports Fields	\$45.00 per game + supplies	
Tennis Courts	\$25.00 per game + supplies	\$100.00 seasons pass

<b>RATES</b>		
<b><u>Facility</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
<b>CRES</b>		
½ PE Gymnasium	\$25.00	\$35.00
Adaptive Gymnasium	\$20.00	\$35.00
Performance Area	\$25.00	\$35.00
Library	\$20.00	\$35.00
Cafeteria	\$20.00	\$35.00
Choir Room	\$20.00	\$35.00
Kitchen	\$20.00	\$35.00
Band Room	\$20.00	\$35.00
Class Rooms	\$20.00	\$25.00
*Computer Room	\$25.00	\$45.00
Sports Fields	\$ 15.00	\$25.00

**Facility Use/Rental Fee Schedule**

<b>Audio and Visual Equipment Daily Rates</b>	
<b><u>Facility</u></b>	<b><u>Class II &amp; Class III</u></b>
<b>High School</b>	
Galovich Gymnasium (New Gym) Sound System	\$35.00
Auditorium Sound System	\$35.00
Auditorium Light System	\$35.00
Woock Gymnasium Sound System	\$35.00
PE Gymnasium / Commons Sound System	\$35.00

<b><u>Facility</u></b>	<b><u>Class II &amp; Class III</u></b>
<b>CRES</b>	
Performance Area Sound System	\$25.00
Performance Area Light System	\$25.00
<b><u>Facility</u></b>	<b><u>Class II &amp; Class III</u></b>
<b>CRES / High School</b>	
**Laptop Computer	\$25.00
**Computer Projector	\$25.00

**Physical Education and Sports Equipment** (Class I, II, III groups and tournaments)

Phy. Ed. equipment \$10.00 per use  
Volleyballs and nets \$10.00 per use  
Volleyball Tournaments \$10 per net per day  
Basketball Scoreclocks \$25 per day

**Personnel Fee Schedule**

When employee time is devoted to, or necessitated by the activity, the renter pays the personnel fees listed below. There is a minimum fee of two hours for all personnel not already on duty.  
Hourly wages are subject to change.

**MONDAY – FRIDAY**

**WEEKENDS/HOLIDAYS**

CUSTODIAN	\$27.00 / Hour	\$37.00 / Hour
COOK	\$25.00 / Hour	\$35.00 / Hour
TECHNOLOGY	\$30.00 / Hour	\$45.00 / Hour

**Facility Use/Rental Fee Schedule**

**\*Computer Room**

The rates for the computer rooms are based on the software already installed on the school district computer. Any requests to install computer software must be authorized by the technology supervisor.

**\*\*Laptop Computer & Projector**

The use of this equipment requires a damage deposit. If damage occurs, the damage deposit will be used to purchase new equipment (exact replacements).