



**MAHTOMEDI**  
PUBLIC SCHOOLS



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*Adopted: 2/18/86*

## **902 - USE OF SCHOOL FACILITIES**

### **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 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.**

**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)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

### **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 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 Council (MAAC). 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 identifies 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, community education will work with those involved 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 June, Community Education programs/events are entered into the facility reservation system, including historical events. PTO events are entered beginning June 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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