

**INDEPENDENT SCHOOL DISTRICT NO. 111
WATERTOWN-MAYER PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY**

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 district 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 Community Education Director, or designee shall coordinate the use of facilities and equipment by nonschool organizations or private individuals.
- 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.
- D. Authorization for use of school district facilities shall not be considered to be an endorsement or approval of the activity, group or organization, nor the purposes they may represent.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of the 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 Community Education. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval 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 services 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 spaces.

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 injuries.

VII. WATERTOWN-MAYER FACILITY USE PROCEDURE HANDBOOK

The Watertown-Mayer Facility Use Procedures Handbook contains detailed facility scheduling procedures, user category definitions, insurance requirements, scheduling priority procedures, fee schedules, rules, and guidelines for facility use. Upon approval of the school board, the procedures handbook shall be an addendum to this policy.

Adopted/Revised/Reviewed:

Adopted: August 16, 2004
Reviewed: March 19, 2007
Revised: August 21, 2014
Revised: April 23, 2018
Reviewed: June 24, 2019

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA/MASA Model Policy 901 (Community Education)