

| Policy Title | Policy Number | Date Approved/Revised |
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| Use of Facilities and Equipment | 902 | 7/22/08 Revised: 7/23/13 Revised: 5/21/19 |

1) 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.

2) 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.
- c) The school board may require fees for the use of school facilities. Such fees may include usage and personnel costs when deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities.
- 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.

3) Use of School Equipment

Requests for school equipment must be included on the application for a facilities permit. Equipment may not be removed from the buildings.

4) 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.

Rationale: While the Board of Education recognizes that the primary purpose of school facilities and equipment is to provide educational services K-12 to its learners, the Board of Education also recognizes that school facilities and equipment belong to the school community and encourage the use of these resources by the community.

| Adoption and Revision History | Incorporated Policies |
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| POLICY 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT | Replaced Policy: KG (Community Use of School Facilities) adopted October 26, 1978 This policy Adopted: March 10, 1998; Rescinded: August 5, 2008 |
| POLICY 801 EQUAL ACCESS FOR SECONDARY STUDENTS TO SECONDARY SCHOOL FACILITIES | This policy Adopted: December 9, 1997; Rescinded: August 5, 2008 |
| E-056 USE OF FACILITIES AND EQUIPMENT This policy adopted: July 22, 2008; Revised: July 23, 2013 | MSBA 801, 902 |
| 902 USE OF FACILITIES & EQUIPMENT This policy revised: May 21, 2019 | |

Administrative Rule, Regulation and Procedure: [..\Administrative Rule, Regulation and Procedure\E-056P Use of Facilities and Equipment.doc](#)

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

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