

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS

## **902 USE OF SCHOOL DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT**

### **I. PURPOSE**

The School Board supports the full use of one of the community's greatest assets, the school district's facilities, grounds and equipment. The School Board welcomes and encourages responsible school district and community use of our district facilities, grounds and equipment by citizens of all ages, when such use does not interfere with, duplicate or decrease use as needed for school district programs. This policy is designed to meet the needs of all stakeholders.

### **II. DEFINITION**

### **III. GENERAL STATEMENT OF POLICY**

The School Board and Superintendent authorize the Director of Community Education Services or his/her designee to coordinate the scheduling and approval process for the use of district facilities, grounds and equipment in accordance with district regulations, policies and procedures. Such regulations, policies and procedures are intended to result in consistent implementation of usage of school district facilities, grounds and equipment throughout the district.

The School Board authorizes the Director of Community Education Services or his/her designee to manage the process of scheduling district facilities, grounds and equipment in a manner that maximizes the usage and availability for all facility user groups.

Fees will be charged to facility user groups based on the priorities for scheduling of facilities, type of activity and costs to cover direct expenses as a result of facility usage. Direct expenses may include but are not limited to set-up, takedown, personnel costs, equipment, and damages as a result of district facility, grounds and equipment usage. The fee schedule will be reviewed and approved annually by the School Board.

The Director of Community Education Services will respond to any facility user group's issues or concerns related to facility usage. The Director of Community Education Services will work in collaboration with district facility use coordinator, building principals, custodians and other employees as needed to assist in investigating and resolving complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent, who will review the request and make a final decision.

Rules and regulations to protect property owned and operated by the school district's taxpayers and to ensure the safety of users will be established. The Director of Community Education Services or his/her designee will establish such rules and procedures for annual board review and approval, and the Director of Community Education Services or his/her designee will establish and implement a process for disseminating approved rules, regulations, guidelines and procedures to facility users and school district staff.

Authorization for use of district facilities, grounds and equipment shall not be considered as an endorsement of or approval of the activity, group or organization nor the purposes they represent.

The school district reserves the right to reject or cancel any request for use of district facilities and/or grounds that is contrary or detrimental to the purpose of the schools or school district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political sub-division thereof; any activity that tends to violate good manners, morals, values or taste; activities that would tend to be injurious to the district facilities, grounds or equipment; and activities that are discriminatory in nature. The final authority concerning the denial of a facility use request rests with the Superintendent.

Facility User Groups receiving approval to use district facilities, grounds and/or equipment are responsible for ensuring adequate supervision of the approved activity. Facility User Groups shall agree to indemnify the school district for any damage to school or other property by any person or persons attending the activity. The school district is not responsible for damages or loss of personal items. The school district requires the facility, grounds or equipment user to provide evidence of liability insurance or a liability waiver signed by all participants.

All policies, ordinances, laws and codes of the Prior Lake-Savage Area Schools, cities in which the schools are located, state of Minnesota and federal government must be observed by facility users.

Meetings held under the provisions of the Equal Access Act must adhere to the following guidelines:

- The meeting is voluntary and student initiated;
- There is no sponsorship by the school or its agents;
- Presence of school employees shall be in a non-participatory role;
- The meeting does not interfere with the conduct of education activities;
- Non-school persons may not direct, conduct, control or regularly attend.

The Superintendent is authorized to act in any case not covered by the rules and regulations for district facility, grounds or equipment as deemed appropriate.

The School Board reserves the right to approve "Joint Use" or "Special Use" agreements between the school district and other cooperative community entities as deemed necessary.

#### PRIORITIES FOR SCHEDULING OF FACILITIES

To make maximum use of district facilities, grounds and equipment with minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school related activities calendar. The term "priority" as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the right to cancel the use of scheduled facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

"Local" is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the school district.

Priority 1 - Refers to the programs and activities of the Prior Lake-Savage Area School District. All directly related pre K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, community education services programs/events/classes, ECFE events/classes, approved meetings and activities of student organizations, school staff, parent organizations,

boosters, or other organizations whose sole purpose is to support the school district. No fee shall be charged for use of district facilities or grounds, by school or school related organizations, except if use is requested at a time it would not be open, a charge back for personnel (i.e., custodian) may be assessed as well as any special services or personnel needed as a result of usage. Also, refers to municipal, township, or county government informational meetings or activities such as public hearings, caucuses or election polling places.

Priority 2 - Refers to local non-profit groups/clubs, agencies, parks and recreational programs and adult service organizations composed of at least 75% of school district residents and organized to promote civic, charitable, educational, social, leadership, service-learning, support services or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities. Also includes any fundraising activities held by parent organizations or boosters in priority 1 that are holding tournaments or events offseason or on weekends. Priority 2 also includes local community theater groups and requests by district staff for personal use.

Priority 3 - Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations and local youth/adult special interest, recreational or social groups/clubs/associations, These groups must be composed of at least 75% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions or non-profit organizations located outside of the school district or non-resident groups whose primary residence, address, chapter or affiliation is considered to be located outside the legal boundaries of the school district. Fund-raising activities hosted by an organization or individual other than the school district, HS booster clubs or a local youth sports association, and not specifically designed to benefit the school district or its students by any organization are considered to be Priority 4.

Fees will be assessed according to use requests, policy, extra costs associated with usage and fee schedule approved by the School Board.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. If the Priority is not clear, the Director of Community Education Services and/or School Superintendent is given the authority to assign a Priority.