

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

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, duplicate or decrease use for school purposes.

III. 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. The School Board and Superintendent authorize the Director of Community Education Services or the assigned designee to coordinate the scheduling and approval process for the use of district facilities and equipment in accordance with district regulations, policies and procedures.
- C. Requests for use of school facilities by community groups or individuals shall be made through the Community Education Services department. 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.
- D. The school board may require a rental fee for the use of school facilities. Such fees may include the cost of custodial and supervisory service if deemed necessary. It may also require additional fees, 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 and payment procedure shall be presented annually for review and approval by the school board.
- E. The school district reserves the right to reject or cancel any request for use of district facilities or equipment 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 responsibility concerning the denial of a facility or equipment request rests with the Superintendent. 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.
- F. Authorization for use of district facilities and equipment shall not be considered as an endorsement of or approval of the activity, group or organization nor the purpose they represent.

IV. 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.

V. 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: MN Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References: [Policy 801 \(Equal Access to School Facilities\)](#)
[Policy 901 \(Community Education\)](#)

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