

Policy 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidance for community use of the Northfield School District facilities and equipment.

II. GENERAL STATEMENT POLICY

The Board of Education 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. The board expects members of the community who use facilities and equipment to do so with respect for district property and an understanding of proper use.

III. USE AND SCHEDULING OF SCHOOL FACILITIES AND EQUIPMENT

- A. The board may authorize the use of school facilities and equipment by community groups, churches or individuals. It may impose reasonable regulations and conditions upon the use of school facilities and equipment as it deems appropriate.
- B. The Community Education Department shall be charged with the process of scheduling school facilities, equipment and special areas. Requests for use of school facilities and equipment by community groups, churches or individuals shall be made through the Community Education Department. Administration will present recommended procedures for the processing and review of requests to the board.
- C. The board may require a rental fee for the use of school facilities and equipment. Such fee may include the cost of custodial and supervisory service and energy use if deemed necessary. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the district to ensure payment for damages and any liability for injuries. The board may also require a deposit or surety bond for the proper use and repair of damage to school facilities and equipment. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the board.
- D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the district may cancel the facility use agreement. If a facility use agreement is canceled, the district will refund the facility use rental fee, which was paid to the district. The district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change by the district due to unforeseen circumstances.
- E. If a new facility comes online mid-year, the Director of Community Education and the Superintendent of Schools will set rates for that facility in consultation with the school board chair.

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

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)