

**UNIFORM PROCEDURE**

**SUBJECT: Community Use of District Facilities and Equipment**

**RELATES TO POLICY SERIES: Facilities Goals**

**SUPPORTS POLICY#: FUP 100 Goals**

**DATE CABINET APPROVED: February 2013**

**REVISION DATE: February 2015**

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**FUP 180 Community Use of District Facilities and Equipment**

**I. PURPOSE**

The purpose of this procedure is to provide a process for community use of District facilities and equipment.

**II. GENERAL STATEMENT OF PROCEDURE**

The Board encourages use of District facilities and equipment for community purposes if that use is consistent with the District's mission and will not interfere with use for District purposes. The Conference Center has been designed to accommodate use for community purposes.

**III. CONFERENCE CENTER USE**

- A. The Conference Center is located on the third floor of the District Service Center. Requests for the use of the Conference Center shall be made to Conference Center staff. A rental fee structure shall be maintained by Conference Center staff in conjunction with this procedure.
- B. Rental fees for Conference Center use are not required for District-sponsored events, member district-sponsored events that are closed to non-member district attendees, and District employee-sponsored events that are closed to non-District and non-member district attendees. Unless there is a written agreement to the contrary, fees will be charged to all other groups or individuals. Conference Center staff shall schedule the use of rooms, collect fees (if applicable) and administer the Facilities Use Agreement.
- C. District-sponsored events will have scheduling priority over community usage requests.
- D. Outside food and beverages are not permitted. Alcohol is strictly prohibited. Arrangements for the purchase of food or beverages may be made through the District's exclusive caterer(s).
- E. The community user shall agree to indemnify and hold harmless the District from and against any and all claims, liabilities, damages or rights of action, directly or indirectly related to the use of District property. A certificate of insurance shall be provided to the District in advance of the event.
- F. The community user shall be responsible for ensuring compliance with all applicable policies, procedures, laws and rules, including but not limited to those promulgated by the Board and the District, the County and City, including the Fire Department, and the State of Minnesota.
- G. Community users must agree to and comply fully with the Facilities Use Agreement. The Facilities Use Agreement will include the terms below in Section V. Any failure to comply with the Facilities Use Agreement may be grounds for immediate termination of an event.

#### **IV. LIMITED OPEN FORUM/ USE OF OTHER DISTRICT SITES**

- A. The District has created a limited open forum for students enrolled in secondary schools in which student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time. The designated time for the limited open forum is two (2) hours at the end of the instructional day.
- B. Rental fees and insurance coverage will be requested. Rental fees would include the cost of custodial services, and a deposit for the proper use and repair of damage to District facilities.
- C. No District funds shall be spent for the benefit of non-curriculum-related student groups meeting during the limited open forum beyond the provision of space. If the provision of space requires additional operating costs, the District will notify the group and the group shall cover the District's additional operating costs.
- D. Requests for the use of District sites by community groups or individuals shall be made in writing to the Conference Center Coordinator.
- E. The requesting group or individual shall designate a responsible adult to remain on site for the duration of the use. The designee shall prohibit unauthorized access to the school building and shall ensure compliance with all school building procedures. A service fee may be charged for supervision if a designee is unavailable. The designee shall be responsible for ensuring compliance with all applicable policies, procedures, laws and rules, including but not limited to those promulgated by the Board and the District, the County and City, including the Fire Department, and the State of Minnesota. The District may cancel any use of its facilities due to noncompliance with this provision.
- F. The office/administrative spaces located on the first and second floors of the District Service Center, including the Board Room, are generally excluded because of the potential for interference with use for District purposes. Community use of the office/administrative spaces is not permitted.
- G. The District reserves the right to cancel or terminate the community use of any District sites if such use interferes with or disrupts use for District purposes.
- H. Community users must agree to and comply fully with a Lease Agreement. The Lease Agreement will include the terms below in Section V. Any failure to comply with the Lease Agreement may be grounds for immediate termination of an event.

#### **V. GENERAL RULES FOR USE OF FACILITIES AND EQUIPMENT**

- A. The District expects members of the community who use facilities and equipment to do so with respect for District property and an understanding of proper use.
- B. Individuals and groups shall be responsible for damage to facilities and loss of or damage to equipment directly or indirectly related to their usage. A certificate of insurance may be required by the District to ensure payment for these damages and any liability for injuries.
- C. Community users shall comply with applicable District policies, including but not limited to those prohibiting the possession or use of tobacco, tobacco-related devices, electronic delivery devices, controlled substances, alcohol and weapons, when on District grounds.

**Legal References:** [Minn. Stat. § 123B.51](#) (Schoolhouses and Sites; Access for Non-curricular Purposes)

**Cross References:** [Facilities Use and Planning Goals](#)