

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota

USE OF SCHOOL DISTRICT FACILITIES, GROUNDS 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 by community groups and individuals and makes facilities available to organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities that do not infringe upon, nor interfere with, the best interests of the school system. All groups using school facilities must comply with Minnesota Statutes and the policies and procedures established by the Inver Grove Heights Community School Board of Education. Users must agree to state and local ordinances including, but not limited to, regulations regarding fire codes, capacities, parking, access and egress, the Minnesota State High School League and the Minnesota Department of Health requirements for a school facility. Authorization for use of school facilities by outside/community agencies or individuals shall not be considered as an endorsement or approval of the activity or its content, a group, an organization, any individual, or the purpose it represents. Use of school buildings and grounds for activities other than school activities is subject to all conditions in this policy. The board of education is the final authority and judge as to whether a potential user meets these conditions. The board retains the right to accept or reject any or all requests for the use of school facilities.

III. General Community Use of School Facilities

- A. For purposes of this policy, school group/school use refers to board approved curriculum or instruction, board approved ECAs during the season and district management activities.
- B. The school board may authorize the use of school facilities by community groups or individuals when such use does not conflict with school activities. When scheduling activities, those sponsored by district organizations will take precedence over those sponsored by out-of-district organizations. The board may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

- C. Requests for use of school facilities by community groups or individuals shall be made through the designated school district administrative office on the appropriate form(s). The administration will present recommended procedures for the processing and review of requests to the school board. All use of facilities by non-school groups shall be scheduled through facility rental at Community Education. 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 fee may include the cost of custodial and supervisory service if deemed necessary.
- E. A facility use permit is not transferable. The granting of a permit for use of one part of a building or ground confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specified in the permit.
- F. No permanent alterations to any district facility will be allowed. Temporary alterations to furnishings or decorations may be allowed; however, advance approval of the building principal is required. Users will be charged full costs for any damage or repairs necessitated by such temporary alterations. Scenery, decorations, or equipment provided by the permit holder must be removed from the school building promptly. If there is a delay, the removal may be made by the school district at the expense of the permit holder.
- G. All permits are subject to immediate cancellation if it is discovered that information given on the permit is misrepresented. Violation by a permit holder of any regulations governing use of buildings or grounds may be cause for the cancellation of all existing permits and the denial of any future permits. The board of education and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization or permit holder due to such cancellation.
- H. Applicants must provide sufficient supervisors, chaperons, or crowd control personnel to satisfy the principal or his/her designee that the event is well controlled. In the event the district procedures require a person to be designated as district representative, the user shall be assessed the cost of any stipend or payment to obtain such persons.
- I. 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; however, the district reserves the right to cancel any events and/or deny building access in the event of an emergency or unforeseen circumstances. The district and its agents will not be held liable for any charges incurred by such cancellations.
- J. Damage deposits will be required for all facility use events where 75 or more persons will attend and will be noted on the facility use form.

IV. Use of School Equipment

The use of school space does not include the use of school equipment unless specified and approved in the application. Applicants may bring and use their own equipment; however, no permanent alterations of the facility shall take place to accommodate users' equipment. The determination as to permit or deny permission to use school equipment must be made by personnel qualified in use of the requested equipment. The condition of equipment provided by the district under this section will be noted to the user at the time it is received. The user shall be held responsible for any damage or loss of equipment. Charges for damages shall be inclusive of total cost including but not limited to items such as shipping, replacement parts and labor. Determination as to the method or product used to replace or repair equipment shall be at the sole discretion of the district. Determination of the cost of the use of school equipment shall be made by the principal or his/her designee according to the district schedule and when appropriate, added to the user fees. Equipment provided by the district shall be used under the risk and liability of the user and the district shall not be held responsible for any injuries to persons as a result of such use.

V. Limitations of Use

- A. Since the board of education is charged by law with the responsibility for school facilities, it must reserve the right to deny use.
- B. Sponsoring organizations will conduct orderly meetings; they will not incite others to disorder, and they will not be abusive of other groups or individuals by reason of sex, race, creed, religion, color or any other factors as described in policy.
- C. No school building, facility, or grounds will be used for unlawful purposes.
- D. School facilities shall not be used for parties or celebrations that are essentially private in nature such as birthdays, anniversaries, and other similar parties.
- E. No signs, banners, pennants, placards or similar items of advertisement are to be placed in the schools without the express consent of the school principal or his/her designee.
- F. Smoking and use of tobacco products are prohibited on District 199 property, in buildings and on grounds.
- G. Alcoholic beverages and other mood-altering chemicals are not permitted on district property at any time.
- H. Firearms are prohibited on district property.
- I. Other than service animals, animals are prohibited from school grounds or facilities unless pre-approved and noted on the facility use permit. The user bears all responsibility for liability, cleaning and sanitation of grounds after use.

VI. Insurance/Liability

The permit holder assumes liability for all damage or loss of property that may accrue. It is the responsibility of permit holders to see that they obtain adequate insurance coverage. All permit applicants must furnish a certificate of general liability insurance with the School District named as an “additional insured.” The certificate must be attached to the permit request form or be provided separately no later than 30 days prior to use of School District facilities. Generally, the amount of required liability insurance coverage will be \$1 million dollars; however, the School District may require a higher amount at its discretion. The School District may require additional insurance (i.e. workers’ compensation, automobile), if the School District deems it necessary. Certificates of insurance will not be required for use of facilities for School District events. Validation of a certificate of insurance must be received by the district and attached to the facility use form prior to the event.

VII. 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.

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

Cross References: Policy 801 - Equal Access to Facilities
Policy 901 – Community Education
AR: 902 – Procedures for Use of School District Facilities, Grounds and Equipment
AR: 902-2 – Guidelines for Administrative and Classroom Operation
902-F1 – Facility Use Request
902-F2 – Kitchen Use Request
Community Education Building Reservations Brochure