

Use of School Facilities and Equipment
Policy No. 902

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 and Community Education encourage maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. Community Education shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of Community Education.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. Community Education 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. Requests for use of school facilities by community groups or individuals shall be made through the school district's Community Education. 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.
- C. Community Education 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. It may also require 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 procedure shall be presented for review and approval by the school board.

- D. 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.

V. USE OF SCHOOL EQUIPMENT

Community Education 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.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board and Community Education expect 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.

Date of Adoption: December 16, 2013

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

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities) MSBA/MASA Model Policy 901 (Community Education)

USE OF SCHOOL FACILITIES AND EQUIPMENT
Administrative Procedures

The School Board of Faribault Public Schools recognizes that school facilities represent a highly valuable asset for the development and enrichment of both school and civic life of this community.

The use of school facilities must be in the public interest. The Community Education Office reserves the right to deny the use of school facilities. Activities detrimental to the purpose of Faribault Public Schools will not be allowed. School facilities are not available to groups for weddings, receptions, private dances, etc.

There are costs involved in the use of District facilities and equipment; therefore, the following regulations and procedures are intended to deal with the use and costs in a fair and consistent manner.

REGULATIONS AND PROCEDURES FOR FACILITY AND/OR EQUIPMENT USE:

1. Facility use and equipment rental requests shall be made through Community Education using the Facility and Equipment Rental Agreement. This Agreement is online at www.faribault.thatscommunityed.com or it can be obtained by calling the Community Education Office at 507-333-6017. All rental requests shall be made at least two weeks prior to the usage date.
2. Approval/disapproval of the Facility and Equipment Rental Agreement will be provided through email notification. Requestors will be expected to fully complete the Facility and Equipment Rental Agreement and include all necessary information relative to the activity.
3. Final scheduling of facilities and equipment is not confirmed until 1) the Facility and Equipment Rental Agreement is signed by both the Community Education Office and the requestor; 2) all necessary information is on file at the Community Education Office; and 3) a copy of the Agreement has been returned to the requestor.
4. Supervisory Responsibility
 - a. All activities must have adult supervision approved by Community Education.
 - b. School District personnel shall supervise the facility, but not the requestor group or its activities. Each group is responsible for supervising their participants and attendees.
 - c. Facility requestors must pay for any special supervision required by Community Education and/or the building administrator, (i.e., police protection, currently certified Life Guard, parking supervision, etc.) and file necessary certification or licensure where applicable with the Community Education Office.
 - d. All spectators at events are to be properly supervised by members of the requestor group.

5. All requestors shall provide a current certificate of insurance with minimum limit of general liability insurance of \$1,000,000 combined single limit. This provision does not apply to groups who are covered under District general liability insurance. The requestor is liable for personal injury and/or property damage. All groups must clean up after themselves and return the facilities and equipment to original order.
6. Faribault Public Schools buildings and grounds are smoke/tobacco free. Smoking and use of tobacco products is prohibited. Possession of intoxicants or drugs on school property, as well as gambling is prohibited. Firearms are prohibited on School District grounds and buildings. Local/state ordinances and laws pertaining to the use of public buildings must be observed.
7. Outside areas of school property without special playing field markings shall be available for public use; however, school affiliated groups, including the City of Faribault Park and Recreation and sports associations, shall have priority unless prior approval has been given to another group. Outside areas and other athletic facilities use shall be coordinated with the Community Education Office.
8. All organizations and/or groups who use the facilities and equipment shall be required to have a conference with the Community Education Office staff to review the rules and regulations governing use of facilities and equipment. This conference shall take place prior to the first scheduled use of the facilities and equipment and annually thereafter as needed.
9. All advertisements or postings related to the event must not reference Faribault Public Schools in anyway; it must be clear that Faribault Public Schools is not the sponsor of the event.
10. It is the policy of Faribault Public Schools to maintain an environment that is free from harassment. The school district prohibits any form of harassment. Any outside companies or community organizations who use the school facilities shall abide by the District's harassment policies while utilizing school property.
11. Individual contracts may be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Director of Community Education, the Director of Finance and Operations and the building principal of the facility being requested. Faribault sports associations will all be treated the same.
12. Non-compliance with any of these regulations and procedures may limit the ability for a group to use the facilities and/or equipment.

Facility/Equipment Use Classes

Faribault Public Schools reserves the right to determine appropriate classification of facility requestors. There are three facility/equipment use classes when determining fees and priority of usage.

Curricular, co-curricular, extracurricular, and community education activities – No fees will be assessed and events/activities will have first priority.

Class 1 – No facility rental fees will be assessed. Costs for custodial personnel, equipment and other special services (i.e., event security personnel, building supervisor) will be billed at an amount to cover all Faribault Public Schools costs.

- City of Faribault Parks and Recreation.
- Cub Scouts, Boy Scouts and Girl Scouts.
- District/School affiliated organizations and activities for meetings (i.e., PTA/PTO groups, the Faribault Booster Club).
- Local/State/National elections and caucuses.
- District/School affiliated sports association practices and events that do not charge admission or team entry fees.
- District/School affiliated sports association summer camps.

Class 2 – Facility rental fees will be assessed based on the fee schedule. Costs for custodial personnel, equipment and other special services (i.e., event security personnel, building supervisor) will be billed at an amount to cover all Faribault Public Schools costs.

- Meetings, classes or activities of non-profit community agencies and organizations (must hold current 501(c)3 status) and fundraising events sponsored by non-profit community groups and associations.
- Any programs or activities sponsored solely by a postsecondary college or university.
- Meetings or activities held by charitable groups, organized community services, citizens and civic groups (i.e., Jaycees, Rotary, Lions, Kiwanis, VFW, American Legion, Chamber of Commerce).
- Sports association tournaments and events that charge admission or team entry fees (except for summer camps).

Class 3 – Facility rental fees will be assessed based on the fee schedule. Costs for custodial personnel, equipment and other special services (i.e., event security personnel, building supervisor) will be billed at an amount to cover all Faribault Public Schools costs.

- Commercial and business organizations.
- District employees who sponsor or supervise an activity that has not been approved by the Superintendent or his/her designee as a regular school day or evening activity.
- Religious, sectarian, or similar groups, non-public schools co-curricular and extracurricular activities not sponsored by the District.
- Student tutoring and private lessons that are not sponsored by Faribault Public Schools.
- Any group that does not fit into Class 1 or Class 2.

FEE SCHEDULES

Please use www.faribault.thatscommunityed.com or call the Community Education Office at 507-333-6017 to request the following facilities.

Kitchen Usage

Whenever a school kitchen is used, a food service employee must be present during the use of the kitchen. All costs for food service staff shall be paid by the requestor. These charges shall be in addition to any charges for use of the facility.

Additional District/Other Personnel

Whenever a facility is rented outside scheduled custodial work hours, a school district custodian shall be employed at a minimum of two (2) hours. The cost for this additional custodial time shall be paid for by the requestor. The Director of Community Education and the Director of Buildings and Grounds may make an exception to this at their discretion.

Groups hosting large events on non-school days may require additional security and will be billed for this additional security. They shall also provide their own supervision. The need for security and supervision will be determined when reviewing the rental agreement.

Bruce Smith Complex

Rental for the use of the football field will be \$400 for games that will utilize the lights and \$250 for games that do not need lights. Rental for postseason playoff games will be \$600 per game. Rental for the track is \$50/hour.

Pool Usage

Pool use will be determined by the Community Education Office. Community Education staff will consult with the Activities Office prior to approving the request. Community Education will determine the number of lifeguards needed for each event; groups are responsible for securing their own lifeguards. A copy of a current lifeguard certificate will be required to be on file with Community Education prior to booking an event (certificate must also include first aid, professional level CPR, and AED training).

Auditorium and Black Box

For rehearsals and performances in the Middle School or High School auditoriums that require the use of theatre lighting and performance sound systems, a District stage technician must be present. The District will charge groups for the additional services at an amount to cover all District costs, including any damages that occur.

FACILITY RENTAL FEES

All rentals are a minimum 2 hour charge. The following facility rental fees do not reflect custodial, security, food service staff, equipment or other charges. To get an estimate of those other charges, please contact Community Education at 507-333-6017.

	Class I	Class II	Class III
District Wide – All Buildings			
Classroom	\$0	\$10/hour	\$20/hour
Media Center	\$0	\$10/hour	\$20/hour
Cafeteria	\$0	\$15/hour	\$25/hour
Elementary Gym	\$0	\$15/hour	\$25/hour
Middle School Gym	\$0	\$20/hour	\$30/hour
High School Gym	\$0	\$25/hour	\$35/hour
Middle School			
<i>No food or beverages allowed in auditorium</i>			
Auditorium - Performance	\$0	\$200/performance	\$400/performance
Auditorium - Rehearsal	\$0	\$35/rehearsal	\$55/rehearsal
Auditorium - Meeting	\$0	\$25/hour	\$35/hour
High School			
Student Center	\$0	\$15/hour	\$25/hour
Swimming Pool/ Locker Room	\$0	\$40/hour	\$75/hour
Wrestling Room	\$0	\$25/hour	\$35/hour
<i>No food or beverages allowed in auditorium</i>			
Auditorium - Performance	\$0	\$300/performance	\$500/performance
Auditorium - Rehearsal	\$0	\$40/rehearsal	\$60/rehearsal
Auditorium - Meeting	\$0	\$25/hour	\$35/hour
Black Box Theatre	\$0	\$20/hour	\$30/hour

* Use of the Auditorium and/or Black Box for rehearsals and/or performances requires a prior meeting with Director of Community Education and the School District Theater Director.

EQUIPMENT RENTAL FEES

PLEASE NOTE - School equipment (i.e., athletic, audio-visual, etc.) may only be used on school district property. Special arrangements must be made to have trained personnel in charge. Equipment must be applied for at the same time the facility use and equipment rental request is placed.

Audio-Visual Equipment

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| 1. | Amplifier/PA and one microphone | \$25.00 |
| 2. | Portable amplifier/PA system | \$25.00 |
| 3. | Additional PA microphone | \$15.00/each |
| 4. | Television | \$20.00/each |
| 5. | Overhead projector | \$20.00 |
| 6. | Tripod screen | \$15.00 |
| 7. | Video projector | \$75.00 |
| 8. | Auditorium screen | \$15.00 |

Musical Equipment

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| 1. | Grand Piano (High School Auditorium only) | \$75.00 Plus Cost of Tuning |
| 2. | Upright Piano (only if available at site) | \$50.00 |

Tables and Chairs (Charges applied to class 2 and 3 only)

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|----|----------------------------------|--------------------------|
| 1. | Tables | \$4.00/per table per day |
| 2. | Tables brought from another site | \$6.50/per table per day |
| 3. | Chairs | \$0.40/per chair per day |
| 4. | Chairs brought from another site | \$0.75/per chair per day |

Platforms and Risers

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| 1. | Platforms (4x8) | \$20.00/per platform per day |
| 2. | Platforms brought from another site | \$35.00/per platform per day |
| 3. | Choir Risers | \$20.00/per riser per day |
| 4. | Choir Risers brought from another site | \$35.00/per riser per day |

Athletic Equipment

Athletic equipment requests will be handled on an individual basis through Community Education and the Activities Director's offices.

<u>May 12, 1986</u>	<u>November 23, 1998</u>	<u>October 15, 2007</u>	<u>December 16, 2013</u>
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 <u>September 10, 1990</u>	 <u>April 26, 1999</u>	 <u>June 12, 2013</u>	
Date of Revision	Date of Revision	Date of Revision	