

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. Use of school buildings and grounds for activities other than school activities is subject to all conditions in this policy. The School Board 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. Qualified school district staff, under the direction of 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 the use of facilities, groups will be scheduled based on the priority level identified in section VIII. The School Board may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate. An exception to the scheduling priorities may be authorized under certain circumstances, if deemed appropriate by the Superintendent or his/her designee.
- B. 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). Applicants must apply for a facility use permit at least three (3) days prior to the intended use. The application for permit must identify an authorized representative who is at least twenty-one (21) years of age to be listed as the contact and the person responsible during all aspects of the facility use. If an application is approved the permit will be granted to the listed contact. A permit cannot be scheduled more than six (6) months in advance.

- C. Applicants must provide sufficient supervisors, chaperones, or crowd control personnel to satisfy the principal or his/her designee that the event is well controlled. In the event the School 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.
- D. 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.
- E. 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. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities.
- F. 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.
- G. Upon approval, the designated school district personnel will issue a permit including any pertinent information relating to the facility rental along with a list of rules and regulations pertaining to school facility use.
- H. The issued permit only provides an estimate of costs. After completion of the facility use, a detailed invoice of the actual costs will be provided to the listed contact. This invoice will be due no later than thirty (30) days following the invoice date. Invoices more than thirty-one (31) days past due may be assessed a late payment fee.
- I. Use of the Boche Memorial Stadium and Performing Arts Center may be subject to additional fees for supervision and equipment use.
- J. Users may be subject to a change fee if additional space is requested after the permit has been approved.
- K. Tournament and special events may be subject to additional fees for events including multiple teams and multiple games, or for events with over two hundred (200) attendees occupying multiple locations in the building.
- L. Use of baseball and softball athletic fields may only be charged the cost of the permit with the agreement that they will provide maintenance to fields following games including dragging fields, picking up trash, and other services deemed appropriate by the Director of Buildings and Grounds or Activities Director. In

the event this does not happen, the School Board and District Administration reserve the right to implement fees as deemed necessary.

- M. 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. In the event of a school cancellation or early release due to weather or emergency, all activities will be canceled for that evening.
- N. The designated school district personnel will provide a bi-weekly schedule of facility use events to administrators and custodians as it applies to each specific building.

#### **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. No permanent alterations to any district facility will be allowed. Temporary alterations to furnishings or decorations may be allowed with the express consent of the district by authorized signature of the Superintendent. 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. Smoking and use of tobacco products or any electronic device to simulate smoking are prohibited on District 199 property, in buildings and on grounds at anytime.
- H. Alcoholic beverages and other mood-altering chemicals are prohibited on District 199 property, in buildings and on grounds at any time.
- I. Firearms are prohibited on District 199 property, in buildings and on grounds at any time.
- J. 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. Community Education Classes and Activities**

- A. The Community Education department or their designee shall be charged with the process of scheduling rooms and special areas for Community Education classes and activities.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the Community Education Department or their designee.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services or any other services that may be necessary.

## **VII. Use of Building Kitchen Facilities**

- A. No kitchen facility use with the exception of concessions will be authorized outside of regular school day food service operation unless a designated food service staff is present. The kitchen use request form must be completed. Any and all exceptions must be approved by the Director of Food Service at the request of the building principal.

- B. Food service concessions held in school facilities are required to be licensed, inspected, and compliant with the Minnesota Food Code. To hold concessions in coordination with a facility rental a valid concession license issued by the Minnesota Department of Health must be submitted along with the facility use form.
- C. Responsibilities and costs associated with food service concession licensing and inspection shall be borne by the facility requestor. The School District will only be named as license holder for such requests as activities for the Minnesota State High School League, or for activities defined by the district contractual Early Childhood Activities agreement. They must be in the season of the activity, take place on the secondary campus, and be approved in advance by the Director of Business Services and Director of Food Services.

### **VIII. Classification and Fee Table**

- A. Class and fee table (including equipment and supervision fees) are determined by the Community Education Department, Administration, and School Board on an annual basis.
- B. Facility users will be responsible for labor costs associated with their events. The Director of Community Education, Director of Buildings and Grounds, or their designee will determine required labor. Unless staff members are already on duty when an event begins, a minimum labor charge of up to two (2) hours may apply.
- C. Priority of use and access to facilities will be according to class (all organizations within a class are equal and will be granted space on a first-come basis) as follows:
  - 1. Class 1 – First Priority – District Events
    - a. Pre K-12 Activities (instructional and co-curricular)
    - b. Staff Development
  - 2. Class 2 – Second Priority – Community Education
    - a. Community Education activities and classes
  - 3. Class 3 – Third Priority – Community Youth Organizations
    - a. City Parks and Recreation activities
    - b. Community Athletic Associations (90% or more of participants reside in Inver Grove Heights)
    - c. Non-school community groups (Scouts, 40H, etc.)
  - 4. Class 4 – Fourth Priority – Non Profit Organizations

- a. Individuals and groups that use facilities for non-commercial purposes and non-profit organizations
  - b. Youth organization with less than 90 percent of the participants residing in Inver Grove Heights
5. Class 5 – Fifth Priority – For Profit Organizations
- a. Individuals, private agencies, companies or vendors that use the facilities for commercial purposes or profit

**IX. 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 thirty (30) days prior to use of School District facilities. Generally, the amount of required liability insurance coverage will be one million (\$1,000,000) 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.

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

***Cross References:*** MSBA/MASA Policy 524 – Technology Acceptable Use and Safety  
MSBA/MASA Policy 801 – Equal Access to Facilities  
MSBA/MASA Policy 901 – Community Education  
902-F1 – Facility Use Request  
902-F2 – Kitchen Use Request  
902 –A1 – Class and Fee Table  
Community Education Building  
Reservations Brochure