

POLICY 902

INDEPENDENT SCHOOL DISTRICT NO. 4 MCGREGOR, MINNESOTA 55760

USE OF SCHOOL FACILITIES

Community Use Of School Facilities

The Board of Education believes that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent.

School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board and/or superintendent. Such use will be determined by district policy and will be only at such times as the facilities required are not being used for school activities.

Rental of School Facilities

The Board of Education desires to cooperate with other governmental agencies and community organizations by making available school facilities when doing so will not be in conflict with the educational program. The following guidelines are intended to maximize the use of the building without encumbering educational funds.

Non-Profit Organizations

There will be no rental fees for non-profit organizations or service organizations. Examples are 4-H, Boys and Girls Scouts, Lions Club, and Dollars for Scholars. Governmental units other than the school would also be considered under this category. Organizations in this category would have to pay extra custodial and/or cook wages at the rate of \$25 per hour.

Private Organizations

Private organizations are generally defined as those whose primary objective is business and/or profit. Examples of such organizations would be private or public business, activities such as conferences and religious organizations.

Private organizations would pay custodial and/or cook wages at the rate of \$25 per hour plus the fees listed below.

Religious Organizations

Should a religious organization wish to use the school facilities, it will be treated as any other private organization.

The use of the facilities by a religious group for instructional and/or religious purposes must be restricted to temporary and emergency basis, and the group must show definite effort and progress in obtaining and/or providing its own facilities as quickly as possible. At no time may any group disseminate religious oriented materials to students.

Minnesota Statute Section 123.25, Subd., 5, allows the school board to authorize the use of public school buildings “for divine worship, Sunday Schools, public meetings, elections, and such other community purposes as, in its judgment, will not interfere with their use for school purposes.”

Facility Fees and Charges

The following fee schedule has been established for the rental of school facilities:

Auditorium	4 hrs or less	\$40.00 (10.00 per hr thereafter)
Gymnasium	4 hrs or less	\$40.00 (10.00 per hr thereafter)
Classroom	4 hrs or less	\$25.00 (10.00 per hr thereafter)
Kitchen	4 hrs or less	\$40.00 (10.00 per hr thereafter)
Overhead Projectors/Screen		\$10.00/use
Microphone & Sound System		\$10.00/use
Movie Projectors and Screen		\$10.00/use
Pianos		\$10.00/use
VCR & TV Monitor		\$10.00/use

General Procedures

1. A Building Use Form must be filled out by the User and submitted to the Community Education Office for approval and estimate of costs for use of school facilities and grounds at least 10 days prior to the desired date of use. All fees are subject to discretionary approval of the Superintendent of Schools. The Superintendent of Schools may require a deposit of up to \$500 if there is substantial potential for damage and/or misuse of the building. If this is required, a deposit must be made in the district office prior to use of the building. In addition, proof of liability insurance may be required.
2. The Community Education office will be responsible for maintaining an accurate calendar of all use of school facilities by school and community groups.
3. Use of kitchens by community members requires a food service employee to be present at all times while the kitchen is being used. The obligation of the school district food service personnel is primarily to supervise the use of the kitchen facilities. Any additional work required by food service staff will be discussed and negotiated at the time of the application. Service of light refreshments or meals in cafeteria is permitted without charge if kitchen facilities and equipment are not used. Any food served should comply with the Department of Health Regulations.
3. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.
4. Alcohol and tobacco beverages will not be allowed in the school buildings, vehicles, and on school grounds.

5. All applicants for use of district facilities shall hold the McGregor ISD #4 free and without harm, from any loss or damage liability or expense that may arise during or caused by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
6. Any and all use of the district facilities shall be totally free from obscure and controversial purposes and purposes of a disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is only valid if it is made in writing to the superintendent and bears the signature of the individual and/or group of individuals lodging the complaint. At such time as such valid complaint is lodged, the following shall apply:
 - Use of the facilities by the applicant shall be suspended temporarily to afford the superintendent sufficient time to meet with the Board and all concerned parties for the purposes of a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.
 - Within 10 days of temporary suspension, the superintendent, the board, the complainant, and the applicant shall convene at a specified time and location to determine validity or nonvalidity of the complaint. The Board shall be the deciding authority, and the Board's decision shall be final. A written copy of the decision may be obtained by any and all members of either the complainant group or the applicant group by request.