
PROGENY ACADEMY

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POLICY #902: USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

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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 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. The school district administration 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 the school district administration.
- 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. The school 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 administration.
- C. The district 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 will

also require a deposit for the proper use and repair of damage to school facilities. See attached rental schedule.

- 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

The administration 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 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.

VII. REGULATIONS

- A. Regular school and community education activities and organizations of the school shall have first priority in the use of any community education facility.
- B. All activities must have competent adult supervision:
 - i. Custodians shall supervise facility operations, but not the rental group or its activities during normal duty times.
 - ii. Applicants must supply any special supervision required by the school district.
- C. All groups using school facilities shall clean up after the event and return the room/facility to its original order. Destroyed or damaged property or equipment will be replaced or repaired at the user's expense. Extra cleaning that is required will be charged at over-time rate.
- D. All local/state ordinances and laws pertaining to use of public buildings and facilities shall be observed.
 - i. Gambling, drinking, and possession of intoxicants on school grounds is prohibited.
 - ii. Smoking is prohibited in all school buildings and on all school grounds.
- E. Rental fees may be charged according to the rental fee schedule.

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

ADOPTED: June 9, 2018

REVIEWED/REVISED: May 18, 2019; April 13th, 2024