

## Community Relations

### Use of School District Facilities and Equipment

#### I. Purpose

This policy provides guidelines for community use of school facilities and equipment. The school district is committed to making the district facilities and equipment available to the community.

#### II. General Statement of Policy

The school district 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. The use of public school facilities as community centers to promote educational, recreational, cultural and civic activities in the community are an important resource in the development of the whole person through learner success, achievement, health and physical wellbeing across age groups.

Facilities are available to the community on an equitable basis and are to be used in a manner consistent with district policies and the regulations in the attached appendix.

#### Legal Reference:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Non-school Purposes; Closings)

#### Cross References:

Policy 628 (Student Activity Programs)

Policy 901 (Community Education Services)

#### Policy

adopted: 7/19/10

amended: 3/12/12

revised: 3/14/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix I to Policy 902

**Procedures for Using School District Facilities and Equipment**

I. Facilities Use Operation and Procedure

Community Education is a part of Independent School District 273, serving the community of Edina. The Community Education Facility Use office serves as the operations and facilities service center for all community use of school facilities in the areas of scheduling, billing, and supervision. Community Education staff coordinate requests for school equipment related to the activity (on-site-use only, and schedule building supervisors.

- A. Prior to using school district facilities, a district applicant must apply for a facility use permit ("permit") at least three days prior to expected use. A non-district applicant must apply for a permit at least seven days prior to expected use.
- B. The application for permit must be signed by an authorized adult representative of the organization or individual applying for the use and must list the person responsible during the use.
- C. Each application for a permit for use of district facilities will state the general nature and purpose of the use. A permit will be issued only for the dates, hours, area and equipment specified.
- D. Each application must be accompanied by the necessary certificate of insurance as outlined in Section VIII.
- E. A permit will not be granted for any use that in the judgment of the district administration (1) may conflict with the mission of the district, or (2) for which satisfactory sponsorship or adequate adult supervision is not provided.
- F. If the application is approved, the district will issue a permit to the applicant. A permit cannot be scheduled more than four months in advance.
- G. Once a permit is granted to an organization or individual, facilities will be used strictly for purposes for which the space was requested. Permit holders must not transfer or sublet the permit to another organization or individual, doing so nullifies an approved permit.
- H. District administration may cancel a permit effective immediately, if, in its judgment continuation would be potentially harmful, dangerous, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
- I. The district reserves the right to require a payment deposit or rental and user fees in advance before the application for permit is processed for non-district users.

II. Administrative Responsibility

- A. The district administration, is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the terms of this policy. The district reserves the right to revoke any permit, without liability, should the revocation be deemed necessary or desirable.
- B. The district scheduler will receive preapproval from the building administration for use of facilities, including grounds and equipment, on school days during regular school hours.

- C. The district scheduler will ensure that all required permit information is complete prior to the use of the facilities.
- D. The district scheduler will maintain a master calendar of activities occurring in the district on a yearly, quarterly, weekly and daily basis (see Section VI).
- E. The building administration or designee is responsible for monitoring all activities held in the building. The administration will work with the district administration when a conflict or concern occurs.
- F. The business office will ensure necessary custodial coverage is available during evening hours and on non-school days, including the summer. The district will assess a fee for such custodial time.

### III. Permit Holders' Responsibility

- A. A signed application for a permit for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities.
- B. The permit holder agrees to protect, indemnify and hold harmless the district and its employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- C. The permit holder will indemnify the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance.
- D. All organizations and individuals using school district facilities will have a copy of the approved permit on site, and must have authorized supervision on duty, approved by the building administrator or designee. Responsible adults, over age 21, must supervise for the entire duration of usage time and until all participants have vacated the premises.
- E. Custodians are allowed to request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement will be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the district representative.

### IV. Priority for Use of Facilities

- A. The priorities for use of facilities are:
  1. School district-sponsored activities
  2. Events sponsored by the City of Edina
  3. Edina-based service organization, charitable and not for profit organizations, and non-school youth organizations
  4. Edina-based individuals, companies and vendors
  5. Non-Edina-based youth, civic, service, political, charitable, and educational organizations
  6. For-profit commercial businesses that serve a regional, state or national clientele
- B. Occasionally, a non-district-scheduled activity may conflict with a planned or rescheduled district activity or program. If a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual.

## V. Prohibited Activities at Facilities

The following types of activities are prohibited by permit holders:

- A. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- B. Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or equipment.
- C. Any purpose in conflict with school activities.
- D. Fundraising campaigns, except as already permitted by school board policy.
- E. Activities violating school district policies.
- F. During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit-making purposes, except those specifically related to the school in which they are displayed.

## VI. Scheduling

- A. Scheduling is based on four-month calendars. The school district will submit a four-month schedule by February 15, June 15 and October 15, respectively. The City of Edina will submit a four-month schedule by March 1, July 1 and November 1. There will be a two-week period for the city to make alterations, after which all other users may then submit requests by March 15, July 15 and November 15 for time in the appropriate four-month schedule.
- B. The building administration or designee will identify the classrooms and facilities that are available for use beyond the school day, recognizing some classroom limitations may need to occur.
- C. The custodians must submit an application for a permit for dates and times required for preparation and special maintenance of facilities, grounds, and fields. The building administration will be notified when custodial permits impact regular education (e.g., physical education) or after-school activities.
- D. School district employees or employee groups may not block out facilities for use by other district or non-district users. The district facilities staff or district administration must approve any blocking out of facilities.

## VII. Class and Rental Schedule

- A. The class and rental schedule are determined by the district administration and school board on an annual basis. Additional modifications may be made with school board approval.
- B. The classes, in priority order, are as follows:
  - Class E – No facility rental charge
    - Edina Public Schools pre-K–12
    - Edina Public Schools extracurricular activities
    - Edina Public Schools Community Education Services
    - Edina Public Schools support organizations (e.g., PTA, PTO, site councils, booster organizations)
    - City of Edina and other tax-supported agencies

#### Class A

- Edina athletic associations under the umbrella of the City of Edina
- Edina-based nonprofit organizations devoted to child or community welfare, that do not charge fees

#### Class B

- Edina Public Schools employee use that is devoted to child or community welfare
- Edina-based nonprofit organizations that are devoted to child or community welfare that do charge fees

#### Class C

- Non-Edina-based nonprofit organizations that are devoted to child or community welfare

#### Class D

- Commercial or for-profit organizations

### VIII. Public Liability Insurance

The administration is authorized to require users of school facilities to furnish public liability insurance issued by a responsible insurer indemnifying the district against any public liability claims for personal injury or property damage alleged to have resulted during the use or occupancy, or both, of property owned by the district. The public liability insurance must be in the amount and for the duration that may be deemed to be necessary and suitable in the circumstances. The insurer must agree to waive the defense of governmental immunity in the event a claim is made against the district.

The user must provide proof of insurance to the facilities scheduler before a permit can be approved. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the school district. Exceptions may be granted, but must be approved by Director of Community Education or designee.

In the event that a user has liability coverage that can be extended by endorsement to provide satisfactory coverage, this endorsement may be acceptable. Either a certificate of insurance or an endorsement on a present policy must be submitted with the enclosed facility use permit before approval can be made for use of school facilities.

School district activities (e.g., pre-K–12, extracurricular, community education services) and parental support groups (e.g., PTAs, PTOs, site councils, booster organizations) do not need to provide separate liability coverage.

### IX. Facility, Personnel, and Equipment Use Fees

A. Annually, the superintendent will recommend and receive school board approval for the school district facility and equipment use fees and personnel fees.

B. An Edina Public Schools employee must be on duty whenever facilities are in use. Custodians, cooks, auditorium technicians and media/technical support assistants will supervise the facility, but not the facility user or its activities. Additional personnel are required in the following areas:

1. Kitchen – A food service employee must be on duty whenever cafeteria kitchen facilities are used.
2. Performing Arts – A trained district media technology employee must be on duty when the operation of sound and/or lighting systems is required.
3. Computer Lab – Computer labs may be used when a trained district media technology employee is on duty, and the use of the lab is approved by the technology director.

4. Professional Development Center – A trained district media technology employee will be on duty if technology-related equipment requires district support, as determined by the technology director.
  5. Swimming Pool – A certified lifeguard is required for groups/organizations and individuals using a school district pool. Proof of certification is required.
- C. A service fee may be charged if an employee is not on regular duty, or if the intended use does not permit the employee to complete regularly assigned duties. Direct payment by the user to an employee for services is prohibited.
  - D. Organizations and individuals will assume the cost of custodial service for the use of the school beyond regular custodial duty hours.
  - E. Any facility user may be assessed a custodial service fee if the use of a facility requires significant clean up. Organizations and individuals are expected to return the facility to its original state before leaving.
  - F. Facility users must supply and assume the cost of any special supervision required, such as security or parking supervision, as determined by the building administrator or designee.
  - G. Specific events (e.g., section athletic tournaments) may require a school district administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.
  - H. A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of billing. A late charge may be assessed if a bill is overdue.

#### X. Rules for School District Facilities and Equipment Use

The following rules must be observed in the use of school district facilities, and the groups, organizations and individuals will be held responsible for compliance.

- A. The use of district-owned equipment for private purposes either on or off school property is prohibited. No exceptions are to be made except by express approval granted by the superintendent.
- B. The school district is not responsible for lost or stolen items.
- C. Possession and use of tobacco and alcoholic beverages are not permitted on district property at any time.
- D. No firearms will be brought onto district property for any reason other than an authorized firearms safety program.
- E. Fire and safety regulations of the state, district, county, and city must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
- F. School district facilities must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- G. The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.

- H. Equipment of a specialized nature will be made available only with authorized personnel, approved by a district administrator, to supervise its operations.
- I. The district will not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property.
- J. Organizations and individuals having special needs, such as extra electrical, generators, dry ice, or reconfiguration of standard school district equipment and facilities, may be required to seek prior plan approval from the local fire inspector, building inspector or health inspector. Any and all expenses incurred through these approvals and licenses are to be paid by the organization or individual.
- K. Concessions or refreshments may not be set up on district property without the permission of the building administrator or designee. All health and food permits required for concessions or refreshments must be obtained by the user prior to sales or distribution.
- L. All accidents occurring while using school district facilities must be reported to the building supervisor or custodian on duty. All gymnasium users are required to have a first aid kit on site at all times. The school district does not provide first aid supplies.
- M. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. In the event of damage to district property, the applicant will pay all appropriate repair costs as determined by the district. If damage is not reported, it could result in revocation of future facility usage.
- N. Students or other children will not be admitted to a facility until a responsible adult is in attendance and ready to take charge of the group. The responsible adult, over age 21, must remain with the group the entire time that the group is in the facility and must not leave until the adult is certain that all members of the group are out of the facility.
- O. No one will be allowed on a gymnasium floor without gym shoes. Rubber-soled street shoes cannot be used.
- P. Vehicle parking must use the dedicated parking lots of t district and all posted parking regulations must be followed.

#### XI. Site Supervision

The user organization is fully responsible for the safety and supervision of the specific space that they are using and will assume full liability for any damages keeping in mind the following additional regulations:

- A. All activities must be under competent and responsible adult supervision (as defined as a high school graduate, 18 years old or older) with an overall site supervisor identified prior to the start of the event use.
- B. Admittance to the designated area is not permitted until the adult supervisor is present. District personnel on duty will supervise the operation of facilities, but are not required to supervise the group or its activities.
- C. When adult supervision is not adequate, it is the responsibility of the district personnel to report this information to the director of Community Education or designee and take immediate action as appropriate.

- D. The district reserves the right to cancel or withhold use privileges if rules and regulations are violated.
- E. Responsibility for loss, breakage, or repair of any school property rests solely with the organization using the facility or leader in charge of the group.
- F. The organizations site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event.

## XII. Cancellation of Facility Use Permits

- A. The permit holder will notify the district scheduler or designee of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the building administrator or designee may charge for expenses incurred in preparation for use of the facility requested.
- B. An approved permit will not be considered by the applicant as a lease, and the building administrator or designee reserves the right to cancel or revoke any permit at any time. Reasons that the school district may cancel a facility permit include, but are not limited to:
  - 1. Inadequate group supervision as determined by the building administrator or designee.
  - 2. Misuse of equipment or facilities.
  - 3. Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee.
  - 4. Emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical). The decision to close the school will be made by the superintendent or designee. On days when school is closed, the decision on cancellation or postponement of school district co-curricular events and all other events scheduled in school district facilities will be made by the building administrator or designee.
  - 5. Violation of any district policies and failure to comply with district policy.
- C. In the event of the cancellation or revocation of a permit, there will be no claim or right to damages or compensation on account of any loss, damage or expenses whatsoever.

## XIII. Leases

- A. The school district may lease facilities to organizations and individuals.
- B. Leases should generally involve physical facilities that are not otherwise used or needed by other school district programs or services.
- C. All leases will be coordinated through the director of community education services and reviewed and approved annually by the school board.
- D. The lease will be defined as a written agreement between the school district and another party for the purpose of exclusive use of school district property for a specified period of time.

Appendix II to Policy 902  
**FACILITIES RENTAL SCHEDULE**

	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
	City Associations and Edina Nonprofit/Not Charging Fees	Edina Nonprofit/ Charging Fees	Non-Edina Nonprofit Devoted to Children/ Community	Commercial or For-Profit Organizations
<b>AUDITORIUMS/THEATERS*</b>	<i>Hourly Rate</i>	<i>Hourly Rate</i>	<i>Hourly Rate</i>	<i>Hourly Rate</i>
<b>EHS (EPAC) &amp; SVMS (NEW FACILITIES)</b>				
No Spectators	\$37	\$81	\$154	\$307
Events	\$81	\$136	\$252	\$331
<b>EHS (Fick Aud.), VVMS &amp; ECC</b>				
No Spectators, A/C	\$19	\$37	\$81	\$154
Events, A/C	\$37	\$81	\$154	\$307
<b>GYMNASIUMS/FIELD HOUSE</b>				
ECC/EHS/SVMS ( <i>Large</i> )	\$17	\$37	\$81	\$154
ECC/SVMS/VVMS ( <i>Small</i> )	\$13.50	\$31	\$67	\$129
Elementary	\$13.50	\$26	\$50	\$106
<b>EHS Activity Center – per court</b>	\$13.50	\$31	\$67	\$129
<b>Camp/Clinic</b>	\$36			
<b>CAFETERIAS/KITCHENS</b>				
Secondary	\$26	\$50	\$106	\$158
Elementary	\$19	\$37	\$81	\$106
<b>CLASSROOMS</b>				
Secondary & Elementary	\$6	\$13.50	\$26	\$50
<b>PROFESSIONAL DEVELOPMENT CTR</b>				
Rooms 348, 349, 350 & 351	\$10	\$15	\$26	\$50
<b>SWIMMING POOLS</b>				
South View Middle School	\$67	\$99	\$198	\$387
Valley View Middle School	\$37	\$50	\$106	\$209
Timing/Sound Equipment	\$14	\$26	\$37	\$50
<b>FIELDS</b>				
Kuhlman – Lights	\$99	\$129	\$186	\$259
Kuhlman- Without Lights	\$14	\$31	\$67	\$129
ECC Multi-Purpose Fields 1 & 2	\$14	\$31	\$67	\$129
Edina High School – Turf	\$14	\$31	\$67	\$129
EHS Multi-Purpose Field #1 – East	\$14	\$31	\$67	\$129
EHS Multi-Purpose Field #2 – West	\$14	\$31	\$67	\$129
Grass Field	\$7	\$14	\$26	\$50
Tennis Courts	\$7	\$14	\$26	\$50
Locker Rooms	\$7			

- An application fee of \$15.00 per permit will be charged.
- Custodial time (setup, cleanup, assistance) will require a fee of \$45/hour (\$55/hour on Sundays and holidays).
- Fees do not include equipment use charges such as technical equipment, or any applicable sales tax.
- Building supervision at \$20/hour (2 hour minimum).
- Auditorium or theater use will require a fee of \$35/hour for the services of a district technician.
- Kitchen equipment use must be arranged through the manager of food services. A minimum of one person from the food services staff must be on duty whenever kitchen equipment is used (paid by the group renting the facility). Fees to use the kitchen are per day, and fees to use the cafeteria are per hour.
- Professional Development Center use does not include the use of technical equipment. Ask for equipment list and related fees.
- Pool timing and/or sound equipment use will require a fee of \$35/hour for the services of a district technician.
- Kuhlman Field press box use will require a fee of \$35/hour.
- Large groups over 75 will be required to pay a \$75 process fee

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