

1600

Use of District Facilities

Policy 1600

Original Adoption: 04/25/1967

Effective Date: 5/29/2013

Revision Dates: 09/30/1969, 01/30/1973, 11/25/1975, 5/28/2013

Review Dates:

I. PURPOSE

District facilities are established, maintained and operated by funds largely provided by local taxes, and belong to the collected citizenry of the school district. The primary use of district facilities is the provision of premises for its mission. The District offers a vibrant and comprehensive community education program as part of its mission. The Board of Directors accepts the responsibility for making district facilities available to organizations, associations and individuals of the community for civic, educational, cultural, welfare, recreational and leisure-time activities which do not infringe upon or interfere with the conduct and best interests of the school system.

II. GENERAL STATEMENT OF POLICY

A. District facilities shall not be used for activities which:

1. Conflict with school programs;
2. Endanger persons or property;
3. Infringe on the well-being or life of the school community;
4. Promote commercial enterprises that would compromise the non-taxable status of district facilities;
5. Involve fund-raising, except as allowed by District policy or specifically allowed in the permit for use;
6. Include the use, sale or distribution of tobacco, tobacco products, unless the use of tobacco was for religious or culturally based ceremonial purposes.
7. Include the possession, use, sale or distribution of alcohol, unless the possession, use or distribution is part of a religious service.

B. Use of district facilities may be subject to

1. Rental fees;
2. Restrictions as to use of district equipment;
3. Requirements for hiring district employees to operate district equipment;
4. Specific arrangements for safety of the attendees;
5. Specific arrangements for security of the building and grounds;
6. Assumptions of liability.

C. **Preference for Scheduling.** Preference in scheduled use of school buildings is as follows:

1. During the defined teacher day for the building:
 - (a) School sponsored activities (including after school community education programs for students);
 - (b) District sponsored activities (including community education programs and activities for adults);

- (c) Authorized student group use;
 - (d) Authorized parent organization activities;
 - (e) Minneapolis Park Board Use;
 - (f) use by all other organizations or individuals.
 2. After the end of the defined teacher day for that building and before six o'clock p.m. (6:00 p.m.) :
 - (a) District sponsored activities (including community education);
 - (b) School authorized activities sponsored by the principal;
 - (c) Authorized student group activities;
 - (d) Authorized parent organization activities;
 - (e) Minneapolis Park Board Use;
 - (f) Use by all other organizations or individuals.
 3. After six o'clock p.m.(6:00) on any school day, or on release days, or weekends:
 - (a) District sponsored activities (including community education)
 - (b) School authorized activities sponsored by the principal
 - (c) Authorized parent organization activities
 - (d) Authorized student group activities
 - (e) School authorized activities sponsored by the faculty or staff of the building
 - (f) Minneapolis Park Board Use
 - (g) Use by all other organizations or individuals.
- D. No user may display a flag other than the United States national colors and the flag of the State of Minnesota at any time on the school building or grounds, nor within the building, except upon special permission from the Superintendent.
- E. No permit holder may sublet any portion of the facilities under the permit to another person or organization.
- F. Applications for any building use on weekends, during school recess periods or holidays may require additional fees to be paid by the permit applicant.

III. COMMUNITY EDUCATION PROGRAMS

- A. Activities sponsored by the Community Education Program shall not require a building permit.
- B. Scheduling of community education programs shall be done in conjunction with the school principal or site administrator.

IV. COMMUNITY USE OF FACILITIES

- A. A school's authorized parent group, booster clubs, or the like are given preference in the scheduling of particular school facilities for the purposes of promoting parent and community engagement with the school.

- B. Use of district facilities is permissible only upon permit acquired through application of a community member or organization to use a specific facility.
- C. Fees may be charged for the use of facilities according to a schedule established by the Superintendent or Superintendent's designee.

V. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations for the implementation of this policy.
- B. The Superintendent shall name an administrative department to manage the community use of district facilities.
- C. Principals and site administrators shall work with the Superintendent's designee to approve uses of the school buildings over which they have control.

Legal References:

Minn. Stat. §123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes)

Cross References:

MPS Policy 1100 (Advertising in the Schools)
MPS Policy 1310 (Parent - Teacher Association, Parent - Teacher Student Association and other School – Community Organizations)
MPS Policy 1480 (Visits to Schools)
MPS Policy 1580 (Soliciting, Peddling and Canvassing on District Grounds)
MPS Policy 1630 (Political Meetings)
MPS Policy 1650 (Swimming Pool and Ice Arena Use)
MPS Policy 1670 (Facilities Available)
MPS Policy 1690 (Fees)
MPS Policy 3270 (Sales and Leases of Real Property)
MPS Policy 5491 (Equal Access to Facilities)
MPS Policy 5550 (Social Events)
MPS Policy 6680 (Safety, Security and Emergency Preparedness)
MPS Policy 6700 (Post Secondary/Adult Education)
MPS Policy 6740 (Community School Educational Program)