

1600 A

Applications for Facility Use

Regulation 1600 A

Original Adoption: 04/25/1967

Effective Date: 05/29/2013

Revision Dates: 10/26/1976, 05/28/2013

Review Dates:

I. PURPOSE

The orderly and fair procedure for assigning district facility uses depends on an application process followed by all applicants, and review of applications based on criteria that apply to all applicants. The purpose of this regulation is to establish the required procedure and set criteria for granting permission to use district facilities.

II. GENERAL STATEMENT OF REGULATION

- A. The Superintendent designates the Community Education Department as the district department responsible for managing the application process for use of district facilities.
- B. Any person or organization that wants to use a district facility for any purpose must submit an application on a form provided by the District, except as otherwise excepted by policy or regulation and except for the following:
 1. Teachers who wish to use the space assigned to them as a classroom before or after the teacher's duty day, but before 5:00 p.m. provided that the space has not been assigned to a community education activity or program after the teacher duty day;
 2. Principals, site administrators or other administrators who wish to use space in the school of their assignment during the teacher duty day, before the teacher duty day, or after the teacher duty day, but before 5:00 p.m. provided that the space has not been assigned to a community education activity or program after the teacher duty day.
 3. District employees or contractors who advise student activity groups who wish to use the school space assigned for their meetings after school, before the teacher duty day, or after the teacher duty day but before 5:00 p.m. Assignments for such meetings shall be made by the principal or principal's designee.
- C. The Superintendent, or designee, reserves the right to reject any or all applications.
- D. The Superintendent or designee, reserves the right to make exceptions to these regulations for good cause shown.
- E. No insurance protection is provided by the District to any non-district employee or department applicant. Applicants may be required to provide proof of insurance for the event naming the district as an additional insured.
- F. Every application must identify a contact person, giving full name, address, and telephone number. Email addresses may be requested to improve electronic communication during the permit process. The contact person must be the person who will be in attendance at the scheduled use.

- G. All applications must be submitted no less than ten (10) school district working days prior to the event.
- H. The principal or site administrator of the requested facility, or their designee, must approve all permit requests.
- I. All applications shall include an assurance that the applicant does not discriminate on the basis of the following, unless the organization is expressly permitted to discriminate on the basis of these characteristics by law:
 - a. race
 - b. color
 - c. creed
 - d. religion
 - e. national origin
 - f. gender or gender identity
 - g. marital status
 - h. status with regard to public assistance
 - i. disability
 - j. sexual orientation
 - k. age
 - l. family status, or
 - m. veteran status.
- J. Permits granted shall be sent electronically or by mail to the contact person identified in the application. Entry to any facility is predicated upon the permit being in the possession of the contact person. Use of the facility is limited to the purposes identified in the permit.
- K. A permit may be cancelled by the Superintendent, Superintendent's designee, principal, site administrator, or the Director of Community Education or director's designee, if the permit holder acts or permits others to act contrary to the terms of the permit.
- L. Exclusive use of playgrounds or use athletic fields or facilities must follow the same application process as any other facility use.
- M. Food and non-alcoholic drink may be brought in by the applicant, if such activity is identified in the application and allowed in the permit. No use of district nutrition services areas, equipment, or supplies is permissible unless the applicant has hired a district nutrition services employee to supervise such use. Arrangements for hire of these individuals may be coordinated through the Community Education Department or the Nutrition Services Department. Costs for the hire of such employees shall be borne by the permit holder.
- N. Requests to use district technology may require the hire of a district employee to operate and supervise the use of district technology. Costs for the hire of such employees shall be borne by the permit holder.
- O. Use of general school physical education or athletic equipment, supplies or apparatus shall not be included in any general permit to use a gymnasium. Use of district athletic equipment or apparatus shall require the hire of a district employee trained in its use. Costs for the hire of such employees shall be borne by the permit holder.

- P. Use of fitness centers or weight rooms shall require the hire of a district employee trained in the use of the equipment. Costs for the hire of such employees shall be borne by the permit holder.
- Q. Responsibility for loss, breakage or need of repair, wholly or in part, of any piece of equipment rests solely with the permit holder. Any loss, breakage or repair need shall be reported to the office of the principal or site administrator as soon as is practicable after the damage is known.
- R. Use of golf balls or golf clubs is prohibited under permit use on any school grounds or in any school facility.
- S. Use of archery equipment on district property is prohibited.
- T. In the sole discretion of the district additional security may be required for any use. In the event that such additional security is required the district shall make the necessary arrangements with approved security providers, however, the applicant is responsible for the cost of such security personnel.

III. RESPONSIBILITY

- A. The Community Education Department is responsible for providing the application form and technical assistance in applications to applicants.
- B. The Community Education Department is responsible for publishing any additional rules surrounding facility use, and for publishing the rental fees charged for each type of facility, use and use of equipment. Fees shall be established by the Superintendent or Superintendent's designee.
- C. Principals and site coordinators are responsible for coordinating use of the facilities under their supervision with the Community Education Department.
- D. Custodial staff are not responsible for supervision of activities, however they shall make reports of any observed failure to follow permit requirements or district rules, damages or losses to the school principal or site administrator as soon as is practicable.

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)