

1600 B

Official Parent Groups: Facility Use

Regulation 1600 B

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Revision Dates:

Review Dates:

I. PURPOSE

Minneapolis Public Schools values the contribution that parents make to the academic success of students and the support that they give to schools. The official and authorized parent group of any school shares a unique relationship to the facility, faculty and community of the school building. The District values the relationship with the official parent group and grants additional rights to such groups in the use of school facilities and other school resources. The purpose of this regulation is to establish facility use rules that are specific to the official parent group of any school, or to district organized parent groups.

II. DEFINITIONS:

- A. “official” or “authorized” parent group of a district school means the independent parent/teacher/student organization recognized by the school principal or site administrator as the official parent group for the school
1. Such groups may be:
 - a) A PTA organized under the auspices of the Minnesota and Federal Parent Teacher Association; or
 - b) An incorporated or unincorporated parent, teacher and student organization consisting of parent, student and staff members connected to the school.
 2. A group need not be a tax exempt or charitable organization in order to be recognized as the official parent group.
 3. Only one organization shall be designated the official or authorized parent group of a school.
 4. Parent booster clubs specific to one student activity generally shall not be appointed the official parent group for the school.
 5. The official site council of the school shall not be the official or authorized parent group of a school. However, membership on the site council does not preclude membership in the official parent group, and membership of both may be identical.
- B. “district organized parent groups” shall include:
1. the District Parent Advisory Council
 2. Area or Zone Councils organized by the Office of Family and Community Engagement or the appropriate Associate Superintendent.
 3. Language, cultural, or other interest or status specific parent groups organized by the Office of Family and Community Engagement, the Superintendent or an Associate Superintendent.

III. OFFICIAL PARENT GROUP MEETINGS AND EVENTS

- A. ***Business and Organization Meetings.*** The official and authorized parent group of a district school may schedule its regular business meetings, executive council meetings and committee meetings with the principal of the school.
1. Permits shall not be required for these meetings.
 2. Scheduled meetings will preferably be set by October 1 of any school year.
 3. Room selections will be made in cooperation with the Principal or site administrator.
 4. The principal of the school or principal's designee will communicate the locations and times scheduled for these meetings to the Community Education Permit office to block out availability.
 5. The Principal shall determine if the technological requirements of the meeting will require the presence of the building technology staff. If such staff is necessary, the parent organization shall be charged for the hourly rate for the staff assigned.
 6. Food and drink may be provided by the group for their own use during these meetings. If use of the school's nutrition center, equipment, or supplies is requested a district food services staff member must supervise the use. If the meeting occurs outside of the staff member's regularly worked hours, the parent group shall be charged for the hourly rate of the staff assigned to supervise.
 7. The use or distribution of alcohol is prohibited.
 8. If any use under this section requires additional custodial time to clean or return the area used to order for the school day purpose, the cost of that custodial time shall be charged to the official and authorized parent group.
- B. ***Events.*** Events organized by the official and authorized parent group of a district school shall be scheduled in cooperation with the principal or site administrator.
1. All events shall require a permit from the Community Education Permit Office. Other than costs assessed under ¶ III. B. 3 - 6, and 9 no rental fees or costs shall be charged the official parent group of the school.
 2. Event locations will be determined upon availability through the permit process.
 3. Any event that requires the use of district technology equipment shall require the hire of an authorized district technology support employee to operate the equipment at the organization's expense.
 4. Food and drink may be provided by the group for their own use. If the use of the school's nutrition center, equipment or supplies is necessary a district food services staff member must be hired to supervise the use.
 5. Permits for these occasions may require the hire of additional custodial time. Determinations of the need for services shall be in the discretion of the Community Education Permit Office. Failure to vacate the building by the permit time shall require the payment of custodial overtime charges.
 6. Events that require the use of any fitness center or weight room shall require the hire of a district employee trained in the proper use of the equipment at the organization's expense. Events that involve the use of any physical education or athletic equipment or apparatus shall require the hire of a district employee trained in its use at the organization's expense.

7. Events under this section may be for instructional, informational, recreational or fund-raising purposes.
 8. Use of school playgrounds or athletic fields for an event must use the same permit process as is used for a building or any part thereof.
 9. Permits may require, at the discretion of the Principal, site administrator or Director of Community Education or designee, additional security provided at the organization's expense. If such security is required, the District will make the arrangements to procure appropriate security personnel.
 10. The use or distribution of alcohol is prohibited.
 11. Social dancing is allowed if specified in the permit application.
- C. If the official parent group of a school is the co-sponsor with an outside agency of an event, whether for fund-raising purposes or not, the outside agency will be charged half of the regularly imposed rental fee for the use of the facility, unless waived by the Superintendent or superintendent's designee.

IV. DISTRICT ORGANIZED PARENT GROUPS

- A. An official and district organized parent group shall schedule its regular business, executive council, committee meetings and events through the Community Education Permit Office. The Office of Family and Community Engagement may schedule executive council or committee meetings of district organized parent groups during the defined school day with the principal or site administrator of any district facility without the need for a permit.
- B. Costs for the hire of district technology or food service employees to operate or supervise the use of district equipment shall be borne by the Office of Family and Community Engagement.
- C. Costs for any additional custodial time required by the scheduled meeting shall be borne by the Office of Family and Community Engagement.
- D. Costs for any additional security personnel required for the meeting shall be borne by the Office of Family and Community Engagement.

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 1600 (Use of District Facilities)

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)