

Adopted: __2019__

BBE Policy 902

Orig. 1995

Revised/Reviewed: __8-12-24__

Rev. 2024

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

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.
- D. Before or after school activities not run as part of our interscholastic activities program as deemed Community Education and fall within their oversight.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board 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 district administrative office. The administration will

present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

- C. The school board 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 may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- 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.
- E. Community Education will be credited 20% of all Facilities Use Agreements as part of their oversight of these activities.

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. [attached]

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board 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. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

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

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)



Belgrade-Brooten-Elrosa Public Schools

FY24 Facility Use and Rental Policy

General Information

The use of all facilities should be arranged through the Building Principals, the Community Education Director, or the Athletic Director. The Superintendent must approve all school rentals.

Rental contracts are available at the building and district office or by calling 320-254-8211. Rental contracts must be submitted at least five working days in advance. Cancellations of facility use must be made 48 hours in advance of the scheduled rental contract or the renter will be liable from the superintendent and/or board of education. The District reserves the right to cancel reservations for just cause. **If the school closes for any reason, the facility use and rental contract is VOID and the planned event will be canceled.**

Procedures

1. Personnel: A custodian or district-hired staff person must be on duty whenever the building facilities are used. When a district employee's time is devoted to or necessitated by the activity, the renter must pay personnel fees. (Custodian \$25/hour; Cook \$25/hour) Custodial fees must be paid by any level that uses the facility during non-working hours of the custodian. In addition, a cook must be hired by any organization that rents the kitchen.
2. Equipment: School equipment may be used if arrangements are made in advance and may accrue additional charges.
3. Concession Stand: All individuals requesting the use of the BBE Schools concession stand must buy/sell the beverages available. BBE Schools will take inventory before and after an event. The group using the concession stand will be billed back the cost of the beverages. (BBE Schools will not charge additional fees per each bottle.) The popcorn machine will be available for use as well. Reminder: Groups may ONLY sell store-bought items at events. NO home-baked goods are allowed.
4. Supervision: All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any additional supervision required.
5. Use: All facilities shall be used consistent with building design, unless prior approval has been granted. Community Education activities are exempt from all rent. No rentals will be allowed that will conflict with the K-12 school operations, Community Education activities, or School Board and Faculty meetings.
6. Laws: All ordinances, laws and district policies pertaining to the use of school facilities must be observed. Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. State Fire Laws must be observed at all times. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.
7. Liability: Individuals or groups that use the District facilities may be required to provide their own damage and liability insurance. The District will not be responsible for the negligence of others.
8. Waiver of Regulations: The above regulations may be altered by the approval of district administration.

Building Details:

Building(s) Requested:

BBE High School
Concession Stand

BBE Elementary School
Concession Stand

Office Use Only: Beverage Count
Before: _____ After: _____

Date(s) facilities are requested:

of people attending event: _____

Building opened at: ____:____ am/pm

Building locked at: ____:____ am/pm

Equipment Requested:

____ Chairs (number needed ____)

____ Tables (number needed ____)

____ Piano

____ Microphone/Sound system

____ Projector/Screen

____ TV/VCR/DVD

____ Scoreboards

____ Bleachers (North ____ South ____ All ____)

____ Nets (VB ____ BB ____)

____ Podium

____ Band/Choir Shells/Risers

____ Portable Steps

____ Other: _____

**BBE School employee supervising event if a custodian is not hired: _____*

Facility Rental: _____ hours @ \$_____ = \$_____

Custodial Time: _____ hours @ \$25.00 = \$_____

Cook: _____ hours @ \$25.00 = \$_____

Beverage Total: _____ bottles @\$_____ = \$_____

TOTAL DUE = \$_____

Payments can be made to:

BBE Community Education

PO Box 39

Brooten, MN 56316

INDEMNIFICATION: The user agrees to indemnify and hold harmless Belgrade-Brooten-Elrosa Public Schools from all claims of any nature, including all costs, expenses, and attorney's fees, which may in any manner, arise out of or result from the group/organization's work, conduct, and use done on the premises. The user also agrees that the group/organization represented will be responsible for any damage to the building or loss of its contents during its use, and/or the liability of their participants. The user will ensure that all rental fees that apply to the group/organization for use of the District's facilities are paid in full within **7 days** after the conclusion of the activity. In addition, the user will pay for any unforeseen costs that may occur, such as extended custodial time not listed above or damage to the school district's property.

Signature

Date