

MINNETONKA PUBLIC SCHOOLS

Policy #902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of District facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The School Board encourages maximum use of District facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. This includes use of the Arts Center on 7, the Tonka Turf/Dome, Veterans Field, Minnetonka Community Education Center and all other District owned and operated facilities.

To maintain communication within the District and to avoid schedule conflicts, all activities and events scheduled beyond the student day for all spaces except the Arts Center on 7, the Tonka Turf/Dome, Veterans Field, Minnetonka Community Education Center shall be scheduled through the District Facility Scheduler.

III. SCHEDULING PRIORITY FOR SCHOOL EVENTS AND ACTIVITIES

All activities and events scheduled beyond the student day for all spaces except the Arts Center on 7, the Tonka Turf/Dome, Veterans Field, Minnetonka Community Education Center shall be scheduled through the District Facility Scheduler, unless noted below. School activities and events have the highest scheduling priority. School activities and events as defined below will be exempt from rental fees. (Note: Costs for custodial, supplies, cleaning and support personnel may apply.)

A. Principals will schedule all activities during the school day and permits are not necessary.

B. Beyond the student day, Principal requested meetings, school activities and events are given the highest scheduling priority, to include:

- Musical practices and concerts programmed by District music personnel
- School drama rehearsals and productions programmed by the Arts Center and other District drama personnel
- Athletic practices programmed by District co-curricular, activities, athletic departmental personnel
- Athletic events as programmed by District co-curricular, activities, athletic departmental personnel

- C. Principal approved annual events hosted by the school building's PTA/PTO parent organization with the event being held in the individual school location will be given next scheduling priority.
- D. Minnetonka Community Education (MCE) annual events and session programming throughout the year will be given next scheduling priority.
 - 1. MCE activities will be scheduled at times that do not interfere with District instructional programs, school sponsored events, meetings, etc, and K-12 extra-curricular and co-curricular student activities.
 - 2. Procedures for providing publicity, registration and collection of fees shall be the responsibility of MCE.
 - 3. MCE registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. SCHEDULING PRIORITY FOR OTHER GROUPS AND ORGANIZATIONS

- A. School approved clubs and activity groups with a designated school advisor will be given priority scheduling in this category. These groups will be exempt from rental fees.
- B. Youth groups associated with the Minnetonka School District sponsored by parent organizations which are formed solely to benefit existing school sponsored clubs and activities will be given next scheduling priority. These parent groups and booster clubs will be exempt from rental fees. Appendix A further defines this category.
- C. Minnetonka youth groups (not directly supporting school activities) sponsored by parent organizations with Minnetonka School District residents being the majority of the organization's participation will be given next scheduling priority. This group may or may not be assessed rental fees based on the individual activity or event.
- D. Residents (those not affiliated with a youth group) will have next priority scheduling. This group may or may not be assessed rental fees based on the individual activity or event.
- E. Non-resident groups or organizations using space in a commercial or business capacity will be scheduled based on event and space availability. Facility rental fees apply.

V. COMMUNITY USE OF SCHOOL FACILITIES

- A. District and school events including staff meetings, athletic events, music and drama performances, school activities and Principal-approved PTA/PTO events are incorporated in to the District's annual calendar of events document published by August 1 of each school year. All other requests will be processed after August 1.

- B. Separate facilities use rules and procedures shall be established for the Arts Center on 7, the Tonka Turf/Dome, Veterans Field, Minnetonka Community Education Center and all other District owned and operated facilities.
- C. The Pagel Center, owned and operated by the Minnetonka Youth Hockey Association, is not governed by this policy.
- D. District facilities shall be made available at no charge for all local, state or national government general elections and special elections and precinct caucuses.
- E. Community groups or individuals may reserve school facilities on a scheduled basis at times that do not interfere with District instructional programs, student activities, activities of school-related groups, and MCE programs.
- F. Requests for use of school facilities by community groups or individuals shall be made through the District Facility Scheduler.
- G. The Superintendent will present recommended procedures for the processing and a review of requests to the School Board. The procedures shall include the rental fee schedule.
- H. Facility use fees shall be based on the organizational classification, as stated in Paragraph VI. of this Policy. The cost of custodial and supervisory service, when deemed necessary, shall be in addition to the basic fee. The fee may also require a processing fee and a deposit or surety bond for the proper use and repair of damage to school facilities. Upon approval by the Board such procedures shall be an addendum to this policy.
- I. 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.

VI. ORGANIZATION CLASSIFICATIONS

Organizations, community users, and businesses using school facilities are grouped into one of four classifications with non-District sponsored groups charged appropriate rental fees. Rental fees for facility usage vary according to the nature and purpose of each group, agency or organization. All other requirements, such as application procedure, standards of conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences.

Community users are classified into one of the following areas:

A. Community Group A

1. Youth groups associated with the Minnetonka School District which are non-revenue producing activities.

2. Non-profit Minnetonka youth groups (18-under) that are composed largely of District residents organized for the sole purpose of providing an activity program for the youth of the District. The organization must upon request provide the District appropriate documentation regarding non-profit status and a copy of all bylaws and financial documents which govern their operation, so that these documents may be available for public review. The District facility will be used for a non-revenue producing activity. Not included are youth groups sponsored by private schools whether located within or outside the District.
3. Youth groups associated with the Minnetonka School District (directly supporting school activities) sponsored by parent organizations for fundraising events, further defined in Appendix A.
4. An activity composed largely of District residents, conducted by a for profit organization and operating a non-revenue producing activity.
5. Residents using space for a non-revenue meeting space.

B. Community Group B

1. Use by organized Minnetonka School District community groups for a revenue producing activity as defined below.
 - a. For profit camps, clinics, tournaments and events that are not sharing profits equally with a designated school group, activity or parent organization.
 - b. Non-profit public service groups that use the facilities to raise money for the benefit of the entire community.
 - c. Camps, clinics, and lessons conducted by coaches of the District that are operated as their personal business.
 - d. Religious organizations serving the youth of the community. This does not include an organized religious service.
2. Use by a community non-profit group, business group, or neighborhood groups for a non-revenue producing activity as defined below.
 - a. Non-profit groups based within the District, including private schools, that request lease of District facilities for a program or activity.
 - b. Gym rental by District residents or a non-affiliated District group.

C. Group C

1. Businesses and neighborhood groups located in the District that use the facilities for a recreational or educational revenue producing activity.

2. Non-profit groups including private schools that lease District facilities for a revenue producing program or activity.
3. Refers to Non-profit groups, schools, colleges, universities, youth sports organizations and youth athletic associations operating a non-revenue program that are not based in the District.
4. Religious organization for the purpose of conducting a religious service.
5. City or county events or city or county affiliated organizations.

D. Non-Community Group D

1. Non-profit groups, schools, colleges, universities, youth sport organizations and youth athletic associations that are not based in the District operating a revenue producing program.
2. Businesses that use District facilities for personal and/or commercial purposes.

VII. RULES FOR USE OF FACILITIES AND EQUIPMENT

- A. Any group using a building and/or the grounds of the District is required to restore to original condition any property destroyed or suffering from other than normal wear and tear.
- B. Nothing shall be sold, given, exhibited or displayed without permission. Such permission, if provided, shall be noted in the approved Building Use Permit.
- C. Fees for use of school facilities shall be governed by the additional cost incurred by the District as a result of the use of school facilities.
- D. Rent will be charged for the use of buildings and other facilities to individuals, groups and organizations on the basis of an established rental schedule. The rent is intended to be a charge for the use of the facility including the furniture normally contained therein and the utilities required to operate the facility. All other costs incurred by the District will be an additional charge to the user.
- E. Unauthorized use of a facility, using a facility in such a way as to be detrimental to the best interests of the District, failure to promptly pay rent and other charges when requested or failure to abide by requests of school personnel, will all be considered as sufficient reasons for revocation of a Building Use Permit or denial of future permits to the offending party.
- F. A building supervisor or custodian may be required to be present during all facility rentals. Alternative supervision plans may be approved by the District.

VIII. LIABILITY AND INSURANCE

The Board expects members of the community who use facilities and equipment to do so with respect for District property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

- A. All groups using school facilities are required to assume full responsibility for personal injury to any participants or spectators related to their activity.
- B. The organization making use of District facilities shall agree to indemnify the District for any and all damage to the school or to other property by any person or persons attending the activity.
- C. Groups and organizations are required to submit a certificate of insurance or endorsement for a general liability policy with \$1,000,000 per occurrence and \$1,000,000 annual aggregate, naming District 276 as the additional insured before a Building Use Permit is issued. The District carries no liability insurance protecting organizations engaged in non-school activities.

IX. NONDISCRIMINATION

Pursuant to state and federal laws, activities sponsored by individuals, agencies, organizations or groups and conducted in District school facilities, whether under contract or by any other arrangement, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, sexual orientation, economic status or disability.

Legal References: Minn. Stat. § 123B.51(Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: Minnetonka Policy #417 Chemical Use Policy
Minnetonka Policy #419 Tobacco-free Environment
Minnetonka Policy #501 School Weapons Policy
Minnetonka #808 Employee Use of District Equipment

Adopted: August 17, 2006

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As defined in Policy 902 IV. B.

Minnetonka youth groups (directly supporting school activities) sponsored by parent organizations which are formed solely to benefit existing school sponsored clubs and activities. These parent groups and booster clubs will be exempt from rental fees.

School Group Name

Anchor Club
Band Boosters
Choir Boosters
Curtain Call Club
Diamond Club
Minnetonka Boys Basketball Association (MBBA)
Minnetonka Girls Basketball Association (MGBA Buckets Club)
Minnetonka Gymnastics
Minnetonka Lacrosse
Minnetonka Track and Field Cross Country Association
Minnetonka Wrestling
Minnetonka Boys Hockey
Minnetonka Girls Hockey
Skippers Booster Club
Tonka Cheerleading
Tonka Hoops
Touchdown Club
Volleyball Booster Club
Youth Hockey Association

This list is subject to change based on recommendations and decision making within the School District administration staff. All other permit requirements apply with regard to scheduling, prioritizing, behavior, supervision, costs incurred and liability requirements set out within Policy 902.

Last updated 02/24/12.