

Adopted: March 24, 1998

Revised: 2001, 2004, 2007, 2010, 2013

813 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 for community groups and individuals. District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities.

III. SCHEDULED CLASSES AND ACTIVITIES

- A. The School District administration shall be charged with the process of scheduling rooms and special areas for classes and activities planned to be offered during each session with Parks, Recreation, and Community Education (PRCE).
- 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, or other district employees that may be required to host the event.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. Request for use of school facilities by community groups shall be made through the PRCE office.
- B. When deemed necessary, a rental fee schedule shall be presented to the Board of Education for review, revision, and approval. This fee schedule shall include as a minimum:
 - 1. Facility rental rates
 - 2. Personnel charges
 - 3. Lease rates for concession
 - 4. Equipment used for the event (chairs, tables, AV, technology, etc.)
 - 5. Custodial supplies to cover large events.
 - 5. Equipment rental charges for equipment used on site (for equipment to be used off site, see Board Policy 714)

- C. After the date, time, and facility have been scheduled; groups can be assured that they are entitled to the use of the facility as agreed upon. Exceptions may occur because of emergencies or unusual circumstances that necessitate rescheduling of school activities. In that event, every effort will be made to find an acceptable alternative space.
- D. The Board of Education shall limit facility rental for groups which schedule events or activities for a one year duration to a three year maximum. The Board of Education shall determine if the group shall be allowed continued use of a facility at the conclusion of the three-year period. Time extensions beyond the three-year maximum shall be allowed in one year increments.

V. 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. Individuals and groups shall be responsible for damage to facilities and equipment.

VI. ENDORSEMENT EXCLUSION

Authorization for use of school facilities shall not be considered as an endorsement of or approval neither of the activity, group, or organization nor for the purposes represented. The group or organization responsible for payment of the rental will, as a part of the rental agreement, be advised that they must utilize a disclaimer for any and all advertising relating to the activity for which the facility is to be used. This requirement is to ensure there will be no implied or inferred sponsorship or endorsement by Hutchinson Public Schools of the purpose or activity for which the facility is to be used.

VII. WAIVER OF LIABILITY

There shall be no liability assumed on the part of School District 423 or its trustees or agents, either officially or personally to the user for any damage occurring from the use of the District facilities. All users must sign a waiver holding the District, its trustees and agents free and harmless from all claims or liability for damages of any person or persons for injury to person or loss or damages to property caused by or in connection with the use of the premises or any other source.

The District shall further require groups who rent the District's facilities to provide proof of general liability insurance coverage appropriate for the activity or event being held in the limits established within the facility use policy. The District shall be named as an additional insured.

A waiver of liability, indemnification, and hold harmless agreement executed by a group's board of directors or authorized agent may be substituted for providing the above referenced insurance coverage. The District retains the right to require a certificate of insurance if it is determined that it is in the best interests of the District

based on the inherent risks associated with the activities which will be held on District owned property.

Legal References: MS 123B.51

Cross References: Policy 714