

Adopted: October 28, 1997

Revised: September 24, 2001, 2004, 2007, 2010, 2013

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

III. SCHEDULED PARKS, RECREATION AND COMMUNITY EDUCATION (PRCE) CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for PRCE 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 prorata portion of costs for custodial services that may be needed.

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. A rental fee schedule and payment policy shall be presented for review and approval by the school board. The fee may include the cost of custodial and supervisory service if deemed necessary. This fee may also include equipment rental cost if deemed necessary.
- C. After a 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 acceptable alternative

meeting space.

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

VI. ENDORSEMENT EXCLUSION

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization nor for the purposes represented. The group or organization responsible for payment of the rental will, at the time of the rental of a school facility and as a part of the rental agreement, be advised they are required to 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 above named districts, 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.

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

Cross References: Policy 906 (Equal Access to Facilities of Secondary Schools)