

## School-Community Relations

Series 900

Policy Title: USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT Code No: 902

The Board of Education recognizes that school facilities and grounds are community owned property and the wise use of this property requires total community cooperation of all agencies and organizations.

Community groups shall be permitted and encouraged to use school facilities and grounds for worthwhile purposes when such uses will not interfere with the school day or evening program. All arrangements shall be subject to the provisions which follow:

A. GRANTING APPROVAL - The superintendent is authorized to approve and schedule the use of school facilities by non-school organizations. The superintendent may at his discretion require the approval of the Board before granting such request. Any organization has the privilege of appealing a decision of the superintendent to the Board of Education.

1. Application forms for use of school facilities are available through the office of the Activities Director, and other building offices.
2. The forms are to be filled out and returned to the: Luverne Public Schools, 709 North Kniss, Luverne, MN 56156
3. The Activities Director clears the time, date, and coordinates District personnel needs.
4. The Activities Director will inform the applicant when final approval is made. Applicants should not advertise events until FINAL APPROVAL is received (on application/permit form).
5. Permit holder cannot transfer or sublet the use of facilities to another person or organization - i.e. pay someone a fee for an event.

B. SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES:

1. See current fee schedule for rental and service charges.
2. Fees shown are based on a four (4) hour use of facility. Rates may be prorated for use exceeding four hours. (Amounts of fees are subject to review and adjustment annually by the Activities Director and the District Superintendent and do not invalidate other aspects of this policy.)

C. DEFINITIONS:

CLASS I - School Related - Free Use

No abnormal demands may be made on custodial staff. Use is restricted to Monday through Friday when custodial staff is regularly on duty, unless other arrangements are made.

1. Educational functions of the school, curricular, co-curricular, extra-curricular, and Community Education classes sponsored by the district.
2. Meetings of district school organizations. PTSA (PPIE) or PTSA committees, district committees, or other district or school affiliated organizations or activities.
3. Organizations in which the school district is a member and dues are paid from district funds.
4. Local, state or national elections.

CLASS II - Community Service - Paid Fee Use

Includes non-profit youth groups such as scouts, 4-H, sports clubs, non-profit or civic groups (such as - Lions Club, Sertoma, American Legion, VFW), religious groups or organizations, municipal, town, or county government meetings or activities such as a public hearing or caucus. There are a number of events, difficult to anticipate, which may fall into the area of community service. Each of these events will be considered on an individual basis by school administrators.

CLASS III - Non-Profit Fund Raising -

Includes all non-profit groups when utilizing school facilities for the purpose of advancing their organizational interest by raising funds either through an admission charge, entry fee, sale of tickets, or free-will offering (activities such as tournaments, pancake breakfasts, craft fairs). Does not include school sponsored youth organizations.

CLASS IV - Profit -

Any organization whose existence on a day-to-day basis is for the purpose of a commercial profit making nature, whether or not a profit is made or intended through the one-time use of school facilities.

CLASS I - No rental fees - service charges as determined.

CLASS II - Rental fees as determined - service charges as determined.

CLASS III - Rental fees as determined - service charges as determined.

CLASS IV - Rental fees as determined - service charges as determined.

D. PERSONNEL SERVICES –

1. A custodian and/or supervisor will be required at all events.
2. Labor service fees will be assessed when it is necessary to employ personnel at times other than their normal working hours. The minimum charge will be for two hours. Current contract fees for personnel services shall be paid directly to the Luverne Public Schools upon receipt of a billing from the accounting department. The District will pay up to one hour of personnel services for any approved student group organization sponsoring a fund-raising event.
3. When the facility is used at a time when a custodian or supervisor is not on regular duty, school administrators or their designees may volunteer to assume responsibility. This option is only available to small groups of school district residents, i.e. practices for play directors and cast, coaches and teams, instructors and class members, meetings and other groups at the discretion of school administrators.

E. EQUIPMENT - Certain school equipment located at the Luverne Public Schools is available for use by established non-profit community social, civic, and cultural groups without charge. However, a deposit on each piece of equipment will be required and the deposit returned to the applicant when the equipment is returned. (Additional charges if the equipment is returned damaged.)

Advanced Sound System: The basic rental fee for the High School Theatre includes usage of the basic sound system. If the “new” sound system with mixer is used, the following additional rental procedure and charges will be followed:

- I. Request to use the advanced sound system must be made at least two working days prior to the event.

2. An additional \$20 per event will be added to the basic theatre rental. District staff will set up and take down the sound system accessories. A time to meet with the AV staff during regular working hours must be arranged to receive operating instructions. If a school employee is requested to operate the system during an event, any additional costs to the district will be added to the rental charge.
3. A “Users Statement” must be signed and a \$500 refundable deposit made at the District Office at the time the request is made. The deposit will be refunded after the AV department tests and verifies all sound equipment is in the same condition as when it was rented. Any replacement or repairs that are required due to misuse of the sound system equipment will be deducted from the deposit, and if this amount exceeds the deposit, the balance will be added to the rental fee.

Approval of requests for use of facilities, grounds or equipment is subject to the discretion of the Activities Director who shall determine the deposit, rental fee, or special provisions upon the approval of the request.

#### F. CONDITIONS –

1. Sunday and Holiday Use: Use of facilities on Sunday or legal holidays is prohibited.
2. Priority and Change of Dates: School functions, including Community Services, have priority for activity dates. A date which has been cleared and assigned for a nonschoolgroup cannot be changed except under exceptional circumstances. In such cases, every effort will be made to substitute acceptable dates and/or facilities.
  - a. Priorities:
    1. District 2184 school activities (K-12)
    2. Community Services sponsored programs
    3. Government/tax supported organizations
    4. Non-profit and public service organizations
    5. Profit/Commercial/Individual Users
3. Services of Uniformed Officer(s): The School District may require a uniformed officer to be in attendance at an event. The sponsoring group shall be responsible for making arrangements for the services of a uniformed officer and shall pay the officer directly.
4. Use of Kitchen Equipment: Use of major kitchen equipment (dishwashers, disposals, mixers, etc.) which could be damaged by persons who may not be familiar with the operational procedures is subject to the supervision of a regular food service employee.
5. Revocation of Privileges: Any organization which abuses its privileges shall have such privileges revoked.
6. Duration of Use: The duration of any one approved use of school property is restricted to one year.
7. Responsibility for Damage: Any organization or groups of citizens permitted to use school property shall be responsible for any damage over and above ordinary wear.
8. Intoxicating Beverages: Under no circumstances shall intoxicating beverages, or other mood altering chemicals be permitted on the premises of any property belong to, or under the care of the Luverne School District.
9. Smoking: Smoking is not permitted in school facilities or on school grounds including parking lots, etc.

10. Gym Shoes: Regular gym shoes are to be worn when using the gym floor. Forbidden are street shoes, rubbers, and overshoes.
11. Loitering: Unauthorized persons must be discouraged from loitering on school grounds or in school buildings at all times. Representatives of the group are responsible for supervising the building at all times. Representatives of the group responsible for supervising the building must be responsible for eliminating unauthorized persons from loitering.
12. Supervision: Applicants will assure the District that adequate supervision will be provided, that inappropriate conduct will not be tolerated and that any unlawful acts are reported to the Community Services Director or to the appropriate community agency. Custodians or any other authorized representatives of the District will supervise the operation of the facilities but shall not supervise a group or activity.
13. Insurance: Groups may be required to show evidence of liability insurance coverage.

**SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES:**

| Facility                  | Class I<br>School<br>Related | Class II*<br>Community<br>Related | Class III*<br>Non-Profit<br>Fund Raising<br>Incl. Admission<br>and Entry Fees | Class IV<br>Profit |
|---------------------------|------------------------------|-----------------------------------|---|--------------------|
| Classrooms:               | No Charge                    | \$10.00                           | \$15.00   | \$20.00            |
| Kitchen                   | No Charge                    | \$15.00                           | \$50.00   | \$100.00           |
| HS Cafeteria/Elem Commons | No Charge                    | \$15.00                           | \$40.00   | \$50.00            |
| Theatre                   | No Charge                    | \$20.00                           | \$50.00   | \$70.00            |
| Elem Gymnasium:           | No Charge                    | \$40.00                           | \$150.00  | \$400.00           |
| MS/HS Gymnasium           | No Charge                    | \$30.00                           | \$100.00  | \$300.00           |
| HS Small Gym              | No Charge                    | \$20.00                           | \$40.00   | \$100.00           |
| Football Field/Track:     | No Charge                    | \$50.00                           | \$100.00/day<br>\$250.00/night  | No Use             |
| Softball Field:           | No Charge                    | \$15.00                           | \$50.00   | \$100.00           |
| Baseball Field:           | No Charge                    | \$15.00                           | \$50.00   | \$100.00           |

More than one day is negotiable.

The building rental fee does not include service charges such as custodial or food service personnel overtime and garbage pickup fees.

**SERVICE CHARGES:**

- Custodial Personnel: \$20.00/hr (2-hr min/Sundays = double time)
- Supervisor: \$20.00 per hour
- Food Service Personnel: Arrangements for hourly wage must be made through food service supervisor.
- Garbage Pickup Fees: Minimum \$20.00 - Maximum \$50.00
- Activities such as banquets or tournament concessions may generate extra garbage.
- Equipment Usage: \$10.00
- Equipment Set Up Cost: \$15.00

Rental fees for State High School League sponsored playoffs and tournaments will be determined by Athletic Director and Superintendent.

Tri-State Band Festival is exempt from all rental fees. However, the organization is responsible for school-related expenses which includes, but is not limited to, custodial salaries, garbage pick-up, damage to grounds and facilities, etc.

Date of Adoption:  
August 27, 1998

Date Revised:  
December 16, 2004  
September 22, 2016

Authority for Policy  
Board of Education