

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

Alexandria Public Schools is committed to making the District facilities and equipment available to the community. The purpose of this policy is to define the use of school district facilities and equipment beyond the school day.

II. GENERAL STATEMENT OF POLICY

The District serves the people of the school district and accepts the responsibility for making the school facilities and equipment available to organizations, associations and individuals of the community for civic, cultural, welfare or recreational activities that are in the best interest of the school system.

III. ADMINISTRATIVE RESPONSIBILITY

- A. The district administrator or his/her designee shall approve scheduling of District facilities and equipment. All applications for facilities should be requested online or by calling the facilities secretary.
- B. Facility/equipment usage should be scheduled at least 10 days prior to the activity, but not to exceed one calendar year in advance. The superintendent or designee may alter the scheduling timeframe.

IV. VISITORS AND GUESTS

All visiting guests must report to the building office during school hours for a visitor pass. School administration and its representatives have the authority to remove an unwelcome guest from District grounds. School authorities and/or the responsible representative using District facilities will monitor all visitors and guests after school hours. School authorities may seek law enforcement support if an unwelcome guest is not willing to leave District grounds.

V. USAGE/PERMIT PROCEDURE

- A. Prior to using District facilities, every non-school group/organization and individual must complete an online request. The individual making the request is responsible for all fees assessed for the event. Facilities/equipment usage should be scheduled at least 10 days prior to the activity, but not to exceed one calendar year in advance. The superintendent or designee may adjust the scheduling timeframe.

- B. Every permit request for the use of a District facility shall state the general nature and purpose of the meeting. Permits will be issued only for the dates, hours, area and equipment specified.
- C. A permit will not be granted for any use that in the judgment of the district administration (1) may conflict with the mission of the district, or (2) for which satisfactory sponsorship or adequate adult supervision is not provided.
- D. Once a permit is granted to an organization or individual, facilities shall be used strictly for purposes for which the space was requested. Permit holders must not transfer or sublet the permit to another organization or individual; doing so nullifies an approved permit.
- E. District administration may cancel a permit effective immediately, if, in its judgment, continuation would be potentially harmful, dangerous or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
- F. The district reserves the right to require a payment deposit or rental and user fees in advance before the application for permit is processed for non-district users.

VI. PERMIT HOLDERS' RESPONSIBILITY

- A. An online request for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities as prescribed by the district.
- B. The permit holder agrees to protect, indemnify and hold harmless the district and its employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- C. The permit holder will indemnify the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance.
- D. All organizations and individuals using district facilities shall have a copy of the approved permit on site. Responsible adults, over age 21, must supervise for the entire duration of usage time and until all participants have vacated the premises.
- E. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the district representative.
- F. Proof of liability insurance must be provided prior to the use of Alexandria Public Schools facilities to protect participants and spectators involved in the activity.

VII. CATEGORIES/FEE CLASSIFICATIONS

Classification of Organizations Using School Facilities

- A. Organizations using school facilities groups are grouped into one of five classes. A rental fee schedule has been established for facility usage based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards for conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Classes, in priority order are as follows:

Alexandria Public Schools PreK-12, Extracurricular and Community Education
Alexandria Public Schools supported organizations (Student Activity accounts, PTO, Site Councils, Booster Clubs), Government Entities (Custodial fees may apply)

Class A: Alexandria based non-profit organizations devoted to child or community welfare, which do not charge fees and non-fundraising purposes.

Class B: Alexandria based non-profit organizations that are devoted to child or community welfare that do charge fees and/or fundraising purposes.

Class C: Non-Alexandria based non-profit organizations that are devoted to child or community welfare groups. Alexandria based commercial or for-profit organizations.

Class D: Non-Alexandria based commercial or for-profit organizations.

Priorities for Use of Facilities*

FIRST PRIORITY: Alexandria Public Schools sponsored activities.

SECOND PRIORITY: Alexandria based service organizations, charitable and not for profit organizations, non-school youth organizations.

THIRD PRIORITY: Alexandria based individuals, companies and vendors.

FOURTH PRIORITY: Non-Alexandria based youth, civic, service, political, charitable and educational organizations.

*On occasion, non-school scheduled activities may conflict with a planned or rescheduled Alexandria Public Schools program. If a conflict occurs, the District will have priority. Efforts will be made to find an alternative facility for the non-school group/organization or individual.

VIII. PROHIBITED ACTIVITIES AT FACILITIES

The following types of activities are prohibited by permit holders:

- A. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- B. Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or equipment.
- C. Any purpose in conflict with school activities.
- D. Fundraising campaigns, except as already permitted by school board policy.
- E. Activities violating district policies.
- F. During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profitmaking purposes, except those specifically related to the school in which they are displayed unless prior authorization by the Superintendent or designee.

IX. PERSONNEL FEES

- A. A service fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties. Groups/organizations and individuals are expected to return the facility to its original state before leaving. Direct payment by the user to an employee for services is prohibited.
- B. The superintendent or his/her designee has the authority to alter the fees for the use of Alexandria Public Schools facilities. However, in no instance will the District incur additional expenses to accommodate a request for facilities use.

X. SUPERVISION

- A. All groups/organizations and individuals using Alexandria Public Schools facilities must have authorized supervisory personnel on duty, approved by the facilities secretary. Responsible adults must supervise for the entire duration of their usage time and/or until all participants have vacated the premises.
- B. District personnel will supervise the facility, but not the facility user or its activities.
- C. Specific events (tournaments and/or performances) may require a District administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.

XI. RULES FOR DISTRICT FACILITIES USAGE

The following rules must be observed in the use of District facilities, and the groups/organizations and individuals will be held responsible for compliance.

- A. Any group/organization or individual, which is not considered part of Alexandria Public Schools, must provide necessary liability insurance to protect participants and spectators involved in the activity.
- B. The use of District owned equipment for private purposes either on or off school property is prohibited. No exceptions are to be made except by express approval granted by the Superintendent or designee.
- C. The group/organization or individual agrees to abide by the Nondiscrimination and the Sexual Harassment and Sexual Violence Policies of Alexandria Public Schools. A copy of this policy is available upon request.
- D. The District is not responsible for lost or stolen items.
- E. Use of tobacco or tobacco paraphernalia is prohibited on all District property. Alcoholic beverages or liquor will not be permitted on District property at any time.
- F. No firearms or pyrotechnics shall be brought onto District property for any reason other than an authorized firearms safety program or with approval of the Superintendent or designee.
- G. Fire and safety regulations of the District, local municipalities and the State of Minnesota must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
- H. District buildings must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- I. The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
- J. The District shall assume no liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on District property.
- K. Groups/organizations and individuals having special needs, such as extra-electrical, generators, dry-ice or re-configuration of standard District equipment and facilities, may be required to seek prior plan approval from: Local Fire Inspector, Building Inspector, Health Inspector, etc. Any and all expense incurred through these approvals and licenses are all to be paid by the group/organization or individual.
- L. All concessions, food items and/or refreshments brought into/onto District facilities or grounds require a food permit issued by Horizon Public Health. Approval must be granted by Alexandria Public Schools Food and Nutrition

Services. A copy of the permit must be given to facilities secretary two weeks prior to the event. Permits can be obtained at Horizon Public Health.

- M. All accidents occurring while using District facilities must be reported to the building supervisor or custodian on duty. Renters are required to have a first aid kit on site at all times. The District does not provide first aid supplies.
- N. In the event of damage to District property, the applicant shall pay all appropriate repair costs as determined by the District. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. If damage is not reported, it could result in revocation of future facility usage.

XII. LEASES

- A. The District may lease facilities to groups/organizations and individuals that are non-profit and provide a general service to the majority of the residents of Alexandria Public Schools.
- B. All leases should be reviewed annually and shall be for a period not to exceed one year in length.
- C. Leases should generally involve physical facilities that are not otherwise used and/or needed by other members of the District.
- D. All leases shall be coordinated through the District's Superintendent of Schools and approved by the District's School Board.
- E. The lease shall be defined as a written agreement between the District and another party for the purpose of exclusive use of District property for a specified period of time.

XIV. CANCELLATION OF FACILITY PERMITS

- A. The permit holder shall notify the building administrator or designee of any cancellation of previously scheduled facilities at least forty-eight (48) hours prior to the scheduled use. In case of failure to do so, the building administrator or designee will charge for expenses incurred in preparation for use of the facility requested.
- B. An approved permit shall not be considered by the applicant as a lease, and the building administrator or designee reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage or expenses whatsoever.
- C. Facility permits may be canceled by the District for any of the following reasons:

1. Inadequate group supervision as determined by the building administrator or designee.
2. Misuse of equipment or facilities.
3. Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee.
4. When emergency situations occur, including weather conditions or school building site limitations (i.e. water, heat, electrical), the decision to close the school will be made by the superintendent or his/her designee. The decision will be based on information provided by the transportation director, building and grounds director, emergency service providers and other area school districts. On days when school is closed, the decision on cancellation or postponement of District co-curricular events and all other events scheduled in the District facilities will be made by the co-curricular director or his/her designee with the approval of the superintendent after consultation with the identified resources and the secondary school principal.

XV. USE OF FACILITIES' EQUIPMENT BY STAFF

- A. District staff members may request access of their school facility of primary assignment beyond the regular school hours by submitting the online request form prior to receiving building administrative approval. Also, the following conditions will determine their access:
 - The facility must be available and a permit holder has priority over any staff member seeking facility usage.
 - The facility use cannot create security risks.
 - The facility to be used must be common areas or a designated work area (i.e. gymnasium, cafeteria, classroom). The district pool, weight rooms and auditoriums are not common areas available to staff due to safety and liability concerns.
 - The staff person using the facility is responsible for securing the building and any equipment damages that occur during their use. This includes payment for damages.
- B. Staff members may access school equipment beyond the school day when it is part of their work responsibility area. The equipment must remain in the building unless pre-approval by the building administrator is given for use beyond school property.
- C. Specifically identified equipment may be used by the staff member with pre-approval from the administrator for functions and activities beyond their work responsibility area (i.e. tables and chairs). Staff members accessing the equipment are responsible for all moving, identified use timelines and possible damages of

the equipment. This includes payment for damages. Staff access may be denied by an administrator if previous concerns have occurred.

XVI. USE OF BUS GARAGE FACILITIES

- A. The District will allow groups/organizations and individuals to access their bus garage facilities on the Douglas County Fairgrounds under the following conditions:
- That the use of the facilities is supported by the Douglas County Fair Board.
 - That the use of the facilities aligns with the purpose and intent of this policy (see Sections VIII, IX, X, XI and XII.).
 - That comparable storage and/or security can be found for the buses while the facility is in use.
 - That the district cannot provide permission for any facilities or grounds on the Douglas County Fairgrounds beyond the buildings they own or lease.
- B. The District administration will determine a fee structure using the classifications of this policy (see Section V. and VI.).
- C. The usage and permit procedures should be directed to the bus transportation director.

Cross References:

Alexandria Public Schools Facility Handbook & Policies
Policy 801: Equal Access to Facilities of Secondary Schools

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Alexandria Public Schools - No. 206

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