

## **Math and Science Academy**

Adopted: January 8, 2004  
Revised: October 2, 2009  
December 10, 2009  
April 8, 2010  
June 20, 2016

### **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 at Math and Science Academy (MSA).

#### **II. GENERAL STATEMENT OF POLICY**

The MSA School Board (BOD) allows the use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

#### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A.** The MSA administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities.
- B.** Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the MSA administration.
- C.** Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

#### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A.** The BOD may authorize the use of MSA facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B.** Requests for use of MSA facilities by community groups or individuals shall be made through the MSA Director or designee. The MSA Director will present recommended procedures for the processing and review of requests to the BOD. Upon approval by the BOD, such procedures shall be an addendum to this policy.

- C. The BOD may require a rental fee for the use of MSA facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to MSA facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the BOD.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of MSA facilities, every effort will be made to find acceptable alternative meeting space.

## **V. USE OF MSA EQUIPMENT**

The MSA Director will present a procedure to the BOD for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the BOD, such procedure shall be an addendum to this policy.

## **VI. RULES FOR USE OF MSA FACILITIES AND EQUIPMENT**

The BOD expects members of the community who use facilities and equipment to do so with respect for MSA property and an understanding of proper use. Individuals and groups shall be responsible for damage to MSA facilities and equipment. A certificate of insurance may be required by MSA to ensure payment for these damages and any liability for injuries.

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

***Cross References:*** MSA Policy 801 (Equal Access to School Facilities)

## Math and Science Academy

### 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT Addendum

- I. Requests for the use of MSA facilities and equipment should be made through MSA's Director.
  - A. Obtain MSA's *Rental Agreement and Facility Application Form with Release of Liability* from the MSA office.
  - B. Complete the form and return it to the MSA school office 10 working days prior to the date of proposed use.
  - C. MSA staff and parents must complete a form for activities held after 5:00 PM.
  - D. MSA's Activities Director will check proposed date(s) to see if the MSA facility is available and provide estimated costs.
  - E. An MSA staff member must be present to open and close an MSA facility in order to use the MSA facility.
  - F. An applicant will be informed of confirmation and/or rejection of their request in a timely manner.
- II. The MSA Board of Directors expects any person or group that uses MSA facilities and equipment to do so with respect for MSA property. Individuals and groups shall be responsible for any damage to MSA facilities or equipment during their use.