

## 902 Use of School District Facilities

### I. Purpose

The purpose of this policy is to provide guidelines for community use of school facilities.

### II. General Statement of Policy

The School Board encourages maximum use of school facilities by community groups and individuals without decreasing the use of such facilities for school programs and without placing an undue financial burden on the District.

### III. Responsibility for Non-Instructional Facility Use

All facility uses for school related activities outside the instructional school day are the responsibility of the administrator in charge of the activity. Schedules of these activities should be entered on the Community Education Department's District master schedule.

The Community Education Department will keep a master schedule of the District's calendar of events.

The Community Education Director is authorized to approve and schedule the use of facilities by non-school groups in accordance with this policy. The Community Education Director is further authorized to resolve any scheduling conflicts involving use of facilities outside of the regular school day.

### IV. Scheduling of Activities and Facilities

Individual schools will maintain their building schedules during the school day and during co-curricular hours on days when school is in session.

School/District activities will have complete scheduling priority for the new school year until June 1<sup>st</sup> of each year. (The school year runs from July 1 to June 30.) School/ District users should enter their proposed activities directly on the Community Education Department's District master schedule. After June 1, the Community Education Department will accept requests from all potential facility users and will attempt to schedule them according to the user classification system.

To schedule District facilities, community users must complete and submit a signed Facility Use Request Form along with a \$10 permit filing fee to the Community Education Department. Requests should be submitted at least 10 days before the first requested date of use. Once the Community Education Department schedules the activity, the Department will issue a permit to the user. The permit will list all dates, times, locations, approved

equipment, and any other necessary information along with the estimate of fees. All required fee payments must be received by the Community Education Department at least seven working days prior to the event to guarantee the reservation. Permit fees are non-refundable. No-shows will be expected to pay the full rental agreement charges.

## V. Classification of Community User Groups

First priority for facility use is given to District programs including all Pre-K-12 activities, authorized co-curricular activities, Community Education activities, and authorized staff development activities.

Community user groups will be classified according to the following criteria to determine their priority and fees. User classes are in priority access order starting from the highest level to the lowest.

User class priority does not automatically convey to a higher classified user the right to displace a previously scheduled activity by a lower classified user. Every effort will be made not to displace previously scheduled activities. Once scheduled, an activity will generally have priority over any later request even from higher classified activities.

The District retains the right to cancel or displace any activity.

### A. Class I: Governmental Agencies

1. City, county, state and federal governmental units conducting elections.
2. Groups of District residents organized to support a particular Fridley ISD 14 school or District activity shall be considered to be Class I users even if their activities are fundraising in nature.

Class I users shall not be required to pay a permit fee or a facility use fee, but they may be required to reimburse the District for staff costs or other expenses directly attributable to the activity.

### B. Class II: Community Based Not-For-Profit Groups

1. Groups in Class II are community based not-for-profit organizations whose members are mostly District residents (70 percent or more; examples of groups in Class II are scouts, University of Minnesota Extension and 4-H programs, community service clubs, and other similar organized groups.)
2. These groups remain in Class II as long as their activities do not require participants to pay admission fees and as long as their activities are not fund-raising in nature.
3. City, county, state and federal governmental units conducting activities primarily serving district residents (70 percent or more).



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**Class II Notes:**

- a) A small fee collected to cover an activity's direct expenses is not considered an admission or fund-raising activity under this policy.
- b) For purposes of this policy, qualifying groups must not discriminate in their membership policies.
- c) The district acknowledges unique relationships with some organizations whose significant purpose is to raise funds for district students. We will establish a rate for this group's use of school facilities each year.

**C. Class III Groups:**

1. All Class I or Class II groups holding activities that are fund-raisers or for which admission is charged (except as noted).
2. All Class II groups not containing at least 70 percent Fridley School District residents.
3. Fridley School District residents holding private activities (for which proof of insurance may be required).

Class III Note: Any athletic, academic or fine arts camp run by District staff must operate as a formal Community Education program. Employees are not permitted to rent District space to conduct activities for their own private gain.

**D. Class IV Groups:**

1. Businesses or for-profit organizations, regardless of whether a fee is charged for admission.
2. Religious organizations.
3. All other groups.

**VI. Additional Fees**

- In addition to the permit filing fee and the facility use fee, community users of school facilities may be responsible for one or more of the following charges, depending on the activity, as determined by the Community Education Director.
  - A. Student Technician: Groups using technology, audio-visual, or other special equipment will be required to pay for student technicians to facilitate their use of the facility and equipment in the auditorium.
  - B. Building Supervisor: When a building supervisor is required for an activity, the group will be billed the cost of the employee.



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- C. Custodian: If events require special or heavy set-up or clean-up, involve meals, are large enough to require the cleaning of public areas and restrooms, or involve other issues requiring custodial support, a custodian will be assigned and the group will be responsible for the cost.
- D. Auditorium staff: Groups requiring significant set-up in the auditorium or requiring other specialized facility or equipment needs may be required to pay for specialized technical staff members to facilitate their safe use of the building and equipment.
- E. Police or Fire Department Personnel: At the discretion of the Director of Community Education, users may be required to hire appropriate public safety personnel for activities to provide a safe and secure environment for participants and to safeguard the facility. If required, these costs must be paid directly to the appropriate public safety agency.
- F. Special Services: Groups with special needs may be required to pay for additional services necessitated by their activity. This could include such services as additional trash removal, kitchen staff, catering fees, electrician services for special hook-ups, etc.

## VII. Payment of Fees

For Class I through IV users, a signed permit request form and permit fee must be submitted to the Community Education office. By signing the permit request form, the user accepts personal responsibility for any and all financial obligations resulting from the activity. The District will provide an itemized list of fees and charges for the event.

Rental fees and labor costs are estimated based on the user's requests stated on the Facility Request Form and payment of the estimated charges may be required one week in advance of the event. Final charges will be increased if the requested times on the permit are exceeded. Actual labor costs will be billed. Contractual minimum costs for personnel or rental fees remain in place even if the actual use is less than scheduled on the permit.

If events are cancelled at least four working days prior to the scheduled activity, any deposits or rental fees paid will be refunded, less any financial obligations or other expenses made on behalf of the group as specified in the permit. Permit fees are non-refundable.

Non-payment of fees within 30 days will result in the cancellation of any subsequent activities until the account is paid in full. Any individual or group having a delinquent balance will not be given additional permits or be allowed to add dates to existing permits until the account is current.

## VIII. Community Building Use Expectations



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All facility users must abide by district policies and guidelines, including the following:

- A. District 14 buildings and grounds are drug, tobacco, alcohol and weapon free. The permit holder is responsible for ensuring the compliance of the group's members with these policies.
- B. By signing the permit, permit holders accept responsibility for any damage done by their group to the facilities and/or injury to individuals resulting from their use.
- C. District 14 is not responsible for loss, theft or damage to the personal property of users and their participants.
- D. District 14 is not responsible for losses due to the unforeseen cancellation of permits resulting from inclement weather, natural disasters, building mechanical failures, or other unexpected events. In such cases, the District will make every effort to provide an alternate location or reschedule the event.
- E. Inappropriate use of the facilities, use of spaces not authorized on the permit or disruptive behavior may result in additional charges, the cancellation of remaining dates on a permit and/or the denial of future access to District 14 facilities.
- F. Groups conducting athletic activities or events involving large numbers of participants will, at the discretion of the Community Education Director, be required to present a Certificate of Liability Insurance for \$1 million and/or a Liability Waiver Form, with the School District named as the Certificate Holder.
- G. Groups conducting activities involving the sale and serving of food must obtain a certificate of approval from the Anoka County Health Department and the City of Fridley.
- H. Further guidelines and expectations are found in 902P Use of School District Facilities Procedures.

*Legal References:*

Minn. Stat. 123B.51 (Schoolhouses and Sites; access for Noncurricular Purposes)

*Cross References:*

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 901 (Community Education)

*School Board Action:*

Adopted as Policy 9.601

Revised as Policy 11.200 April 20, 1999



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Revised May 15, 2007

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Revised May 15, 2018

Revised February 18, 2020