

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 736 – Use of School District Facilities and Equipment

1.0 Purpose

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

2.0 General Statement of Policy

The School Board encourages maximum use of District facilities, grounds, and equipment for community purposes if, in its judgment, that use will not interfere with the use for school purposes.

3.0 Community Education Classes and Activities

3.1 The Director of Community Education will be responsible for the process of scheduling rooms and special areas for Community Education classes and activities to be offered during each session.

3.2 Procedures for providing publicity, registration and collection of fees will be the responsibility of the school district administration.

3.3 Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

4.0 General Community Use of School Facilities

4.1 The Superintendent of Schools or the Director of Community Education or designee will authorize the use of school facilities by community groups or individuals. The District will comply with all federal, state and local laws and regulations with respect to the use of its facilities and equipment.

4.2 The Director of Community Education will establish a rental fee schedule, deposit or surety bond schedule, and payment procedures for the use of District facilities, grounds and equipment. Such fees may include the cost of custodial and supervisory service if deemed necessary. The District may also require a deposit or surety bond for the proper use and repair of damage to school facilities.

4.3 When emergencies or unusual circumstances arise that necessitate rescheduling the use of District facilities, every effort will be made to find acceptable alternative meeting space.

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5.0 Use of School Equipment

The Director of Community Education, on behalf of the District, will be responsible for developing procedures regarding the type of equipment that is available for community use, the extent to which it may be utilized, the manner which it may be scheduled for use and any charges that may be made.

6.0 Rules for Use of Facilities and Equipment

6.1 The School Board expects members of the community who use facilities and equipment to do so with respect for District property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

6.2 Any requests for use of District facilities not covered by this policy statement shall be referred to the Director of Community Education and, at his/her discretion, will be referred to the Superintendent.

Adopted: 6/28/88

Revised: 2/26/13

Revised: 9/12/17