

Community Relations

Use of School District Facilities and Equipment

I. Purpose

Edina Public Schools is committed to making the school 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

Edina Public Schools serves the people of the school district. The school district 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. Definition

“Edina-based” means having 90 percent Edina School District registration.

IV. Visitors and Guests

All visitors and 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 visitor or guest from district grounds. School administration or the responsible representative using district facilities, will monitor all visitors and guests after school hours. School administration may seek law enforcement support if an unwelcome visitor or guest is unwilling to leave district grounds.

V. Facilities Use and Permit Procedure

- A. Prior to using school district facilities, a district applicant must apply for a facility use permit (“permit”) at least three days prior to expected use. A nondistrict applicant must apply for a permit at least seven days prior to expected use. The application for permit must be signed by an authorized adult representative of the organization or individual applying for the use and must list the person responsible during the use. If the application is approved, the district will issue a permit to the applicant. A permit cannot be scheduled more than four months in advance.
- B. Each application for a permit for use of district facilities shall state the general nature and purpose of the use. A permit 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 nondistrict users.

VI. Administrative Responsibility

- A. The district administration, through the district scheduler, is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the terms of this policy. The school board reserves the right to revoke any permit, without liability, should the revocation be deemed necessary or desirable.
- B. The district scheduler shall receive preapproval from the building administration for use of facilities, including grounds and equipment, on school days during regular school hours.
- C. The district scheduler shall ensure that all required permit information is complete prior to the use of the facilities.
- D. The district scheduler shall maintain a master calendar of activities occurring in the district on a yearly, quarterly, weekly and daily basis (see Section X).
- E. The building administration or designee is responsible for monitoring all activities held in the building. The administration will work with the district administration when a conflict or concern occurs.
- F. The business office shall ensure necessary custodial coverage is available during evening hours on nonschool days, including the summer.

VII. Permit Holders' Responsibility

- A. A signed application for a permit 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 school district facilities shall have a copy of the approved permit on site, and must have authorized supervision on duty, approved by the building administrator or designee. Responsible adults, over age 21, must supervise for the entire duration of usage time and until all participants have vacated the premises.
- E. Custodians are allowed to 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 nonverified organization or individual fails to leave the facilities or grounds when requested to by the school district representative.

VIII. Priority for Use of Facilities

- A. School district-sponsored activities have scheduling priority.
- B. Events sponsored by the City of Edina have second priority.
- C. Third priority will be Edina-based service organization, charitable and not for profit organizations, and nonschool youth organizations.
- D. Fourth priority will be Edina-based individuals, companies and vendors.
- E. Fifth priority will be non-Edina-based youth, civic, service, political, charitable, and educational organizations.
- F. Sixth priority will be for-profit commercial businesses that serve a regional, state or national clientele.
- G. Occasionally, a nondistrict-scheduled activity may conflict with a planned or rescheduled district activity or program. If a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the nondistrict organization or individual.

IX. 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 school 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 profit-making purposes, except those specifically related to the school in which they are displayed.

X. Scheduling

- A. Scheduling is based on four-month calendars. The school district will submit a four-month schedule by February 15, June 15 and October 15, respectively. The City of Edina will submit a four-month schedule by March 1, July 1 and November 1. There will be a two-week period for the city to make alterations, after which all other users may then submit requests by March 15, July 15 and November 15 for time in the appropriate four-month schedule.
- B. The building administration or designee will identify the classrooms and facilities that are available for use beyond the school day, recognizing some classroom limitations may need to occur.
- C. The custodians must submit an application for a permit for dates and times required for preparation and special maintenance of facilities, grounds, and fields. The building administration will be notified when custodial permits impact regular education (e.g., physical education) or after-school activities.
- D. School district employees or employee groups may not block out facilities for use by other district or nondistrict users. The district facilities scheduler or district administration must approve any blocking out of facilities.

XI. Class and Rental Schedule

- A. The class and rental schedule are determined by district administration and school board on an annual basis. Additional modifications may be made with school board approval.
- B. The classes, in priority order, are as follows:

- Class E – No facility rental charge
 - Edina Public Schools pre-K–12

- Edina Public Schools extracurricular activities
- Edina Public Schools Community Education Services
- Edina Public Schools support organizations (e.g., PTA, PTO, site councils, booster organizations)
- City of Edina and other tax-supported agencies

Class A

- Edina athletic associations under the umbrella of the City of Edina
- Edina-based nonprofit organizations devoted to child or community welfare, that do not charge fees

Class B

- Edina Public Schools employee use that is devoted to child or community welfare
- Edina-based nonprofit organizations that are devoted to child or community welfare that do charge fees

Class C

- Non-Edina-based nonprofit organizations that are devoted to child or community welfare

Class D

- Commercial or for-profit organizations

XII. Public Liability Insurance

The school district administration is authorized to require users of school facilities to furnish public liability insurance issued by a responsible insurer indemnifying the district against any public liability claims for personal injury or property damage alleged to have resulted during the use or occupancy, or both, of property owned by the district. The public liability insurance must be in the amount and for the duration that may be deemed to be necessary and suitable in the circumstances. The insurer must agree to waive the defense of governmental immunity in the event a claim is made against the district.

The user must provide proof of insurance to the facilities scheduler before a permit can be approved. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the school district.

In the event that a user has liability coverage that can be extended by endorsement to provide satisfactory coverage, this endorsement may be acceptable. Either a certificate of insurance or an endorsement on a present policy must be submitted with the enclosed facility use permit before approval can be made for use of school facilities.

School district activities (e.g., preK–12, extracurricular, community education services) and parental support groups (e.g., PTAs, PTOs, site councils, booster organizations) do not need to provide separate liability coverage.

XIII. Facility, Personnel, and Equipment Use Fees

- A. Annually, the superintendent will recommend and receive school board approval for the school district facility and equipment use fees and personnel fees.
- B. An Edina Public Schools employee must be on duty whenever facilities are in use. Custodians, cooks, auditorium technicians and media/technical support assistants will supervise the facility, but not the facility user or its activities. Additional personnel are required in the following areas:
 - 1. Kitchen – A food service employee must be on duty whenever cafeteria kitchen facilities are used.
 - 2. Performing Arts – A trained district media technology employee must be on duty when the operation of sound and/or lighting systems is required.
 - 3. Computer Lab – Computer labs may be used when a trained district media technology employee is on duty, and the use of the lab is approved by the technology director.
 - 4. Professional Development Center – A trained district media technology employee shall be on duty if technology-related equipment requires district support, as determined by the technology director.
 - 5. Swimming Pool – A certified lifeguard is required for groups/organizations and individuals using a school district pool. Proof of certification is required.
- C. A service fee may be charged if an employee is not on regular duty, or if the intended use does not permit the employee to complete regularly assigned duties. Direct payment by the user to an employee for services is prohibited.
- D. Organizations and individuals shall assume the cost of custodial service for the use of the school beyond regular custodial duty hours.
- E. Any facility user may be assessed a custodial service fee if the use of a facility requires significant clean up. Organizations and individuals are expected to return the facility to its original state before leaving.
- F. Facility users must supply and assume the cost of any special supervision required, such as security or parking supervision, as determined by the building administrator or designee.
- G. Specific events (e.g., section athletic tournaments) may require a school district administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.

- H. The superintendent or designee has the authority to alter the fees for the use of school district facilities and equipment; however, in no instance will the school district incur additional expenses to accommodate a request for facilities use.
- I. A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of billing. A late charge may be assessed if a bill is overdue.

XIV. Rules for School District Facilities and Equipment Use

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

- A. 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.
- B. The school district is not responsible for lost or stolen items.
- C. Possession and use of tobacco and alcoholic beverages are not permitted on district property at any time.
- D. No firearms shall be brought onto district property for any reason other than an authorized firearms safety program.
- E. Fire and safety regulations of the state, district, county, and city must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
- F. School district facilities must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- G. 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.
- H. Equipment of a specialized nature will be made available only with authorized personnel, approved by a district administrator, to supervise its operations.
- I. The district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property.
- J. Organizations and individuals having special needs, such as extra electrical, generators, dry ice, or reconfiguration of standard school district equipment and facilities, may be required to seek prior plan approval from the local fire inspector, building inspector or health inspector. Any and all expenses incurred through these approvals and licenses are to be paid by the organization or individual.

- K. Concessions or refreshments may not be set up on district property without the permission of the building administrator or designee. All health and food permits required for concessions or refreshments must be obtained by the user prior to sales or distribution.
- L. All accidents occurring while using school district facilities must be reported to the building supervisor or custodian on duty. All gymnasium users are required to have a first aid kit on site at all times. The school district does not provide first aid supplies.
- M. 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. In the event of damage to district property, the applicant shall pay all appropriate repair costs as determined by the school district. If damage is not reported, it could result in revocation of future facility usage.
- N. Students or other children will not be admitted to a facility until a responsible adult is in attendance and ready to take charge of the group. The responsible adult, over age 21, must remain with the group the entire time that the group is in the facility and must not leave until the adult is certain that all members of the group are out of the facility.
- O. No one will be allowed on a gymnasium floor without gym shoes. Rubber-soled street shoes cannot be used.
- P. Vehicle parking must use the dedicated parking lots of the school district and all posted parking regulations must be followed.

XV. Cancellation of Facility Use Permits

- A. The permit holder shall notify the district scheduler or designee of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the building administrator or designee may 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. Reasons that the school district may cancel a facility permit include, but are not limited to:
 - 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. Emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical). The decision to close the school will be made by the superintendent or designee. On days when school is closed, the decision on cancellation or postponement of school district cocurricular events and all other events scheduled in school district facilities will be made by the building administrator or designee.
 5. Violation of any district policies and failure to comply with district policy.
- C. In the event of the cancellation or revocation of a permit, there shall be no claim or right to damages or compensation on account of any loss, damage or expenses whatsoever.

XVI. Leases

- A. The school district may lease facilities to organizations and individuals.
- B. Leases should generally involve physical facilities that are not otherwise used or needed by other school district programs or services.
- C. All leases shall be coordinated through the director of community education services and reviewed and approved annually by the school board.
- D. The lease shall be defined as a written agreement between the school district and another party for the purpose of exclusive use of school district property for a specified period of time.

Legal Reference:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References:

Policy 628 (Student Activity Programs)
Policy 901 (Community Education Services)

Policy
adopted: 7/19/10
amended: 3/12/12

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I
FACILITIES RENTAL SCHEDULE

	Class A	Class B	Class C	Class D
	City Associations and Edina Nonprofit/Not Charging Fees	Edina Nonprofit/ Charging Fees and Edina Employee Use	Non-Edina Nonprofit Devoted to Children/ Community	Commercial or For-Profit Organizations
AUDITORIUMS/THEATERS*	<i>Hourly Rate</i>	<i>Hourly Rate</i>	<i>Hourly Rate</i>	<i>Hourly Rate</i>
EHS (EPAC) & SVMS (NEW FACILITIES)				
No Spectators, No A/C	\$34	\$74	\$142	\$283
No Spectators, With A/C	\$52	\$91	\$159	\$305
Events, No A/C	\$52	\$108	\$198	\$430
Events, With A/C	\$74	\$125	\$231	\$436
EHS (Fick Aud.), VVMS & ECC				
No Spectators, No A/C	\$17	\$34	\$74	\$142
No Spectators, With A/C	\$34	\$52	\$91	\$159
Events, No A/C	\$34	\$74	\$142	\$283
Events, With A/C	\$52	\$91	\$159	\$305
GYMNASIUMS/FIELD HOUSE				
No Spectators				
ECC/EHS/SVMS (<i>Large</i>)	\$12	\$34	\$74	\$142
ECC/SVMS/VVMS (<i>Small</i>)	\$12	\$29	\$62	\$119
Elementary	\$12	\$24	\$46	\$97
Events				
ECC/ EHS/SVMS (<i>Large</i>)	\$12	\$74	\$142	\$283
ECC/SVMS/VVMS (<i>Small</i>)	\$12	\$62	\$119	\$238
Elementary	\$12	\$46	\$97	\$192
CAFETERIAS**				
Secondary	\$24	\$46	\$97	\$192
Elementary	\$17	\$34	\$74	\$142
KITCHENS**				
Secondary	\$24	\$46	\$97	\$192
Elementary	\$17	\$34	\$74	\$142
CLASSROOMS				
Secondary & Elementary		\$12	\$24	\$46
PROFESSIONAL DEVELOPMENT CTR***				
Rooms 348, 349, 350 & 351		\$12	\$24	\$46
SWIMMING POOLS****				
South View Middle School	\$62	\$91	\$182	\$356
Valley View Middle School	\$34	\$46	\$97	\$192
Timing/Sound Equipment	\$12	\$24	\$34	\$46
FIELDS				
Kuhlman*****				
Lights	\$91	\$119	\$238	\$475
Without Lights	\$12	\$29	\$62	\$119
Edina High School – Turf	\$12	\$29	\$62	\$119
Other	----	\$12	\$24	\$46

- An application fee of \$10.00 per permit will be charged.
- Sales tax will be applied to the above fees.
- Custodial time (setup, cleanup, assistance) will require a fee of \$40/hour (\$55/hour on Sundays and holidays).
- Fees do not include equipment use charges such as technical equipment.

*Auditorium or theater use will require a fee of \$30/hour for the services of a district technician.

**Kitchen equipment use must be arranged through the manager of food services. A minimum of one person from the food services staff must be on duty whenever kitchen equipment is used (paid by the group renting the facility). Fees to use the kitchen are per day, and fees to use the cafeteria are per hour.

***Professional Development Ctr does not include the use of technical equipment. Ask for equipment list and related fees.

****Pool timing and/or sound equipment use will require a fee of \$30/hour for the services of a district technician.

*****Kuhlman Field press box use will require a fee of \$30/hour for the services of a district technician.