

902 USE OF CARVER-SCOTT EDUCATIONAL COOPERATIVE FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of Carver-Scott Educational Cooperative (CSEC) facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The governing board encourages maximum use of CSEC 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 school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district 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 governing board may authorize the use of CSEC facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of CSEC facilities as it deems appropriate.
- B. Requests for use of CSEC facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the governing board. Upon approval by the governing board, such procedures shall be an addendum to this policy.
- C. The governing board may require a rental fee for the use of CSEC 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 school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the governing board.

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

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the governing board 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 governing board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

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

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)

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