

*Technical Academies of Minnesota*

*Adopted: Orig. 6/22/2013*

*Revised: 8/25/2020*

## **101 USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

These rules and regulations apply to community groups, organizations, and individuals who desire to utilize facilities and equipment.

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

- A. Applications for use of school facilities and equipment shall be made through the Office Manager or Facilities Committee. The application process for facilities use requires a representative to complete the written application for review by the Facilities Committee. Facilities Use Agreement requests will not be accepted over the phone.
- B. The applicant for use of the facilities and equipment shall enter into an agreement with the District providing that the applicant shall assume all liability for personal injury or property damage arising from and out of or in connection with the use of the facilities and equipment and may furnish a certificate of insurance with reference thereto and shall enter into an agreement in writing for such assumption and shall defend and indemnify the school district for any loss by the District sustained as a result of the activity and use of facilities and equipment by the applicant.
- C. To reserve school buildings and equipment, notice shall be at least one week (7) days in advance. Audio visual equipment cannot be guaranteed for use more than two days in advance. Regular school classes, activities, and organizations shall have first priority in reserving the use of school facilities and equipment.
- D. The Office Manager will clear the time and date with the school staff and review procedures with the applicant.
- E. Any authorized school district staff member accepting the responsibility to supervise school buildings must sign the Facilities Use Agreement form. The staff supervisor is responsible for familiarizing herself/himself with building procedures and safety precautions.
- F. In certain situations, a non-staff person may be allowed to supervise if they have been trained and approved by the Facilities Committee and signed the Facilities Use Agreement form.

- G. Applicants may not assign, transfer, sublet or charge fees for use of facilities or equipment. Furniture and equipment owned by the district should not be removed from a room unless supervised by a school staff member. Furniture and equipment must be restored to the original order. In the event facilities are not restored to the condition in which they were found, a custodial fee for special cleanup will be charged.
- H. Any equipment moved into the building must be removed promptly so it will not interfere with the normal school program.
- I. Applicants must agree to pay the District for any and all damages caused by any person or persons attending the activity. The District will not cover the liability of any equipment
- J. Applicants will assure the District that participants will confine themselves to the area requested.
- K. Applicants will assure the District that adequate adult supervision will be provided and that inappropriate conduct will not be tolerated.
- L. All local ordinances, policies and fire regulations and state laws must be observed.
- M. All school buildings and grounds are tobacco and e-cigarette/vape free.
- N. The consumption of intoxicating beverages or illicit drugs anywhere in or on the district premises is prohibited.
- O. Dances open to the general public are prohibited, as is gambling.

**Independent School District No. 4217  
 Technical Academies of Minnesota  
 Facilities Use Agreement Form**

Statement of Policy It is the policy of this District to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during non-instructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute District sponsorship of such meetings, and the views expressed therein may or may not reflect those of the school staff, or board and are neither approved nor disapproved by them.

Organization Requesting Use:	Date Request Submitted:
Organization Contact Person:	Date of Requested Meeting:
Purpose of Meeting:	Time of Meeting:
Estimated Number of People in Attendance:	Space/Rooms requested for Meeting Space:
Special Equipment Needs (including A/V):	Staff (if any) Assigned to Supervise:

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**On Date of Use**

Condition of Facilities When Arrived:	Condition of Facilities when Leaving:
_____	_____
Requestee Signature-Arrival	Requestee Signature-Departure

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**District Use Only**

Date Assigned:	Space Assigned:	Supervision:
Special Needs:	Contacted:	Billed: