

INDEPENDENT SCHOOL DISTRICT #31  
FACILITY AND EQUIPMENT USE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Independent School District No. 31 (Bemidji Area Schools) believes that the public schools are owned and operated by and for community residents and are an integral part of the community. The school board encourages use of district facilities for community purposes if, in its judgement, that use will not interfere with use for district purposes.

III. GENERAL COMMUNITY USE OF DISTRICT FACILITIES AND EQUIPMENT

A. The District may authorize the use of district facilities and equipment. It may impose reasonable regulations and conditions upon the use of district facilities and equipment as it deems appropriate.

B. The District may require a rental fee for the use of district facilities and equipment consistent with this policy and Appendix A. Such fee may include the cost of custodial and personnel services if deemed necessary by the District.

C. When emergencies or unusual circumstances arise that necessitate rescheduling the use of district facilities and equipment, reasonable efforts will be made to find acceptable alternative meeting space.

D. The District expects users of district facilities and equipment to do so with respect for district property and with an understanding of proper use.

E. An approved permit shall not be considered by the permit holder as a lease, and the District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.

IV. LIMITATIONS OF DISTRICT FACILITIES AND EQUIPMENT USE

A. District facilities and equipment shall not be used for events or activities which:

1. Advocate for or assist in raising funds for social or political change by violence.
2. Are illegal or which materially or substantially interfere with the orderly conduct of the educational activities of the district.
3. Advertise or promote any activity, product or service that is illegal for minors or adults.
4. Encourage people to commit illegal acts, acts that violate district or school policies, rules, regulations and procedures, or acts that substantially disrupt the orderly operation of a school or district activities.
5. Express or advocate any form of discrimination, harassment or violence because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or political affiliation.
6. Violate any district policy, rule, regulation or procedure, or federal, state or local law.

7. Are in conflict with a district program or contrary to the basic educational mission of the district.
  8. Jeopardize the safety, security, or supervision of individuals, or district facilities or equipment.
  9. May be detrimental to the best interests of the district.
  10. Might result in any undue damage or wear, or is not consistent with the use for which the facilities and equipment were designed.
  11. Advocate drug or alcohol use, abuse, sex or conduct that is otherwise inconsistent with the shared values of a civilized social order.
  12. Present a danger or potential for harm to a degree not appropriate for a district facility.
- B. Requests may be denied, approval for events and activities may be revoked and prepaid fees/deposits forfeited for:
1. Repeated or material violation of district policy, rules, regulations or procedures, or violation of federal, state or local laws.
  2. Repeated short notification of cancellations or no-shows.
  3. Failure to pay rental fees.
  4. Inadequate group supervision as determined by the authorized personnel or Facility Scheduler.
  5. Misuse of equipment or facilities or damage to district property.
  6. Group conduct of an inappropriate or unacceptable nature as determined by the authorized personnel or Facility Scheduler.
  7. Lack of availability of district facilities, equipment or district employees to be present at the event or activity.
  8. Potentially harmful or dangerous actions by the program or its participants that are not of a moral standard equivalent to that generally accepted in the community.
  9. Other reasons as stated in this policy.
- C. District facilities and equipment use shall not be allowed during the regularly scheduled school day by community groups or organizations, unless specifically authorized by the Superintendent or Building Principal.
- D. Facility use will not be scheduled between the hours of 11:00 p.m. and 6:30 a.m. The pool will not be scheduled for use after 9:00 p.m. Any exceptions must be approved by the Superintendent and/or designee.
- E. All district facilities will be closed on the following district-recognized holidays to all groups regardless of tier: Good Friday, Easter Sunday, Memorial Day, Juneteenth, Fourth of July (Independence Day), Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day.
- F. District facilities will not be used for the following private events: parties, dances, weddings, receptions, funerals or memorials. Exceptions to this policy will be reviewed on an individual basis by the Superintendent.
- G. When a snow day, or other weather-related emergency, or event beyond reasonable district control closes part of or the entire school district, district facilities and equipment use shall be cancelled for the duration of the closure or until the Superintendent authorizes commencement of such use in the sole discretion of the District.

## V. GENERAL REGULATIONS FOR DISTRICT FACILITIES AND EQUIPMENT USE

The following rules must be observed in the use of district facilities and equipment and the permit holder will be held responsible for compliance.

- A. **SAFETY:** All applicable fire and safety laws and regulations and district policies and procedures governing the use of district property must be observed at all times. At no time may an exit be blocked or locked.
- B. **AGE REQUIREMENT:** An applicant must be 18 years of age or older to apply for the use of any district facility.
- C. **TOBACCO, ALCOHOL, THC PRODUCTS AND ILLEGAL SUBSTANCES:** Tobacco products, e-cigarettes, vape pens, other vaping devices and paraphernalia, THC products, illegal substances and alcoholic beverages are prohibited in and on all district buildings and grounds consistent with Policies 900-10-5 Tobacco-Free Environment, Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction Policy and 900-10-4 Drug and Alcohol-Free School/Workplace Policy.
- D. **WEAPONS:** No weapons of any kind are allowed on district property except as provided by Policy 900-30-1 School Weapons Policy. Facility use must be consistent with Policy 900-30-1.
- E. **LIABILITY:** Application for district facility use shall constitute acceptance by the applicant of responsibilities and the willingness to comply with all rules and regulations regarding the use of district facilities and equipment as prescribed by the District. The applicant must exercise the utmost care in the use of district premises and agrees to protect, indemnify, and save harmless Independent School District No. 31 and its officers and 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. This provision does not apply to groups who are covered under the district general liability insurance.
- F. **PERSONAL PROPERTY:** The District shall not be held responsible for any damage or loss that may occur to non-district property brought in or onto district facilities.
- G. **PERSONAL INJURY:** The District shall not be held responsible for any personal injury that may occur to users, participants and individuals in or on district facilities during the use of district facilities or equipment.
- H. **SNOW REMOVAL:** The District may charge for snow removal services unless removal would have been performed in the course of normal district operations.
- I. **SUPERVISION:** Custodians, cooks, technicians and other staff on duty will supervise the operation of the district building and shall not be required to supervise facility users or its activities. All scheduled events and activities must be under competent adult supervision. It is this adult's responsibility to maintain control of the behavior and location of the users, participants and individuals involved in the event or activity to ensure they remain in the area authorized by the District. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.
- J. **ACCESS:** Access to building facilities will be granted at the set-up time indicated on the facilities use permit and after the group supervisor is present and the permit is presented to the custodian on duty.
- K. **PARKING:** Motorized vehicles are allowed only in designated parking areas. At no time are motorized vehicles allowed on the lawn, grassy areas, fields, or sidewalks for any reason. Temporary parking for loading and unloading supplies or equipment may be granted with prior consent from the building principal. Parking is not allowed in fire lanes or bus lanes at any time.

- L. **DAMAGE:** The permit holder will be responsible for its use of the district facilities and equipment as granted by the District and will accept responsibility for any behavior of users, participants, and individuals, for any damage to district facilities or equipment and for any custodial or personnel fees incurred due to such damage. District facilities, facility areas and equipment shall be left in an orderly condition and restored to the same condition as prior to use. In the event of damage to district property, the permit holder shall accept the responsibility for same and shall pay all appropriate repair or replacement costs.
- M. **TECHNOLOGY:** Rental fees do not include the use of technical equipment unless specifically permitted on the facilities use permit and said equipment may be limited to certain district facilities. The District may assess fees for technology personnel, technical equipment and technical equipment damage.
- N. **EQUIPMENT:** Use of gymnasiums and other physical education or athletic facilities do not include the use of supplies and equipment unless specifically permitted by the building principal or activities office and listed on the facilities use permit. Approved equipment may only be used in the designated area it was intended for and may not leave ISD#31 property without prior approval.
- O. **FOOD AND BEVERAGES:** District kitchen facilities and equipment may only be used by a district food service employee. Food and beverages may be served without using kitchen facilities in designated areas such as the commons or cafeteria if the user provides their own food and serving supplies. Food and beverages must not be transported outside the area designated on the permit and are not allowed in any of the carpeted areas or gymnasium without prior approval. Other restrictions may apply.
- P. **ASSIGNMENT:** Permit holders shall not transfer or sublet the permit to another organization.
- Q. **NO ENDORSEMENT IMPLIED:** Authorization for use of district facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they may represent.
- R. **PUBLICITY:** When any organization is granted use of a district facility, either free or for a rental fee, and when publicity of the meeting is disseminated by press, radio, leaflets, or other means, the organization or association must agree to, at all times, fully identify itself, the name of the person who is the official representative of that organization and contact information for that official representative in/on all such publicity.
- S. **OTHER:** The Superintendent or Facility Scheduler 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.

## VI. PROCEDURE

- A. **RENTAL REQUEST:** All requests for use of Independent School District No. 31 facilities and equipment are reviewed and processed by the Facilities Scheduler. Requests are prioritized by tier and order in which they are received. District facility and equipment use may be available during non-instructional hours, non-school days, weekends, summer break or for extended hours with a completed Facility Request Form. Requests for use of district facilities and equipment will not be permitted on district-recognized holidays as indicated in section IV paragraph E of the policy.

All applications should be made through the Facility Request Form located on the district website: [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us). Phone or email requests will not be accepted. A completed form must be received at least five days prior to the first requested date. Large events (over 100 people/day) may require more advanced notice. Requests received with less than the required minimum notice may be processed when possible.

Permits will be issued only for the dates, hours, areas, and equipment specified on the application and include only the nearest lavatories and drinking fountains. Requests must specify any requested district equipment (recreation, audio visual, tables, chairs, etc.), staffing needs, expected attendance, set up/teardown times and other special needs, including technology on the application. Unless specially authorized, equipment must be used in its assigned facility.

Approval/disapproval of the Facility Request will be provided through email notification.

- B. **CERTIFICATE OF INSURANCE:** The permit holder may be requested by the District to provide a certificate of liability and property damage insurance in the minimum amount of \$300,000 combined single limit coverage with the District named as additional insured.
- C. **ESTIMATE OF FEES:** Upon receipt of a completed Facilities Request Form, the Facility Scheduler will verify space availability and may provide the permit holder with an Estimate of Fees at their request. This estimate will include any rental and personnel fees the event or activity is expected to incur. Additional fees may be incurred by the permit holder if the event or activity deviates from the terms stated on the Facility Request Form/Facility Use Agreement. Buildings must be vacated by the time indicated on the permit or additional charges may be assessed.
- D. **INVOICE FOR FEES:** An invoice with all applicable fees will be emailed or mailed to the permit holder. Payment shall be made to Independent School District No. 31 and is required within 30 days of receipt. Failure to remit payment for invoices may result in the revocation or denial of approval for future events and activities. Facility charges shall be made in accordance with Appendix A.
- E. **CANCELLATION:** The permit holder may cancel an event or activity without penalty provided notice is given to the Facility Scheduler at least 48 hours prior to the scheduled use. Failure to timely notify the Facility Scheduler of a cancellation may result in an invoice for expenses incurred in preparation for use of the facility. In the event of a cancellation without proper notice of a tier two event, the client will be charged as a tier three.

## VII. PRIORITIZATION OF FACILITY AND EQUIPMENT USE

Bemidji School District programs have priority of facility use and the District reserves the right to pre-empt a building permit due to a conflict with a planned district program. Due to the contractual nature of some events, the Superintendent may guarantee a facility to a specific permit holder in advance.

District facility and equipment use shall not conflict with the requirements of the district's educational programs and shall be scheduled according to the following priorities.

- A. **TIER ONE:** All Bemidji School District events and activities. These activities and events will have precedence over all other groups. If a conflict arises, the building principal of

the affected building will mediate the conflict. If mediation does not work, the building principal's determination will be final.

- K-12 activities (instructional and co-curricular).
  - Activities Department activities (including Minnesota State High School League).
  - District meetings.
  - Community Education events and activities.
- B. TIER TWO: Bemidji School District sponsored events and activities and local tax-exempt organizations within the boundaries of the Bemidji School District serving youth.
- District/School affiliated organizations and activities for meetings (i.e. PTA/PTO groups, Booster clubs, etc.) designed and intended to promote or support parent/teacher/student interactions.
  - Non-school community youth groups (i.e. Scouts BSA, Girl Scouts, etc.).
  - Local/State/National elections and caucuses.
  - District/School affiliated sports association practices and events that do not charge admission or team entry fees.
- C. TIER THREE: Events and activities for local (minimum of 50% school district residents) tax-exempt organizations within the boundaries of the Bemidji School District serving adults and for-profit youth activities.
- Non-profit adult community and athletic activities.
  - Meetings, classes or activities of non-profit community agencies and organizations and fundraising events sponsored by non-profit community groups and associations.
  - Any program or activity sponsored solely by a postsecondary college or university.
  - Meetings held by charitable groups, organized citizen community services and civic groups (i.e. Jaycees, Rotary, Lions, VFW, American Legion, Chamber of Commerce, etc.).
  - City of Bemidji Parks and Recreation.
  - Youth sports association tournaments and events that charge admission or team entry fees.
  - Religious organizations for worship or instruction.
- D. TIER FOUR: Events and activities for commercial businesses inside and outside the boundaries of the Bemidji School District, tax-exempt organizations outside the boundaries of the Bemidji School District serving youth and adults and any other appropriate use of school facilities and equipment.
- For-profit, commercial and business organizations.
  - Non-district sanctioned events where a registration or admission fee is charged.
  - Individuals, private agencies, companies or vendors.
  - Any group that does not fall under Tier 1, 2 or 3.

## VIII. FACILITY AND EQUIPMENT USE FEES

District facility, equipment and personnel fees are described in Appendix A. All permit holders are responsible for payment of all personnel fees directly related to their use of

district facilities and equipment. The following fees will be assessed to all users, regardless of tier.

- A. A district custodian or other qualified district staff member must be present at all times when district property is in use. The District will determine if additional services are needed, and if the nature of the event dictates such staffing. A minimum of 2 hours will be assessed for personnel not already on duty.
- B. Additional setup and teardown fees may be assessed when appropriate as determined by the District.
- C. Events held outside of district buildings on district property may not need a district employee to be present. To ensure compliance with the facility use policy, district personnel may perform a post-event inspection. Fees may be assessed for trash pickup or damage as deemed appropriate by the District.
- D. All groups using a swimming pool will be required to have a WSI or LGT certified lifeguard employed by the district in accordance to policy 600-70-1 School Properties Aquatic Policy. Fees for this service will apply and be assessed.
- E. Kitchen equipment may only be used by district food service employees. Fees for this service will apply and be assessed.
- F. Technology and equipment usage may require the district Broadcast and Auditorium Technician or Tech Staff to be present. Fees for this service will apply and be assessed.

A. RENTAL FEES: The following facility rental fee schedule applies to the event or activity as well as any setup and teardown times.

| SPACE  | TIER 1 | TIER 2    | TIER 3                                       | TIER 4                                       |
|--|--------|-----------|--|--|
| Performing Arts Center (PAC) – High School   | \$0.00 | \$0.00    | \$125/hour + AV Tech or \$1000/day + AV Tech | \$250/hour + AV Tech or \$2000/day + AV Tech |
| Setup/Teardown   | \$0.00 | \$0.00    | \$125/hour                                   | \$125/hour                                   |
| Cafeteria - Elementary   | \$0.00 | \$0.00    | \$15/day                                     | \$30/day                                     |
| Commons - High School  | \$0.00 | \$0.00    | \$50/day                                     | \$100/day                                    |
| Classroom (no tech)  | \$0.00 | \$0.00    | \$15/day                                     | \$30/day                                     |
| Computer Lab   | \$0.00 | N/A       | N/A  | N/A  |
| Concessions (must have prior approval from the BHS Athletics Director)   | \$0.00 | N/A       | N/A  | N/A  |
| Conference Room  | \$0.00 | \$0.00    | \$15/day                                     | \$30/day                                     |
| Library  | \$0.00 | \$0.00    | \$20/day                                     | \$40/day                                     |
| Lumberjack Room (Tiered Classroom) – High School   | \$0.00 | \$0.00    | \$50/day                                     | \$100/day                                    |
| Scrutchin Media Center – High School   | \$0.00 | \$0.00    | \$25/day                                     | \$50/day                                     |
| Multipurpose Breakout Area – High School   | \$0.00 | \$0.00    | \$25/day                                     | \$50/day                                     |
| Locker Rooms   | \$0.00 | N/A       | N/A  | N/A  |
| Main Gym – High School   | \$0.00 | \$0.00    | \$100/day                                    | \$200/day                                    |
| Video Board (Includes 30 min of system setup and 30 min of system restore time. Any additional time would be charged at \$50/hr. | \$0.00 | \$100/day | \$100/day                                    | \$100/day                                    |
| Auxiliary Gym – High School  | \$0.00 | \$0.00    | \$50/day                                     | \$100/day                                    |
| Gym - Middle School/Gene Dillon  | \$0.00 | \$0.00    | \$50/day                                     | \$100/day                                    |
| Elementary Gym – K-3 Schools   | \$0.00 | \$0.00    | \$25/day                                     | \$50/day                                     |
| Football Field (not including  | \$0.00 | \$0.00    | \$100/day                                    | \$200/day                                    |



|   |        |   |   |   |
|---|--------|---|---|---|
| field prep)   |        |   |   |   |
| Outdoor Fields:<br>Baseball/Softball                | \$0.00 | \$0.00  | \$25/day  | \$50/day  |
| Field Prep (includes initial dragging and chalking) | \$0.00 | \$75.00 + additional labor fees when applicable | \$75.00 + additional labor fees when applicable | \$75.00 + additional labor fees when applicable |
| Soccer Field  | \$0.00 | \$0.00  | \$25/day  | \$50/day  |
| Parking Lot   | \$0.00 | \$0.00  | \$50/day  | \$100/day                                       |
| Swimming Pool – Middle School/High School           | \$0.00 | \$50/hour + lifeguard                           | \$50/hour + lifeguard                           | \$50/hour + lifeguard                           |
| Tennis Courts                                       | \$0.00 | \$0.00  | \$25/day  | \$50/day  |
| Track   | \$0.00 | \$0.00  | \$50/day  | \$100/day                                       |
| Weight Room   | \$0.00 | \$0.00  | \$25/day  | \$50/day  |

B. PERSONNEL FEES: Personnel fees apply during the event as well as any setup and teardown time required. Fees will be charged with a minimum of one hour per event and in half hour increments. The District reserves the right to specify the number of personnel required for events based on expected participation and setup needs.

| PERSONNEL                         | HOURLY RATE PER PERSON  |
|-----------------------------------|---|
| Custodial Staff                   | \$40 per hour   |
| Food Service Staff                | Charges will vary. For catering services contact the food service department. |
| Lifeguard                         | \$25 per hour   |
| Broadcast & Auditorium Technician | \$50 per hour   |
| Event Staff                       | \$25 per hour   |
| Technology Staff                  | \$30 per hour   |

C. EQUIPMENT/SERVICE FEES: Equipment and/or technology may be available in designated rooms. District equipment may only be used on district property. The applicant must indicate intent to use equipment on the Facility Request Form along with any additional equipment and/or technology needs not listed below.

| EQUIPMENT                     | RATES                               | NOTES                 |
|-------------------------------|-------------------------------------|-----------------------|
| Grand Piano (auditorium only) | \$100 per day (plus cost of tuning) | Needs prior approval. |

|   |                                   |   |
|---|-----------------------------------|---|
| Athletic Equipment (i.e. nets, balls, etc.) | Contact the Facilities Scheduler. | Athletic equipment requests will be handled on an individual basis by the building principal or activities office.                            |
| Bleachers                                   | N/A                               | Bleachers may only be used in the area they are intended for and may only be used on District property.                                       |
| Broadcasting Fee                            | \$125 per event                   | Must be preapproved by the Broadcast & Auditorium Technician.   |
| Music Equipment                             | Contact the Facilities Scheduler. | Must be preapproved by the music department and/or building principal.  |
| Technology Equipment                        | Contact the Facilities Scheduler. | Limited technology is available in the Lumberjack room and Commons at BHS. Specialized technology is available in the Performing Arts Center. |
| Guest Wi-Fi                                 | N/A                               | Available M-F from 3:00 p.m. – 11:45 p.m. and all day on the weekends. Open network with no password required.                                |

*The Superintendent has authority to reduce rental fees when there are special circumstances.*

To complete an application for facility use visit us at [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us) > district tab > facilities calendar & scheduling > facilities request form.