

Policy #: <b>902</b>
Title: <b>USE OF MINNESOTA STATE ACADEMIES FACILITIES AND EQUIPMENT</b>
Date of Initial Approval: 06-19-2008
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent and Board Policy Committee

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

The MSA board and the administration of MSA encourages use of MSA facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for MSA purposes. Allowing community use of MSA facilities promotes awareness and support for our student body and is an integral part of our efforts to include parents, alumni, and community members in our programs.

**III. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The MSA board authorizes the use of MSA facilities for educational, cultural, civic, religious, recreational, governmental, and general political activities which are sponsored by responsible, recognized organizations, agencies, institutions, or individuals, provided that the activity does not interfere with the programs and best interests of the Minnesota State Academies. The Academies reserve the right to deny the use of school facilities if the activities are deemed detrimental to the purpose of the Minnesota State Academies.
- B. Requests for use of MSA facilities by community groups or individuals shall be made through the Superintendent's office. The Superintendent is authorized to approve and monitor conditions for community use of buildings and grounds under the direction of this policy.
- C. When MSA programs (MSAB/MSAD) are a designated member of an organization and/or hosting an activity/meeting, no rental contracts are necessary. For the purposes of this policy, hosting includes allowing multi-agency or multi-school committees that include MSA programs to have meetings on our campuses, using our campus facilities. Hosting student conferences, tournaments, staff trainings, and so forth, also fall under this category. This does not include MSA staff members who participate as individual members in an organization, but do not officially represent MSA programs.

Parents who are on campus for IEP meetings, evaluations, and/or other school-related meetings may stay in the parent rooms in the dormitories at no charge but must pay a deposit for their keys/key card. No rental

contracts are necessary for their stay in the parent rooms. Parents who want to stay on campus for extracurricular activities, athletics, or other social functions must obtain approval from the superintendent's office prior to use, and may be charged for their stay in the parent rooms.

- D. If use of campus facilities is approved, a Facilities Use Agreement (See Appendix 902-D) shall be prepared through the Superintendent's Office, utilizing an established rental fee schedule. (See Appendix 902-A) Such fees will include the cost of custodial, technical, and supervisory service as necessary. (See Appendix 902-C) Representatives of all groups requesting use of campus facilities must send a request at least 2 weeks in advance with specific dates and times for use and agree to expectations outlined in the facilities use agreement. The rental fee schedule will be reviewed annually by the Superintendent's office and altered as technology and equipment needs modernize.

Groups utilizing campus facilities must provide documentation of current liability insurance of at least \$1,000,000 prior to use of the facility. This provision does not apply to groups who are covered under MSA general liability insurance. The requestor is liable for personal injury and/or property damage. Users must also sign a waiver to indemnify and save and hold the State of Minnesota and the Minnesota State Academies and its agents and employees harmless from any and all claims or causes of action arising from the user's use of the Academies' facilities, except to the extent arising from the negligence or willful misconduct of the State of Minnesota and/or the Minnesota State Academies.

- E. The Superintendent is authorized to set aside or reduce any scheduled or normal rental fees when a mutually beneficial relationship is established between the Minnesota State Academies and a proposed user of school facilities. This does not include the costs of custodial, technical, or supervisory services. Users who qualify for reduced or waived fees include the following:
1. If the proposed user is a non-profit organization (other than a blind or deaf advocacy organization), school, charitable or civic group, or league. Examples: Local football league; Kiwanis Club; Faribault School District activities.
  2. If the proposed user is a Minnesota state or state charter of a nationally recognized blind or deaf community organization with an education-related function. Examples: Minnesota Association of Deaf Citizens; National Federation of the Blind.
  3. If the proposed user is for MSAB or MSAD alumni association gatherings or meetings (excluding dormitory use fees).
  4. If the proposed user is for MSAB or MSAD Parent-Teacher association gatherings or meetings (including booster club

gatherings/meetings).

5. If the proposed activity will include and benefit staff members or students at MSA, including consideration of in-kind contributions such as waiver of league/participation fees in replacement of rental fees. Example: Local athletic league involving a team from MSAB/MSAD; Local spring play production or musical concert involving students from MSAB/MSAD.

6. Parents and family members who need to travel great distances in order to attend meetings and/or other events in Faribault.

The superintendent may consider other unique circumstances in decisions regarding reduction or waiver of fees on a case-by-case basis.

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

#### **IV. USE OF MINNESOTA STATE ACADEMIES EQUIPMENT**

The Superintendent is authorized to approve and monitor conditions for use of equipment in MSA facilities that is available for community use. (See Appendix 902-B) Provision of the equipment is dependent on availability. The guidelines stated in section III-E above apply to the use of equipment.

#### **V. USE OF MINNESOTA STATE ACADEMIES STAFF SERVICES**

The superintendent is authorized to approve use of staff services to support community activities as necessary. Costs of the services will be equivalent to the actual costs to the Academies and will be included in the cost for use of MSA facilities. (Overtime hours, shift differential, and so forth). Interpreters for meetings involving parents hosted by the Parent-Teacher-Staff Association, the Hilltopper Athletic Booster Club, and similar parent organizations/activities will be provided by MSA at no cost to support full participation of our parents in the MSA community. Staff time expended to set-up and clean-up after the activities will also be calculated and included in the facilities use agreement. (Addendum 902-C)

#### **VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The MSA board expects members of the community who use facilities and equipment to do so with respect for MSA 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)

**Appendixes:**

- Appendix 902 A – Facilities Use Rental Fees
- Appendix 902 B – Equipment Rental Fees
- Appendix 902 C – MSA Staff Services Fees
- Appendix 902 D – Facilities Use Agreement