

**I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of NWSISD controlled property and equipment.

**II. GENERAL STATEMENT OF POLICY**

The school board encourages maximum use of NWSISD controlled property and equipment for community purposes if, in its judgment, that use will not interfere with use for its own educational purposes.

**III. GENERAL COMMUNITY USE OF NWSISD CONTROLLED PROPERTY**

- A. The school board may authorize the use of NWSISD controlled property by community groups or individuals. It may impose reasonable regulations and conditions upon the use of its controlled property, as it deems appropriate.
- B. Requests for use of NWSISD controlled property by community groups or individuals shall be made through the NWSISD administrative office. The Executive Director will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of NWSISD controlled property. 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 its controlled property. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of NWSISD controlled property, every effort will be made to find acceptable alternative meeting space.

**V. USE OF NWSISD EQUIPMENT**

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

## **VI. RULES FOR USE OF NWSISD CONTROLLED PROPERTY AND EQUIPMENT**

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

**Legal References:** Minn. Stat. § 123B.51(Schoolhouses and Sites; Access for Noncurricular Purposes)

*Adopted: April 2003*