

Long Prairie-Grey Eagle School District

Facility and Grounds Use Policy

Purpose Statement:

The facilities and grounds of the Long Prairie-Grey Eagle School District are maintained primarily for educational purposes and school-sponsored activities. The School District recognizes that community access to school facilities can provide educational, recreational, cultural, civic, and social benefits to the community. This policy establishes guidelines and expectations for the safe, responsible, and equitable use of district facilities and grounds by outside organizations and individuals.

General Statement of Policy

Use of school facilities and grounds by non-school groups may be permitted when such use:

- Does not interfere with the instructional program or school-sponsored activities;
- Supports educational, civic, recreational, cultural, or community purposes;
- Complies with all district policies, local ordinances, state laws, and federal regulations; and
- Protects the safety, security, and condition of school property.

The School District reserves the right to approve, deny, revoke, or modify any facility use request.

Definitions

For purposes of this policy:

- **Facilities and Grounds** include all district-owned buildings, athletic facilities, parking lots, fields, playgrounds, equipment, and other property.
 - **School-Sponsored Activities** include activities organized and supervised by the School District or its affiliated student organizations.
 - **Outside Organizations** include community groups, nonprofit organizations, governmental agencies, businesses, and private individuals requesting facility use.
-

Priority of Use

Facility use requests shall be prioritized in the following order:

1. School District instructional programs and operations;
2. School-sponsored extracurricular and co-curricular activities;
3. Community Education programs;
4. School-affiliated organizations and booster groups;
5. Governmental and nonprofit community organizations;
6. Other approved organizations or individuals.

Approval of prior use does not guarantee future approval.

Application and Approval Process

1. All requests for facility or grounds use must be submitted through the district's designated reservation process.
 2. Requests should be submitted sufficiently in advance to allow for review and scheduling.
 3. Use is not authorized until written approval has been granted by the School District.
 4. The district may require proof of nonprofit status, event details, security plans, or additional documentation.
 5. The School District may cancel or reschedule approved use when necessary due to:
 - School activities;
 - Weather or facility conditions;
 - Safety concerns;
 - Emergency situations; or
 - Policy violations.
-

Eligibility and Permitted Uses

Permitted uses may include:

- Educational programs;
- Youth activities;
- Civic meetings;
- Cultural or performing arts events;
- Recreational programs;
- Community service activities; and
- Other activities deemed appropriate by the district.

The district may deny use for activities that:

- Conflict with the mission or operations of the School District;
- Present safety or security concerns;
- Causes excessive wear or damage;
- Violate laws or district policies; or
- Are inconsistent with community standards for school property.

Supervision and Responsibility

1. An adult representative of the renting organization must be present and supervise all activities at all times.
 2. Organizations are responsible for the conduct and behavior of all participants and spectators.
 3. Users shall comply with all instructions from district staff, custodians, coaches, or administrators.
 4. The district may require security personnel or district supervision for certain events.
-

Insurance and Liability

A. Insurance Documentation

Prior to approval of any facility or grounds use permit, the applicant must provide the Long Prairie-Grey Eagle School District with evidence of liability insurance as required below, and proof of nonprofit status and proof of workers' compensation insurance, if applicable.

B. Insurance Requirements

Prior to approval of any use permit, the applicant must provide the School District with evidence of liability insurance as required below, naming Long Prairie-Grey Eagle School District as an additional insured. Failure to provide the School District with evidence of such coverage shall not relieve the permit holder of the obligation to maintain such insurance for the benefit of the School District.

The Superintendent or designee may waive the certificate of insurance requirement for events designed to benefit district students.

Coverage shall be provided by an insurance company licensed to do business in the State of Minnesota with AM Best ratings of A or above.

The applicant shall provide a certificate of insurance specifying amounts of coverage equal to or greater than the minimum required limits of liability stated below. All certificates shall provide the School District with thirty (30) days' notice of cancellation, material change, or non-renewal. The certificate must be altered to eliminate the words "endeavor to" and "but failure to make such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."

1. Commercial General Liability

Coverage Type

Minimum Coverage

Bodily Injury Including Death	\$1,000,000 Each Occurrence
Personal Injury	\$1,000,000 Each Occurrence
Products/Completed Operations	\$1,000,000 Each Occurrence
General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000

2. Workers' Compensation

<u>Coverage Type</u>	<u>Minimum Coverage</u>
Workers' Compensation	Statutory
Employers Liability – Each Accident	\$100,000
Employers' Liability – Disease Policy Limit	\$500,000
Employers' Liability – Disease Each Employee	\$100,000

C. Liability and Responsibility

1. Users assume responsibility for injuries, damages, losses, or claims arising from their use of district property.
 2. Organizations are responsible for the conduct and supervision of participants and spectators attending their event or activity.
 3. The Long Prairie-Grey Eagle School District shall not be responsible for lost, stolen, or damaged personal property belonging to facility users or attendees.
 4. The School District reserves the right to require additional insurance coverage, security measures, or supervision depending on the nature of the event or activity.
-

Care and Use of Facilities

1. Users must leave facilities and grounds in clean and orderly condition.
2. Damage to facilities, equipment, or grounds must be reported immediately.

3. Organizations are financially responsible for damages or excessive cleaning resulting from their use and must have a credit card on file in the event of damage.
 4. Equipment owned by the district may only be used with prior approval.
 5. Storage of materials or equipment on school property requires district approval.
-

Prohibited Activities

The following activities are prohibited unless specifically authorized by the School District:

- Use of alcohol, tobacco, nicotine products, vaping devices, cannabis, or illegal substances;
 - Possession of weapons or dangerous materials;
 - Gambling activities;
 - Activities that violate local, state, or federal law;
 - Open flames, fireworks, or pyrotechnics;
 - Unauthorized food preparation;
 - Animals, except service animals or approved educational activities;
 - Political campaign activities are prohibited by law.
 - Use that creates unreasonable noise, disruption, or safety concerns.
-

Safety and Emergency Procedures

1. Users must comply with all fire codes, occupancy limits, and emergency procedures.
 2. Exits, access points, and safety equipment may not be blocked.
 3. Emergencies must be reported immediately to district personnel or emergency services.
 4. Organizations may be required to provide event safety plans for large gatherings.
-

Food and Concessions

1. Food and beverages may only be served in approved areas.
 2. Kitchen use requires district approval and may require certified personnel.
 3. Concession sales must comply with district guidelines and applicable health regulations.
-

Technology and Equipment Use

1. Audio/visual, technology, lighting, scoreboards, or specialized equipment may only be operated with district approval.
2. District technology systems and internet access must be used in accordance with district technology policies.

3. Additional staffing may be required for the use of specialized equipment.
-

Inclement Weather and Facility Conditions

The School District reserves the right to close facilities or cancel events due to:

- Inclement weather;
 - Unsafe travel conditions;
 - Facility maintenance concerns; or
 - Emergencies affecting safe operation.
-

Fees, Costs, and User Categories

Facility users may be charged fees related to:

- Custodial services;
- Security;
- Technical support;
- Equipment use;
- Utilities;
- Kitchen or concession use;
- Event staffing; and
- Other operational costs associated with facility use.

Fee schedules shall be established separately by the Long Prairie-Grey Eagle School District and approved by the School Board.

Access to district facilities by groups is categorized as follows:

Category 1 – Long Prairie-Grey Eagle Schools and Governmental Use

(Highest priority listed first)

- a. School-sponsored activities
 - b. Community Education programs
 - c. School building and/or district parent involvement programs
 - d. Functions of school-related organizational meetings
 - e. Long Prairie-Grey Eagle Schools reunions and other approved alumni events
 - f. City or local government uses
 - g. Essential community activities, including city-wide elections and party caucuses/primaries on sanctioned dates
 - i. Emergency services, including disaster relief efforts
-

Category 2 – Long Prairie-Grey Eagle Area Youth and Community Organizations and Activities

- a. Local youth organization activities for small groups after school
 - b. Local youth organizations (e.g., youth baseball, basketball, softball, soccer, wrestling, volleyball, hockey, and similar organizations)
 - c. Youth athletic organizations as recommended by the Activities Director and approved by the Superintendent, including athletic feeder programs
-

Category 3 – Non-Long Prairie-Grey Eagle Area Youth and Community Organizations and Activities

- a. Youth organization activities for small groups after school
- b. Youth organizations (e.g., youth baseball, basketball, softball, soccer, wrestling, volleyball, hockey, and similar organizations)
- c. Youth athletic organizations as recommended by the Activities Director and approved by the Superintendent, including athletic feeder programs

Category 4 – For-Profit Organizations

Businesses, commercial enterprises, private instructors, vendors, and other for-profit organizations or activities.

The School District reserves the right to determine the appropriate user category for any organization or event and may adjust classifications when necessary to support district operations, priorities, and community access.

Violations and Revocation of Use

Failure to comply with this policy or other district regulations may result in:

- Immediate removal from district property;
 - Cancellation of current or future reservations;
 - Financial liability for damages or costs; and/or
 - Referral to law enforcement when appropriate.
-

Nondiscrimination

The Long Prairie-Grey Eagle School District will provide equal access to facilities and grounds without discrimination based on race, color, creed, religion, national origin, sex, marital status, disability, age, status with regard to public assistance, sexual orientation, or other protected classifications as provided by law.

Administration

The Superintendent or designee is authorized to develop procedures and administrative guidelines necessary to implement this policy. The School District reserves the right to interpret and enforce this policy in the best interest of the district and community.