

Adopted from MSBA/MASA Model Policy 902, Orig. 1995, Rev. 2012

Approved:

Revised:

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 902  
USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

**III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. Bluffview Montessori School administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of Bluffview Montessori School administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

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

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Bluffview Montessori School administrative office. The administration 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 school facilities. 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 school facilities. 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 school facilities, every effort will be made to find acceptable alternative meeting space.

## **V. USE OF SCHOOL 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 FACILITIES AND EQUIPMENT**

The school board expects members of the community who use facilities and equipment to do so with respect for Bluffview Montessori School property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance shall be required by Bluffview Montessori School to ensure payment for these damages and any liability for injuries.

***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)

### Procedures for Facility Use

It is the policy of the Bluffview Montessori School Board of Directors to make school facilities available to community groups whenever the circumstances justify. Student activities shall take priority for space over community activities. The aim of this policy is to allow for appropriate use of Bluffview Montessori School facilities with the individuals and groups using the facilities being responsible and accountable for the cost, condition, damage and security of the school property being used.

### Priorities for Facility Use

The use of Bluffview facilities will be based on the number of people involved, the date the application was received, and the following categories listed in priority order:

1. Educational functions of the school
2. Public school related activities
3. Public school related organizations
4. Winona Park and Recreation Department
5. Non-educational activities and organizations

Permits will not be granted for obscure and controversial purposes of a disruptive nature or that are not consistent with moral or ethical standards generally accepted by the community.

Employees are allowed access to the buildings and facilities for the planning and preparation related to their assignments. Employees who use the facilities at times other than regular hours are responsible for turning off lights and equipment and the security of the buildings. The use of Bluffview facilities by employees that results in personal gain is limited to the rental provisions of this policy.

### Group Classifications

Activities will be classified into the following categories and charged accordingly:

#### 1. Class I – Free Use

Use is recommended when the school is regularly open and staffed. A custodial fee may apply.

Class I Groups Include:

- a. All Bluffview related activities, including curricular, extracurricular and parent education events sponsored by Bluffview.
- b. Meetings of Bluffview school organizations, the Bluffview PTA, board committees or other Bluffview affiliated organizations or activities.
- c. Local, state or national elections or government functions/activities.
- d. Community organizations whose sole purpose is to serve youth, such as Boy Scouts, Girl Scouts, 4-H.
- e. Non-profit organizations that provide educational, artistic, or recreational opportunities that have a current reciprocal agreement with Bluffview for free use of facilities.
- f. Community and service agencies: League of Women Voters, Red Cross, March of Dimes, Rotary, Kiwanis, etc.

## **2. Class II – Rental Fee Use**

Fees for use of facility include furniture normally contained and utilities required to operate facility. Custodial fees may be charged for every hour of use, including setup and clean-up time. See page 6 for fee schedule.

Class II Groups Include:

- a. Private Individuals
- b. Commercial or business events
- c. Religious, sectarian or similar groups. Non-public school (grades 9-12) extracurricular activities not sponsored by Bluffview.
- d. Fundraising events sponsored by non-profit community-based organizations.
- e. Any programs or activities sponsored solely by a post-secondary technical college or university.
- f. Area or national conventions for any organizations, including politically affiliated groups.
- g. Student tutoring and private lessons not affiliated with Bluffview Montessori School.
- h. Any group who does not fit in class I will be classified as Class II.

## **Conditions of Use**

1. Bluffview Montessori School reserves the right to cancel or change dates in the event the facilities are needed for school activities.
2. Non Bluffview Montessori School groups and organizations must either:
  - a. Offer proof of comprehensive liability insurance with coverage for bodily injury and property damage of at least \$500,000 combined single limit each occurrence.

The certificate holder must read:

Bluffview Montessori School, 1321 Gilmore Avenue, Winona MN 55987.

**Or**

b. Pay the cost of an insurance rider to Bluffview's comprehensive liability insurance for the event.

3. Signed contracts, proof of insurance (if necessary), and deposits must be received at least 7 days prior to your event, or your event will be canceled. Please make facility requests at least 30 days prior to your event.

4. Room arrangements and equipment placement must be left the way they were found or an additional fee will be assessed.

5. All accidents or damage must be reported to the Head of School within 24 hours of the event.

6. Use of alcoholic beverages, open flames or candles is prohibited. Smoking is prohibited on school grounds.

7. If the event runs later than scheduled, a custodian will be assigned at an additional cost.

8. Food and beverages are permitted in the Kitchen and Community Room only.

9. Children must be supervised at all times and must stay in the reserved area.

10. If Bluffview Montessori School is closed due to severe weather, all scheduled events are also canceled.

11. If you cancel your event, a fee may apply.

12. The heat/air conditioning is set to energy saving temperatures. Requests for a change in temperature may be an extra charge.

13. No rental of tables or chairs is available for use outside the Bluffview buildings for non-Bluffview functions.

14. All facility use must be scheduled through the Head of School. No other arrangements will be recognized.

### **Time and Calendar Considerations**

Charges will be assessed to all groups which require a custodian on duty beyond Bluffview's contractual time. A custodian is any BMS employee that has been assigned as the party responsible for overseeing the event.

### **Fees**

Fees will be reviewed by the Bluffview Board of Directors annually. The Head of School shall determine the actual cost of the rental fee of any facility not included on page 6. All scheduling that involves a fee will be billed by the Head of School.

Organizations will be billed for time, staff/custodial fees.

## **Class II Fees**

1. Art Room, Music Room, Library: \$ 15.00 per hour
2. Erdkinder Classroom: \$ 20.00 per hour
3. Commons Areas \$25.00 per hour (two-hour minimum collective charge)
  - Bluffview front hall Concourse
  - Bluffview food preparation area
  - Bluffview Community Room (capacity 386)
4. Personnel Services Fees

A group in any classification needing custodial services will be charged for expenses incurred. The charges for service will be prorated to the nearest half hour.

Custodial time: Regular time \$15/hour

A custodian will be assigned and the group billed at the rate, at the discretion of the Head of School when groups plan the following types of events:

- events open to the general public (festivals, craft shows, etc)
- events where food will be served
- events with more than 50 people
- events with elaborate set up requirements

## **Keys/Hours**

Keys will not be given out. A custodian will be assigned to lock and unlock the building.

Hours available:

Monday – Thursday: 2:15 p.m. to 9:00 p.m.

Friday: 2:15 p.m. to 10:30 p.m.

Saturday: 8:00 a.m. to 9:00 p.m.

Closed Sunday

In order to respect our neighbors, clean up must be finished and buildings must be vacated prior to the times designated above. Please use the main door only. For security purposes do not prop open outside doors.

## **Clean Up**

Cleaning supplies, mops, and the vacuum are available in the Custodial closet. Please return the items where you found them.

Clean up requirements:

1. Return any equipment or furniture moved from its original locations.
2. Wash tables, counters or sinks.
3. Remove all trash from the area and place in dumpster.
4. Turn lights off in all rooms used, including the bathrooms.
5. Clean the floors. Use the wet mop if anything is wet or sticky.

6. Lock all doors and windows.

In case of an emergency, please make sure someone in the group has a cell phone. In case of an emergency in the building, contact the designated custodian or the Head of School.