

**BRAINERD PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 902**  
**USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**  
**APPENDIX A**

**I. PURPOSE**

The purpose of Policy 902 Appendix A is to describe the procedures for the processing, review and approval of requests for use of Brainerd Public Schools facilities and equipment as defined in Policy 902 Section III.

**II. PROCEDURE**

A. RENTAL REQUEST. All requests for use of Brainerd Public Schools facilities and equipment are reviewed and processed by the Community Education department. Requests are prioritized in the manner described in Section III below. Facilities and equipment may be available on weekends, during the summer or for extended hours. All requests to use district facilities must initiate with a completed Facility Request Form. After receipt of a completed Facility Request Form, Community Education will create and share an Estimate of Fees, which address all rental, personnel and equipment fees that a rental request is expected to incur. Only requests made on a current Facility Request Form, online or paper, and submitted to the Community Education department prior to the event or activity date will be reviewed for approval. Acceptance of the Estimate of Fees and signing of a Facility Use Agreement, will constitute approval of a rental request.

In most cases, school facilities and equipment are available year-round Monday through Sunday, 6:30 am through 10:00 pm. (see limitations in Policy 902 Section VI.) Requests for use of school facilities and equipment will not be permitted on district-recognized holidays.

B. CERTIFICATE OF INSURANCE. All requests for use of Brainerd Public Schools facilities and equipment must be accompanied by a Certificate of Insurance demonstrating proof of liability insurance coverage with a minimum amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and naming Brainerd Public Schools, its board, employees and volunteers as additionally insured. The request procedure is not complete until proof of insurance has been received and an Estimate of Fees has been issued by the Community Education department.

C. CONCESSIONS. A Concessions Request Form must accompany the Facility Request Form from a user intending to sell concessions or provide food for a free-will donation. Any concessions being sold during an event in or on Brainerd

Public Schools facilities must be commercially prepared. A Brainerd Public Schools staff will be responsible for developing procedures regarding what food users can sell or serve under applicable rules, regulations and laws and the manner in which such food may be sold or served.

- D. ESTIMATE OF FEES. Upon receipt of a completed Facility Request Form and a Certificate of Insurance, the Community Education department may provide the user with an Estimate of Fees for rental. This estimate will include any rental and personnel fees the event or activity is expected to incur. Additional fees for use of additional space or personnel may be incurred by the user if the event or activity deviates from the terms stated on the Facility Request Form/Facility Use Agreement.
- E. INVOICE FOR FEES. After the last date listed on the Facility Request Form, the Community Education department will compile the rental and personnel fees incurred (and any additional fees for use of additional space or personnel incurred if the event or activity deviates from the terms stated on the Facility Request Form, the Facility Use Agreement and the Estimate of Fees; any fees for damage to school facilities and equipment, including any custodial or staff member fees incurred; and any additional set-up and clean-up fees, including those for trash pick-up) and invoice the user. Payment of this invoice is required within 45 days of receipt unless alternate arrangements were made prior to the issuance of the Estimate of Fees. Failure to remit payment for invoices may result in the revocation or denial of approval for future events and activities.
- F. CANCELLATION. The user may cancel an event or activity without penalty provided notice is given to the Community Education department at least one business day before the stated date of the scheduled event or activity. Failure to timely notify the Community Education department of a cancellation may result in an invoice for fees listed on the Estimate of Fees.

The district reserves the right to revoke approval for events and activities issued more than one calendar year in advance if the event or activity will conflict with school activities. The Community Education department will make reasonable attempts to offer an appropriate alternative location or schedule, if possible and appropriate under the circumstances. In most cases, school activities will not be allowed to nullify approval for events and activities with less than one calendar year's notice.

When a snow day, other weather-related emergency or an event beyond

reasonable district control closes part of or the entire district, all school facilities and equipment use will be canceled for the duration of the closure or until the Superintendent or designee authorizes commencement of such use in the sole discretion of the school district. The Community Education department will make reasonable attempts to reschedule once school reopens, if possible and appropriate under the circumstances.

### **III. PRIORITIZATION**

Brainerd Public Schools facilities and equipment will be scheduled in the following order of priority:

- A. TIER 1. Events and activities of Brainerd Public Schools, Minnesota State High School League events and activities, Community Education events and activities and government activities and elections.
- B. TIER 2. Events and activities for local tax-exempt organizations within the boundaries of Brainerd Public Schools serving primarily youth.
- C. TIER 3. Events and activities for local tax-exempt organizations within the boundaries of Brainerd Public Schools serving primarily adults and families.
- D. TIER 4. Events and activities for commercial businesses inside and outside the boundaries of Brainerd Public Schools, tax-exempt organizations outside the boundaries of Brainerd Public Schools serving youth and adults and any other appropriate use of school facilities and equipment.

### **IV. FEE SCHEDULE**

- A. A facility rental fee schedule will be utilized to determine an Estimate of Fees. The current Facility Use Fee Schedule may be found here [\[clickable link\]](#) or by contacting the Community Education department and is subject to change.