MSD: Local Facility Application, Fee Collection, and Use Reporting

To secure the use of District buildings or grounds for non-school purposes, all groups or individuals shall make application in advance through the building administrator of the school involved. The principal, subject to Superintendent approval when required, shall coordinate facility-use approval, collection of monies, notification of affected personnel, and determination of free or reduced-fee use according to Board policy and the Board-approved rate schedule.

Payments shall be collected by the principal, recorded, and transmitted to the District Office with a copy of the original application or use record. Cancellations, questionable use, damage, unusual activity, or deviations from approved use shall be reported to the District Office. The principal shall submit facility-use reports required by District procedure.

Source: MSD Policy 2020, Use of Buildings and Grounds, approved 2024.