

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The facilities of the Ogden Community School District are foremost for the use of students for curricular and extracurricular activities. The Board believes school facilities should be available for the community when such use does not conflict with school activities, maintenance projects or create any additional cost to the District.

Any district employee using district-owned property or facilities for a use outside their duties as an employee is doing so as a community member, and not as a district employee. Prior to using district resources for activities outside the scope of their job duties, employees must meet the requirements to be considered a qualifying entity. Local groups and organizations including any group interested in promoting cultural, educational or recreational activities are eligible to use gymnasiums, cafeterias, auditorium and select other locations, providing the activities are not contrary to laws or district policies, and will end no later than midnight.

While organizations using school facilities must provide appropriate adult supervision, District staff may also be on site for any usage. District personnel shall not be responsible or liable for supervising the activity or usage. The extent of district staff (supervisors, custodians, technicians and food service, etc.) needed for an activity utilizing district facilities will be determined at the District's discretion.

Organizations interested in using school facilities should make such requests through the district website using the on-line facility scheduler. The district will approve applications and requests based on availability and appropriate usage of the facilities. Completion of the on-line application and request form is required.

After approval by the District is received for a request for facility use, the representative of the Organization will sign the Facility Use Agreement.

- a. It is the responsibility of the representative to read the Facility Use Manual (Policy 905.1R1) and be aware of all guidelines for usage, as well as any specific guidelines set forth by Community Education. Failure to follow guidelines may result in loss of facility use privileges.
- b. By signing the Agreement, the representative of the organization agrees to indemnify, defend and hold harmless the District and its directors, administrators, staff, and faculty for any claims, loss or damages arising out of the organization's use of the District's facilities or equipment.
- c. Organization agrees to provide proof of insurance prior to facility use.
- d. The District reserves the right to cancel or postpone any activity due to unforeseen conflict, disregard of policies or other uncontrollable circumstances, including Class 1 activities. (Facility Fee Schedule) If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible, but no later than twenty-four (24) hours prior to the usage, except in cases of emergency, with reasons for the cancellation or change of venue. District personnel on site, (supervisor, custodian, technician, food service, etc.) on duty have the right to terminate any activity at any time due to violations of Board Policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

It is the responsibility of the superintendent or designee to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2013).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

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