

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. 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. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The district reserves the right to deny use of the facilities and equipment to an entity.

The district may allow United student groups (ex: 4-H, boy scouts, girl scouts) to use the facilities and equipment without charge. While such groups may use the facilities and equipment without charge, they may be required to pay a custodial fee. It is within the discretion of the Superintendent, or designee, to allow use of school district facilities and equipment. Entities that wish to use school district facilities or equipment must apply to the board secretary/business office. It is the responsibility of the board secretary/business office or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and board secretary/business office to provide application forms, obtain proof of insurance and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the board secretary/business office or superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

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

Legal Reference:

Iowa Code SS 8D; 276; 278.1(4); 279.8; 297.9-.11 (2007). 1982 Op. Att'y Gen. 561. 1940 Op. Att'y Gen. 232. 1936 Op. Att'y Gen. 196. 704 Revenue Cross Reference:

905.1R1

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1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee must be present while the school district facility or equipment is being used by an entity. Unless prior arrangements have been made with the Superintendent or Board Secretary.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

905.1R2

COMMUNITY USE OF SCHOOL DISTRICT BUILDING, SITE AND EQUIPMENT
FEES SCHEDULE

Rates for Use of Building and Site

Elementary school gym (first two hours) <i>**use of commons included</i>	\$75
Elementary school gym with kitchen (first two hours) <i>**use of commons included</i>	\$115
Stage and gym (first two hours) <i>**use of commons included</i>	\$115
Stage and gym with kitchen (first two hours) <i>**use of commons included</i>	\$130
Classroom	\$50 (daily rate)
Media Center	\$100 (daily rate)
Commons	\$100 (daily rate)
Commons and kitchen	\$150 (daily rate)

Add to above:

For each additional hour or fraction thereof	\$35
For providing chairs and/or tables for meetings	\$35
Custodial charges	\$35
Kitchen supervisor (required with kitchen use)	\$50

In addition to paying the above fees, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.
Additional spaces may be considered with additional fees.

Approved: May 21, 1997

Reviewed: March 9, 2022

Revised: March 9, 2022