

ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is allowed with permission of the superintendent or his/her designee, if the purpose is educationally related and prior approval has been obtained from the superintendent.

Nothing in this policy shall be construed as disallowing all items of a promotional nature being displayed in the buildings and sites. The use of promotional items shall be at the discretion of the superintendent and his/her designee.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 504.5 Student Fund Raising
904 Community Activities Involving Students

Approved: 11/23/09

Reviewed: 03/25/19

Revised:

Keota Community School District
500 North Ellis Street, Keota, IA 52248
Phone: (641) 636-2189 Fax (641) 636-3009

BUILDING, SITE, EQUIPMENT AND VEHICLE USE APPLICATION

SECTION 1 - Completed by individual or group/organization's representative

NAME OF ORGANIZATION

PERSON IN CHARGE

ADDRESS

PHONE

FACILITY, EQUIPMENT OR VEHICLE TO BE USED

PURPOSE OF USE

DATE OF USE

HOURS OF USE

Will any kitchen equipment (ovens, stoves, etc.) be used? _____ Yes _____
No

Approximately, how many people will be using the facility? _____

Will the facility be used to raise funds? _____ Yes _____ No

If the facilities are going to be used for a fund-raiser, how much do you expect to gross?

If you expect to gross more than \$500, please list the intended uses for the funds.

If you are proposing to use an in-kind contribution in lieu of any fees that may be charged, please describe the in-kind contribution below.

Please read and sign the back of this form.

- 1. Smoking is prohibited in the school buildings, grounds and vehicles.
- 2. No alcohol, liquor or illegal drugs shall be brought to or consumed in school buildings, grounds or vehicles.
- 3. Users may be assessed for any damage or other such unusual expenses arising from their use.
- 4. School buildings, grounds and vehicles are not to be used between midnight and 6:00 a.m. or before noon on Sunday.
- 5. Proper gym shoes shall be worn in the gym when it is used for athletic activity.
- 6. All damage should be reported as soon as possible to the district employee directly responsible for this use.
- 7. Kitchen equipment (ovens, stoves, dishwashers, etc.) shall not be used without a district cook present.
- 8. School district insurance will cover school sponsored events but not non-school sponsored events. However, school recognized booster groups are eligible to purchase a rider on the district's insurance policy at the expense of the booster group. To be protected, community groups should purchase liability insurance through a third party.
- 9. Improper use of the facilities or failing to follow board or administrative policies concerning the use of facilities is grounds for denial of future use.

The signature below indicates that the individual, group and/or organization understands and agrees to the preceding statements.

Applicant/Organization Representative

Date

SECTION 2 - Completed by Central Office Secretary or Transportation Director

NAME OF DISTRICT EMPLOYEE DIRECTLY RESPONSIBLE FOR USE

Where will this district employee be during time of use (including telephone number)?

FEE FOR USE

**DISTRICT PERSONNEL SERVICES THAT WILL BE NEEDED DURING THE TIME
OF THE USE (WILL BE CHARGED TO THE USER)**

Service (Custodian, Cook, Bus Driver, Etc.)	Name of Employee

ADDITIONAL COMMENTS:

The district representative's signature below indicates that the use of district facilities is approved based on the conditions set forth in this application.

District Representative

Date