

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. 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, and will end no later than midnight. It is within the discretion of the superintendent to allow for-profit entities to use school district facilities and equipment. The board and/or superintendent reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply with the superintendent or superintendent's designee. It is the responsibility of the superintendent or superintendent's designee 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 or superintendent's designee to provide application forms, obtain proof of insurance (if required), 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 superintendent or superintendent's designee. 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.

The superintendent or superintendent's designee may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

School buildings and facilities are available for community use at no cost provided:

1. The building's use is scheduled for the hours it is normally open and staffed.
2. No admission is charged, collected, or other attempts made to raise money.
3. The request is approved by the superintendent or their designee.
4. Permission is not sought for its regular and continued use.
5. Such use does not cause harmful alterations in the building's schedule.

6. Supervision of facilities can be accomplished by appropriate school system personnel.

7. The district incurs no direct or indirect costs for the use of the facility.

8. The use of the facility is not for an individual's personal use or for private gains, i.e., private parties, wedding receptions, etc., that would normally be held in churches or businesses in the community.

School buildings and facilities are available to nonprofit making resident citizen's groups during hours when the building is usually closed, when:

1. The request is approved by the superintendent or their designee.
2. The use of the building does not cause scheduling problems.
3. The appropriate school staff can supervise the facility.

Groups raising money for school use shall not be charged the use of school facilities. Groups raising money for youth, but non-school activities, shall be charged only for the cost incurred by the school.

School affiliated groups or local organizations sponsoring community service programs are exempt from all charges provided no supervisory or housekeeping services are needed. If supervision or housekeeping of facilities is necessary, the fees shall be the direct costs incurred by the school.

If it is established that the major portion of the money raised at a fundraising activity will be used for local community benefits or local charities, the fees charged shall be the direct costs incurred by the school.

All staff groups and teachers and student groups may use school facilities with prior approval of the superintendent or their designee.

A teacher and adult mixed group may use the facilities with prior approval of the superintendent or their designee, but are expected to pay the stipulated hourly rental fee for nonprofit groups.

When necessary, special arrangements regarding the cost of using the facilities may be made in the interest of a youth or community recreational activity.

Under unusual circumstances, such as an overriding community need, the superintendent may approve the use of school facilities without cost.

Adult education sponsored by tax supported educational organizations may use the facilities without cost during normal hours. Other educational institutions will pay a fee agreed upon by the superintendent or designee.

On all matters relating to the interpretation or appeal of this policy, the board's decision will be final.

Date Board Adopted: 12/21/2015

Date Board Updated/Reviewed: 03/14/2022

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11.