

SCHOOL DISTRICT - COMMUNITY RELATIONS

Code No. 905.1

Policy Title: COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & 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 school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and equipment. The board 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 buildings and equipment on Sundays.

Entities that wish to use the school district property must apply through the Facilities Scheduler at the district website. It is the responsibility of the Activities Director 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 Activities Director to review the online application form, 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 superintendent. The school district employee shall not accept a fee from the entity using the school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district building 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 board may allow groups, such as the Boy and Girl Scouts and 4-H, to use the school district 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 the responsibility of the superintendent 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

Cross Reference: 704 Revenue

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