

USE OF FACILITIES

Introduction

The Chief Financial Officer or designee has procedural oversight of all groups using school buildings other than school events outside of the regular school day and shall supervise the issuance of all agreements. Users of district facilities must comply with all federal, state, municipal and school district equal opportunity laws and regulations prohibiting discrimination.

The Building Administrator schedules and manages the activities within their buildings for school events. Staff members of the district must however, comply with the application and approval process to use the facilities. It is the directive of the district to offer equitable facility accessibility to staff members, and any uses of the facilities are required to be recorded on the District Website at Using School Facilities.

The agreement shall state the nature and purpose of the activity, a description of supervision to be provided and specific time that all participants will occupy the premises. Unauthorized use of school facilities will result in an automatic suspension of the right to use facilities. Abusive and obscene language or behavior will not be tolerated.

The district reserves the right to grant or deny any or all facility use requests at its sole discretion when such action is deemed in the best interest of the district.

It is understood that the school district's use has first priority and that should a school activity be required to be rescheduled (due to weather or extenuating circumstances), and displace a contracted facility user, every attempt will be made to accommodate the group renting the facility.

District administrators, instructional staff or the assigned custodian has the duty to report and/or terminate any activity at any time if, in their judgment, there are 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.

Drugs, alcohol or use of tobacco in any form are forbidden on all school district property. Gambling is not allowed on school property, except under the district's licensing authority. Possession of a weapon or look-alike weapon is not allowed on school property.

All school district facilities will be made available for emergency use by the American National Red Cross officials and/or Local Emergency Management officials in case of disaster or community type emergencies. Staff members will cooperate with those officials while retaining responsibility for all school district resources. All arrangements should be made through the Superintendent of Schools or designee.

Application and Scheduling

Application for the use of any district facility may be obtained on-line at www.waterloo.k12.ia.us (select Using School Facilities.) This application must be completed and the agreement signed & received by Financial Services no later than 5 days prior to the rental.

By signing the agreement, the applicant shall indemnify the district against all injuries, damages, costs or expenses, including reasonable attorney's fees, incurred by the district as a result of the use of the school premises by an applicant, its employees, members and guests. The district reserves the right to require proof of insurance.

Cancellation of any Facility Usage agreement must be made no less than 24 hours prior to the event or in the case of a weekend or holiday activity, not less than 48 hours in advance or the applicant will be charged for any actual expenses incurred by the district as a result of the agreement.

Applicants agree that only those areas of the facility, as expressly stated in the agreement will be used and that the unauthorized use of any other area/premises will be billed at the current rate. In addition, bills will be computed based on the actual time the area(s) was used including set up and take down.

Sponsorship of an activity held in a district facility must be clearly identified on promotional materials, indicating that the district is not the activity sponsor.

Availability

Facilities will not be available for use on school holidays or on Sunday when no school employees are on duty unless special arrangements are made and overtime for staff is paid.

Facility rentals during the school day for classrooms, student lounges, cafeteria/kitchens, high school gymnasiums and fields may require Board approval.

At the discretion of the District, additional staff may be assigned to supervise the use of the facility. The renter shall pay the cost for additional staffing, i.e. security.

User Group Classifications

The classification of the group or organization is determined by the nature of the group and by the type and purpose of its activity.

Fees charged to user groups will be determined by their classification.

The following classifications are listed in **priority order** for scheduling. All classifications are subject to revision.

A. Group I: School District and School District-Related (Priority 1)

1. School District PreK-12 and District-Related Organizations -- No Charge

School-sponsored events or activities are defined as individual programs or activities which the district or a district-related organization directly and completely coordinates, funds, plans, and operates. All profits from fundraising events in this classification are returned to the school or school-related organization such as booster clubs, parent teacher groups, and district-sponsored afterschool programs.

2. Youth-Serving Agencies -- No Charge

Meetings and practice sessions for non-profit, chartered youth groups, or organizations sponsoring youth activities such as Boy Scouts, Girl Scouts, YMCA, YWCA, Waterloo Leisure Services, ISU Extension when primary beneficiaries are our students. This includes before & afterschool programs, health & fitness programs, and parenting classes that primarily benefit our students and families. Fees will be charged to such organizations when meetings are not co-sponsored by the District (such as regional or state meeting).

B. Group II: Non-Profit Groups (Priority 2)

1. No-Cost, Non-Profit Events or Programs -- Generally, No Charge

Nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to school-related charitable or district purposes. Groups who charge fees for their own purposes or for profit may be charged as For Profit groups (Group III). For purposes of determining nonprofit organizations, a tax-exempt identification number is required an annual organizational or event budget may be requested.

Examples include community organization meetings of civic or service nature, adult groups whose members reside in the district for regularly scheduled meetings or recreation (e.g., basketball groups, volleyball groups, community singing groups), community groups sponsoring money-making activities with all proceeds directly benefiting the schools or nonprofit, private interest groups if no salary is paid to activity staff or helpers and any charge for the activity is used to cover actual expenses only.

2. Educational Institutions -- No Charge

Educational institutions may use school facilities to offer classes that lead to the improvement of District staff and courses that are extensions of on campus programs. Examples include Hawkeye Community College, public universities, or AEA 267.

C. Group III: For Profit Activities -- Charged according to fee schedule (Priority 3)

The group includes all other groups using school facilities, including profit making groups.

Examples Include out-of-district adult or youth groups, meetings that are commercial in nature, businesses, private interest groups, individuals conducting activities in which a fee or admission is charged or items are sold, organizations holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g., rehearsals, ceremonies, performances, and Financial Planners), local nonprofit organizations conducting profit-making activities for charitable purposes, businesses conducting not-for-profit events for which there is no charge to participants (e.g., businesses conducting training for their own employees), private parties (e.g., wedding receptions, family or company picnics, birthday parties, graduation parties), or religious services, religious classes and activities.

D. Group IV: District Staff members (Priority 4)

The group includes all district staff members using school facilities, except staff who arrange through their building principal to work in their own room or office outside of normal school hours at no cost to the employee.

Staff members can qualify as Group III and be charged fees under descriptions listed above. Staff members using the facility for group recreational activities or leagues, are subject to the approval process and appropriate fees. If staff member organized groups are approved, the staff member must remain on the premises until all participants have vacated the building. Staff members may only use facilities in compliance with this policy.

Fees

The Superintendent of Schools or a designated representative maintains a schedule of fees for the rental of school facilities that is approved annually by the Board of Education. Charges will reflect the size of the facility, personnel costs, equipment, and fee schedule. When appropriate, additional fees may include cleaning fee, replacement or repair for damage or theft and/or overtime or holiday pay for district employees.

All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage. A deposit totaling 50% of the estimated cost may be required if the group has the potential to incur excessive wear and/or damage to the facility or the district has no previous experience with the group. Exact fees and the total fee will be adjusted according to actual costs and the difference billed or refunded after use.

Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax exempt identification number.

All groups must pay all any additional costs incurred by the district for personnel due to the use of the facility. This may include costs for building supervisor(s), custodian(s), technician(s), food service worker(s), and overtime hours incurred as a result of the facility use.

Employees of the district are subject to all fees normally charged if the event is not district sponsored. Exceptions will be handled on an individual basis. The Superintendent or Chief Financial Officer has the sole authority to waive any fees.

Fee Schedule

Fee Schedule is listed on the District Website – Using School Facilities.

Application Process

- A. A person or organization requesting use of district facilities will apply on-line on the District Website – Using School Facilities. The on-line approval process will determine the requester's classification, determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable), determine estimated cost of requested facilities and personnel and determine method of fee collection.
- B. When the above have been determined, the request will be scheduled, an agreement will be issued, and deposits collected. A copy of the agreement will be sent to the requester.
- C. The agreement will list scheduled facilities, dates, times, equipment needs, personnel, estimated fees, proposed activity and participants and a Hold Harmless Agreement which absolves the district from liability. The group representative and district representative will sign the agreement and the Hold Harmless Agreement.
- D. A copy of the agreement will be sent to the building administrator or designee at the site and the Director of Operations as confirmation of the scheduled use.
- E. If the request is denied, the requester will be informed with reason(s). He/she may appeal by calling, writing or meeting with Chief Financial Officer. If the Director upholds the decision, the requester can appeal to the Superintendent or his/her designee, who will review the request and make a final decision.

Liability Insurance

All community groups are responsible for their own insurance coverage. The district may require a certificate of insurance indicating liability insurance coverage with the minimum amount of \$1,000,000 combined single limit of bodily injury and property damage liability with Waterloo Community School District prior to the first scheduled event. A certificate of insurance is not required from district employees or district volunteers when the activity is a district event.

Notification of Change/Cancellation

The district reserves the right to cancel or postpone any activity, due to conflict, disregard of policies, or other uncontrollable circumstances. If the school day is cancelled or shortened due to weather conditions, facility usage will generally be cancelled.

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 will be given to the applicant as soon as practicable with reasons for the cancellation. In such cases, the district will return any required deposit.

The requester is responsible for notifying the Financial Services Office when his/her group wants to change or cancel a confirmed request, or the group is not using the facility at the scheduled time.

"No Shows"

All groups who do not show for their scheduled time and who do not notify the Chief Financial Officer of the cancellation 24 hours prior to their scheduled use will still be responsible for all incurred personnel costs and shall forfeit a deposit if required.

Billing/Payment Procedures

Estimated usage and personnel fees for all events will appear on the contract. Exact fees and the total fee will be adjusted according to actual cost and the difference billed or refunded after usage.

Other Conditions/Provisions

No modification to any facility shall be made by any user without the express permission of the Director of Operations. Any such modifications shall be done under the supervision of district maintenance personnel and must comply with fire regulations. Any such modifications shall be restored to their original condition no later than the end of the rental period or as agreed upon in advance. The user agrees to pay for any such modifications and restoration.

Building keys will not be given to user groups. Custodial or other assigned personnel will be responsible for opening and closing buildings and/or rooms/areas within each building.

Supervision

Each group is responsible for the behavior of its members. Each group must designate one person (group representative) who serves as a group contact person with Financial Services. The group representative is responsible for communicating the Facility Use Guidelines, usage procedures and other communication to the group members and for

ensuring that group members understand and follow established guidelines and procedures.

It shall be the responsibility of the user to leave the facility in the same condition as upon arrival. All debris must be collected and placed in disposal containers. If cafeteria/kitchen facilities are used, equipment and tables must be cleaned prior to the renter leaving the facility. Failure to comply with these rules may result in the renter being charged an additional fee for cleanup and/or being denied future use of the facility.

Should a building's security alarm system be activated accidentally because a member(s) of the rental group is in an unauthorized area of the building, the renter will be responsible the payment of any costs associated with false alarms.

The district reserves the right to require police supervision at any event. This police supervision will be paid by the user.

Safety

Through the building custodian, it is the responsibility of each user to familiarize themselves with safety features of buildings, including the location of fire extinguishers, telephones (if available), Automated External Defibrillator (if available) and evacuation, shelter in place or lock down procedures. Questions regarding these safety features should be directed to the building custodian who is available at the event. In case of an emergency, the building custodian will be responsible for directing facility users according to district emergency procedures. The name of the custodian and his/her telephone number are noted on each agreement. This information should remain available to users for reference during the rental period of time. Should an emergency occur requiring emergency personnel, users are directed to call 9-911. (The first "9" accesses outside line)

Seating Capacity

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated as appropriate by the fire marshal. This notice is posted near an exit.

Use of School Food Service Facilities

1. Use of production kitchens is contingent upon the availability of trained food service personnel who must be present at all times to supervise and/or operate all major equipment such as dishwasher, slicer, steam table, mixer, and convection oven.
2. Food service personnel will be paid for their service in accordance with the established wage rates (usually overtime).
3. Serving kitchens may be used when under the supervision of the building principal or designee. The facility shall be left clean and ready for the serving of

meals. If food service workers must clean up before food service the following day, the group will be billed for hours required.

4. Prior arrangements shall be made with the food service manager for use of supplies and small equipment such as pans, knives, flatware, and trays, and may require a charge or user fee.
5. The individual or organization using the kitchen shall be responsible for costs of replacing or repairing any large or small equipment misplaced, lost, or broken.

Use of Pools

Swimming pool facilities will be made available to non-school groups, as long as they do not interfere in any way with physical education, athletics, intramurals, afterschool programs, summer school and/or other school activities.

The use of the pool shall not be granted to any group unless a certified lifeguard is present and in charge of the pool. Leisure Services will be contracted to provide a lifeguard.

Regulations for Use of Outdoor Facilities

The publicly owned and maintained outdoor facilities of the District are generally available for community use when such use does not conflict with school programs or interfere with the maintenance, site improvement plans, or other needs of the District.

Scheduling of outdoor facilities reservations is handled in the same manner as all other facilities.

The District requires and expects safe and responsible use of its outdoor facilities. The user groups are responsible to leave the outdoor facility in at least the same neat, playable condition as when they arrived. Litter, garments, equipment, and other items brought to the school grounds should be properly and promptly removed. Donations or other improvements to school property are possible but only by advanced acceptance of the District and only with the understanding that such improvements are the permanent property of the District which will administer no special privileges to the donor.

Motorized vehicles are prohibited from non-paved outdoor school facilities, except for authorized usages in designated areas.

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