



# Waterloo Community Schools Facilities Usage Manual

Updated August, 2023

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*Facility Use Manual and Procedure can be found at*

<http://www.waterlooschools.org/athletics/facility-usage/>

*Questions can be directed to the District Athletics and Activities Director or designee*

*at 319/433-1846 or by e-mail at [tackl@waterlooschools.org](mailto:tackl@waterlooschools.org)*

## Facility Request Process

The District Athletics and Activities Director 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.

For insurance and liability purposes, all Waterloo Schools staff must follow the guidelines set forth in this manual unless their access to the building is specifically related to their job duties or to an approved school event.

Supporting policies include 900.9-R Use of Facilities; 510.7-R Summer Athletic Camps/Clinics; and 407.1-R Political Activities.

1. Organizations and district staff interested in using school facilities should make such requests through the District Athletics and Activities Director or designee. The District Athletics and Activities Director or designee will work with building administration to determine the availability and appropriate usage of the facilities. Completion of a Facility Use Request Form is required by external entities and district staff. A Facility Use Request Form must be submitted to the Office of the District Athletics and Activities Director a minimum of (10) working days prior to the reservation.
2. A person or organization requesting use of district facilities will apply on-line with the District Website at <http://www.waterlooschools.org/athletics/facility-usage/>
3. The Facility Use Request Form 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. 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.
4. Upon receipt of a facility request, the District Athletics and Activities Director or designee will determine availability and an organization's classification based on the Fee Schedule. Once classification is determined; the District Athletics and Activities Director or designee will determine the appropriate charges for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required.
  - a. The extent of district staff (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) needed by groups reserving school facilities will be determined by District Athletics and Activities Director or designee in collaboration with the building administration and the Director of Operations.
5. Permission granted for facility usage by the District Athletics and Activities Director or designee shall be made in writing through the signing of a Facility Use Agreement with the representative of the organization making the request.
  - a. It is the responsibility of the representative to read the Facility Usage Manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the District Athletics and Activities Director.

- b. Those submitting a Facility Use Agreement online will also want to print a copy for their records.
- c. 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. Waterloo Community Schools shall be named as Additional Insureds on the comprehensive general liability insurance policy. In addition, the insurance policy shall obligate the carrying company to give the Waterloo Community Schools written notice ten (10) days in advance of any reduction in the amounts of liability coverage, cancellation of the policy, or other changes.
  - The Waterloo Community schools, at its option may waive or adjust any requirements as to insurance. Any such waiver or adjustment must be in writing and signed by the Waterloo Community Schools and each individual utilizing the facility. The contract applicant shall provide a list of each individual using the facility and shall obtain and turn in a signed waiver from each individual utilizing the facility under the contracted agreement.
- d. 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.
- e. It is understood that the school district's use has first priority. In the event that a contracted user will be displaced, every attempt will be made to accommodate the group renting the facility. If it is determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue.
- f. If the school day is cancelled or shortened, all rentals should assume cancellation. Please refer to section 9a for additional information. Notifications are sent out via KWWL, Twitter, and Facebook.

Additionally, the designated building supervisors (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) on duty may make the decision to terminate any activity at any time due to 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.

- g. 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.
- h. Facility rentals during a regularly scheduled school day for classrooms, student lounges, cafeteria/kitchens, high school gymnasiums and fields may require Board approval.
- i. 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.

6. If the request is denied, the requester will be informed with reason(s). He/she may appeal by calling, writing or meeting with the District Athletics and Activities Director. If the District Athletics and Activities Director uphold the decision, the requester can appeal to the Superintendent or his/her designee, who will review the request and make a final decision.

7. Notification of Change/Cancellation

The requester is responsible for notifying the District Athletics and Activities Director or designee when his/her group wants to cancel or modify a confirmed request. This includes, but is not limited to cancelling a request, changing the arrival or departure time; changing areas of the building being used, etc.

All groups who do not show for their scheduled time and who do not notify the District Athletics and Activities Director or designee of cancellation 24 hours prior to their scheduled use or in the case of a weekend or holiday activity, not less than 48 hours in advance the applicant shall be charged all costs of original contracted usage, including usage and personnel.

In addition, if usage is granted at no cost and the group fails to follow procedures regarding notifications listed above, the group may incur charges or future rentals may be affected.

## Facility Use Guidelines

1. The group representative must be an adult (18 years of age or older) and present during the time the facilities are being used.
2. The group's representative will be responsible for all the following regulations for facility usage by his/her group.
  - a. 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 the District Athletics and Activities Director or designee. 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 communications, guidelines, and procedures.
  - b. The group representative assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
  - c. The group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering. If a supervisor is on duty, the group representative should make himself or herself known to that person. If no supervisor is on duty, then you should make yourself known to the custodian on duty.
  - d. The group representative should make a preliminary-use check of the facility prior to their use. If anything that will be used is damaged, contact the supervisor/custodian on duty.
  - e. The facility must be used only for the purpose that it was originally intended as set forth on the Facility Use Request Form.
  - f. 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.
  - g. All sponsorship of an activity held in a district facility must be communicated in advance and may be approved for appropriateness. Sponsorship must be clearly identified on promotional materials, indicating that the district is not the activity sponsor.
  - h. 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. All equipment used or moved must be returned to the proper place in original condition. 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.
  - i. The group representative is responsible for knowing fire and tornado procedures in order to direct the group in the event of an emergency. Please refer to #9 – Emergency Procedures.

- j. The group representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group representative shall be liable for any and all loss, damage and/or injury sustained by reason of negligence of the organization renting the facility. The group representative/organization shall indemnify and hold harmless the school district from any and all loss, damage and/or injury. (See Facility Use Agreement Form). The group representative should contact the District Athletics and Activities Director or designee at 319/433-1846 within 24 hours. If injury occurs on a Saturday or Sunday, the representative must call first thing Monday morning or the first business day following the injury.
  - k. The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. District personnel on duty should also be notified.
  - l. No one is allowed to roam or play in the halls. Children are to be supervised by adults in all places at all times.
  - m. 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.
3. 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.
4. The district reserves the right to require police supervision at any event. The District will secure off-duty police personnel and the user will be responsible for all charges associated with the police supervision in accordance with the established wage rates (usually overtime). These charges will be listed on the approved Facility Rental Agreement.
5. The following specific regulations are to be maintained:
  - a. Food and beverages are permitted in designated areas only. There shall be no other beverages or food brought into the buildings unless previously approved by the District Athletics and Activities Director or designee.
  - b. 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. Board Policies 504.1 and 502.7.
6. Specific Room Regulations shall be as follows: (Users will be expected to leave all areas in the same condition as it was prior to use.)
  - a. Auditoriums

Groups requesting use of an auditorium will need to list in detail their equipment requests for auditorium use. **Any required audio/visual technicians will be at the user's expense.** The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the Fire Marshal. Absolutely no food/beverage allowed in the auditorium, without prior approval. Food/beverages will be allowed in the lobby.

b. Kitchens

Complete list of kitchen needs must be provided prior to approval. Additional costs may be included, dependent upon needs.

- 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.
- Food service personnel will be paid for their service in accordance with the established wage rates (usually overtime).
- 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.
- 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.
- 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.

c. Classrooms

Activities will be scheduled to appropriate classrooms. Teachers will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teachers' and students' equipment, supplies, and materials.

d. Labs

Labs will be defined as rooms which contain specialized equipment other than desks, tables or chairs. Use of lab facilities will be only for the purposes appropriate to the lab and by special permission. An additional charge may be made for lab equipment.

e. Libraries/Media Centers

Libraries/Media Centers may be used for approved programs, meetings and quiet study. Materials are not be used or removed from the libraries/media centers. A Librarian/Media Center supervisor may be assigned at the expense of the organization.

f. Multi-purpose rooms and/or Gymnasium

These rooms will be reserved for the purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- Gym shoes are required for participants in all sports and games.
- No beverages in the gym.
- No dance enhancing products are to be used on gym floors or multi-purpose rooms.
- No slam dunking of any kind.
- No bouncing balls in halls or off ceilings.
- No leaning into volleyball nets.



- No wearing shoes that mark any floor, such as rollerblades, shoes with wheels, cleats, etc.
- No playing on gymnastic equipment when it is in the gym.
- No climbing or playing on bleachers (Custodians will take care of moving the bleachers in and out).
- No propping open doors (violation of fire code).
- No use of tape on floor unless gym tape is used and prior approval is given from the Business Office.
- No pushing/pulling of tables, chairs, or other equipment across the gym floor.
- Return gym to the condition in which it was found (do not push in/pull out bleachers).
- Under NO circumstances will multi-purpose/gymnasiums be used for outdoor sport activities such as baseball, softball, soccer, football, etc.

g. Outside Areas

Groups are expected to clean up all trash, papers, or other litter in the fields or surrounding areas.

Failure to provide appropriate clean-up will result in the district doing so at the expense of the organization. All secondary track and field, baseball and softball fields must be reserved.

Cancellation of game/activity may be determined by the district to prevent damage to the fields.

- Parking Lots/Open Space

Go-carts, motorcycles, motor scooters, mini-bikes, mopeds, snowmobiles and any other motorized vehicles will not be permitted on school playgrounds, school sidewalks, or school parking lots, except for parking and maintenance of property and as otherwise permitted by the district.

- Open space at all elementary schools is available on a first come, first serve basis.
  - The high school tracks are open for public walk/run as long as no scheduled activities are taking place
  - District has the right to close any field for maintenance purposes. Examples include aerating, reseeding, draining, etc.
  - Parking lots must be reserved if it is being used as a location for an event, but does not need to be reserved as part of parking for a building rental.
- The use of portable restrooms must be approved by the Business Office prior to the event. The organization is responsible for obtaining and the expense for the portable restrooms.
  - Use of any tents, temporary structures or signage where stakes are driven into the ground must be pre-approved. All costs associated with electrical searches will be at the organization's expense.

h. Concessions

The selling of concessions and a list of concession items needs to be approved prior to use.

i. Pool

- Swimming pool facilities will only 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 (proof of current lifeguard certificate may be required) is present and in charge of the pool. Leisure Services will be contracted to provide a lifeguard.
- No “pool parties” will be allowed due to the increased level of liability.

7. The primary purpose of equipment in a school is the education of students by District staff; however, the use of school equipment may be allowed. All requests are to be completed on the Facility Use Request Form.
- a. Upon receiving a specific request, the District Athletics and Activities Director or designee will clear the availability and use through the specific school building. Indication of which equipment usage is allowed will be listed on the Facility Usage Agreement. A fee may be charged, dependent upon request.
  - b. The requestor will be responsible for the supervision and operation of requested equipment. Any loss or damage to the equipment shall be the full obligation of the borrower.
  - c. The requestor will be responsible for returning the equipment to the proper location and in a manner in which it was found. Leaving equipment in an unsatisfactory manner may result in additional charges or denial of future use.
8. 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.

9. Emergency Procedures

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)

- a. Weather-related closings/cancellations
  - If school is canceled for the day, dismissed early, or all PM activities are canceled, all rentals/usage for that day are canceled. NO EXCEPTIONS!
  - If the weather takes a turn for the worse after school dismisses or on a Saturday/Sunday, the District Athletics and Activities Director or designee in consultation with the Director of Operations or Superintendent may cancel all late afternoon, evening, or week-end activities.
  - The District Athletics and Activities Director or designee will attempt to notify the group representative of any closing or delay in opening of schools. Group representatives or instructors will notify group members or students of the cancellation of activities.
  - Facility users may call 319/433-1846 prior to 4:30pm Monday through Friday, for their activity or class cancellation information.
- b. Fire Alarm/Tornado Siren will be adhered to and appropriate safety plans will be followed when sounded and failure to adhere to these guidelines may cause inability for future usage.
  1. During a fire alarm, all participants must follow posted building evacuation plans.
  2. If the tornado siren goes off, all participants must follow posted building tornado procedures.

10. Groups of similar nature (i.e. basketball teams) may be subject to usage limits of facilities. In order to provide opportunities to groups requesting facilities, groups may be limited to 2x per week and 1 ½ hour sessions. In addition, the end time for a facility rental is 10:00pm.

11. Overnight stays by local groups may be permitted but are generally discouraged by the District. Facilities may be used under emergency conditions or to house out-of-town visitors from a one-time use under the following conditions:

- a. The fire marshal's office shall be notified five (5) working days in advance any time the school facilities are to be utilized for sleeping quarters (i.e. areas to be used, time, number of participants).
- b. The District will require a District employee or a paid Building Supervisor assigned by the District Athletics and Activities Director or designee to be present in the building during use. Requestors will be charged for any personnel including building supervisors and/or custodians.
- c. The visiting agency or group will have a roster of all participants available at all times and submit the roster to the District Athletics and Activities Director or designee.
- d. All guidelines for ordinary use also apply to overnight use (i.e. Board policies, Facility Use Guidelines, etc.).
- e. The group will assume liability for any accidents that occur during the time school grounds and buildings are in use.

## FEE SCHEDULE GUIDELINES

The Superintendent of Schools or a designated representative maintains a schedule of fees for the rental of school facilities that is reviewed annually along with the procedures outlined in this manual. All policy changes are approved by the Board of Education.

Charges 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.

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 any/all 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.

Groups or individuals who make changes (cancellations, additions, or no shows) after a contract has been issued may be subject to facility use fees or additional facility use fees and/or future requests may be affected.

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 District Athletics and Activities Director have the sole authority to waive any fees.

The following fee schedule is subject to revision.

## FEE SCHEDULE – Class 1

### School District and District-Related Organizations

School-sponsored events or activities are defined as individual programs or activities which the district or a district-related organization coordinates, funds, plans, and and/or operates. All profits from fundraising events in this classification are returned to the school or school-related organization.

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
<b>Elementary Schools</b>			
Gymnasium	No Charge	Elementary Fields	No Charge
Cafeteria	No Charge		
Classroom	No Charge		
Library/Media Center	No Charge		
Multi-Purpose Room	No Charge		
Playground	No Charge		
Restrooms	No Charge		
<b>Middle Schools</b>			
Gymnasium – Competition	No Charge	Bunger Football Field	No Charge
Gymnasium – Practice	No Charge	Carver Academy Football Field	No Charge
Cafeteria	No Charge	Carver Academy Track	No Charge
Classroom	No Charge	Hoover Football Field	No Charge
Library/Media Center	No Charge	Central Tennis Courts	No Charge
Auditorium	No Charge		
Kitchen	No Charge		
Competition Pool (Add'l \$25.00/hr for Lifeguard)	No Charge		
Multi-Purpose Room	No Charge		
Locker Rooms	No Charge		
Wrestling Room	No Charge		
<b>High Schools</b>			
Gymnasium – Competition	No Charge	Memorial Stadium with lights/scoreboard	No Charge
Gymnasium – Practice	No Charge	Sloane Stadium	No Charge
Cafeteria	No Charge	with lights/scoreboard	No Charge
Classroom	No Charge	East High Track	No Charge
Library/Media Center	No Charge	East High Practice Field	No Charge
Auditorium	No Charge	East Baseball Complex	No Charge
Kitchen	No Charge	with lights/scoreboard	No Charge
Pool (Add'l \$25.00/hr for Lifeguard)	No Charge	East Softball Complex	No Charge
Multi-Purpose Room	No Charge	with lights/scoreboard	No Charge
Locker Rooms	No Charge	East Tennis Courts	No Charge
Weight Room	No Charge	East Hitting Facility	No Charge
Aerobic Fitness Room	No Charge	West High Track	No Charge
Wrestling Room	No Charge	West High Practice Field	No Charge
		West Baseball Complex	No Charge
		with lights/scoreboard	No Charge
<b>Waterloo Career Center (WCC)</b>			
Reception / Commons	No Charge	West Softball Complex	No Charge
Conference Room	No Charge	with lights/scoreboard	No Charge
Classroom	No Charge	West Tennis Courts	No Charge
Collaborative Room (4-8 person)	No Charge	West Hitting Facility	No Charge

## FEE SCHEDULE – Class 2

### City of Waterloo and Recreation Department Activities

Waterloo community civic and service organizations where all proceeds benefit the Waterloo Schools. Additionally, this category includes the City of Waterloo activities and activities sponsored by the Waterloo Recreation Department (as appropriate); national, state, local elections; and meeting of governmental units or committees.

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
<b>Elementary Schools</b>			
Gymnasium	No Charge	Elementary Fields	No Charge
Cafeteria	No Charge		
Classroom	No Charge		
Library/Media Center	No Charge		
Multi-Purpose Room	No Charge		
Playground	No Charge		
Restrooms	No Charge		
<b>Middle Schools</b>			
Gymnasium – Competition	No Charge	Bunger Football Field	No Charge
Gymnasium – Practice	No Charge	Carver Academy Football Field	No Charge
Cafeteria	No Charge	Carver Academy Track	No Charge
Classroom	No Charge	Hoover Football Field	No Charge
Library/Media Center	No Charge	Central Tennis Courts	No Charge
Auditorium	No Charge		
Kitchen	No Charge		
Competition Pool (Add'l \$25.00/hr for Lifeguard)	No Charge		
Multi-Purpose Room	No Charge		
Locker Rooms	No Charge		
Wrestling Room	No Charge		
<b>High Schools</b>			
Gymnasium – Competition	No Charge	Memorial Stadium with lights/scoreboard	No Charge
Gymnasium – Practice	No Charge	Sloane Stadium	No Charge
Cafeteria	No Charge	with lights/scoreboard	No Charge
Classroom	No Charge	East High Track	No Charge
Library/Media Center	No Charge	East High Practice Field	No Charge
Auditorium	No Charge	East Baseball Complex	No Charge
Kitchen	No Charge	with lights/scoreboard	No Charge
Pool (Add'l \$25.00/hr for Lifeguard)	No Charge	East Softball Complex	No Charge
Multi-Purpose Room	No Charge	with lights/scoreboard	No Charge
Locker Rooms	No Charge	East Tennis Courts	No Charge
Weight Room	No Charge	East Hitting Facility	No Charge
Aerobic Fitness Room	No Charge	West High Track	No Charge
Wrestling Room	No Charge	West High Practice Field	No Charge
		West Baseball Complex	No Charge
		with lights/scoreboard	No Charge
<b>Waterloo Career Center (WCC)</b>			
Reception / Commons	No Charge	West Softball Complex	No Charge
Conference Room	No Charge	with lights/scoreboard	No Charge
Classroom	No Charge	West Tennis Courts	No Charge
Collaborative Room (4-8 person)	No Charge	West Hitting Facility	No Charge

## FEE SCHEDULE – Class 3

### Youth / Non-Profit / Civic Organizations

Waterloo Community civic and service organizations sponsoring education, recreational events or activities.

Meetings and practice sessions for non-profit, chartered youth groups, or organizations sponsoring youth activities during their regular program session. At least 90% of the participants must be residents of the District and rosters or membership lists may be required. Outdoor leagues will not be provided indoor space for practice.

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
<b>Elementary Schools</b>			
Gymnasium	No Charge	Elementary Fields	No Charge
Cafeteria	No Charge		
Classroom	No Charge		
Library/Media Center	No Charge		
Multi-Purpose Room	No Charge		
Playground	No Charge		
Restrooms	No Charge		
<b>Middle Schools</b>	No Charge		
Gymnasium – Competition	No Charge	Bunger Football Field	No Charge
Gymnasium – Practice	No Charge	Carver Academy Football Field	No Charge
Cafeteria	No Charge	Carver Academy Track	No Charge
Classroom	No Charge	Hoover Football Field	No Charge
Library/Media Center	No Charge	Central Tennis Courts	No Charge
Auditorium	No Charge		
Kitchen	No Charge		
Competition Pool (Add'l \$25.00/hr for Lifeguard)	No Charge		
Multi-Purpose Room	No Charge		
Locker Rooms	No Charge		
Wrestling Room	No Charge		
<b>High Schools</b>		Memorial Stadium	No Charge
Gymnasium – Competition	No Charge	with lights/scoreboard	No Charge
Gymnasium – Practice	No Charge	Sloane Stadium	No Charge
Cafeteria	No Charge	with lights/scoreboard	No Charge
Classroom	No Charge	East High Track	No Charge
Library/Media Center	No Charge	East High Practice Field	No Charge
Auditorium	No Charge	East Baseball Complex	No Charge
Kitchen	No Charge	with lights/scoreboard	No Charge
Pool (Add'l \$25.00/hr for Lifeguard)	No Charge	East Softball Complex	No Charge
Multi-Purpose Room	No Charge	with lights/scoreboard	No Charge
Locker Rooms	No Charge	East Tennis Courts	No Charge
Weight Room	No Charge	East Hitting Facility	No Charge
Aerobic Fitness Room	No Charge	West High Track	No Charge
Wrestling Room	No Charge	West High Practice Field	No Charge
		West Baseball Complex	No Charge
<b>Waterloo Career Center (WCC)</b>	No Charge	with lights/scoreboard	No Charge
Reception / Commons	No Charge	West Softball Complex	No Charge
Conference Room	No Charge	with lights/scoreboard	No Charge
Classroom	No Charge	West Tennis Courts	No Charge
Collaborative Room (4-8 person)	No Charge	West Hitting Facility	No Charge

## FEE SCHEDULE – Class 4

### Non-Profit Service Organizations

Small private non-profit individuals or service organizations promoting educational, cultural, and informational activities that consist of at least 90% Waterloo Schools Students (roster may be requested). . Such activities include, but are not limited to sports groups; individual tutoring; individual coaching outside of District programming; music lessons outside the regular school day; and summer camps/programs where coaches are receiving salary or stipend not through the school district.

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
<b>Elementary Schools</b>			
Gymnasium	\$10.00	Elementary Fields	No Charge
Cafeteria	\$10.00		
Classroom	\$6.00		
Library/Media Center	\$10.00		
Multi-Purpose Room	\$6.00		
Playground	No Charge		
Restrooms	No Charge		
<b>Middle Schools</b>			
Gymnasium – Competition	\$10.00	Bunger Football Field	\$10.00
Gymnasium – Practice	\$10.00	Carver Academy Football Field	\$10.00
Cafeteria	\$10.00	Carver Academy Track	\$10.00
Classroom	\$6.00	Hoover Football Field	\$10.00
Library/Media Center	\$10.00	Central Tennis Courts	\$10.00
Auditorium	\$20.00		
Kitchen	\$10.00		
Competition Pool (Add'l \$25.00/hr for Lifeguard)	\$25.00		
Multi-Purpose Room	\$6.00		
Locker Rooms	\$6.00		
Wrestling Room	\$10.00		
<b>High Schools</b>			
		Memorial Stadium	\$125.00
Gymnasium – Competition	\$20.00	with lights/scoreboard	\$150.00
Gymnasium – Practice	\$10.00	Sloane Stadium	\$10.00
Cafeteria	\$10.00	with lights/scoreboard	\$25.00
Classroom	\$6.00	East High Track	\$10.00
Library/Media Center	\$10.00	East High Practice Field	\$10.00
Auditorium	\$20.00	East Baseball Complex	\$10.00
Kitchen	\$10.00	with lights/scoreboard	\$25.00
Pool (Add'l \$25.00/hr for Lifeguard)	\$10.00	East Softball Complex	\$10.00
Multi-Purpose Room	\$6.00	with lights/scoreboard	\$25.00
Locker Rooms	\$10.00	East Tennis Courts	\$10.00
Weight Room	\$20.00	East Hitting Facility	\$10.00
Aerobic Fitness Room	\$10.00	West High Track	\$10.00
Wrestling Room	\$20.00	West High Practice Field	\$10.00
		West Baseball Complex	\$10.00
		with lights/scoreboard	\$25.00
<b>Waterloo Career Center (WCC)</b>			
Reception / Commons (Plus \$25 per hour for use of Sound/Video)	\$20.00	West Softball Complex	\$10.00
Conference Room	\$10.00	with lights/scoreboard	\$25.00
Classroom	\$6.00	West Tennis Courts	\$10.00
Collaborative Room (4-8 person)	\$6.00	West Hitting Facility	\$10.00



## FEE SCHEDULE – Class 5

### Community Non-Profit/ Private Interest Groups

Waterloo Non-Profit Organizations/Community groups/political organizations conducting money-making activities for their organization or for charitable purposes.

Groups, businesses, or individuals located within and paying property taxes to the Waterloo Community School District for activities NOT conducted for profit and consisting of at least 90% Waterloo Schools students (rosters may be requested).

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
<b>Elementary Schools</b>			
Gymnasium	\$25.00	Elementary Fields	No Charge
Cafeteria	\$25.00		
Classroom	\$20.00		
Library/Media Center	\$25.00		
Multi-Purpose Room	\$10.00		
Playground	No Charge		
Restrooms	No Charge		
<b>Middle Schools</b>			
Gymnasium – Competition	\$25.00	Bunger Football Field	\$10.00
Gymnasium – Practice	\$25.00	Carver Academy Football Field	\$10.00
Cafeteria	\$25.00	Carver Academy Track	\$10.00
Classroom	\$20.00	Hoover Football Field	\$10.00
Library/Media Center	\$25.00	Central Tennis Courts	\$10.00
Auditorium	\$40.00		
Kitchen	\$25.00		
Competition Pool (Add'l \$25.00/hr for Lifeguard)	\$50.00		
Multi-Purpose Room	\$25.00		
Locker Rooms	\$10.00		
Wrestling Room	\$25.00		
<b>High Schools</b>			
		Memorial Stadium	\$150.00
Gymnasium – Competition	\$50.00	with lights/scoreboard	\$175.00
Gymnasium – Practice	\$40.00	Sloane Stadium	\$25.00
Cafeteria	\$25.00	with lights/scoreboard	\$50.00
Classroom	\$20.00	East High Track	\$25.00
Library/Media Center	\$25.00	East High Practice Field	\$25.00
Auditorium	\$50.00	East Baseball Complex	\$25.00
Kitchen	\$25.00	with lights/scoreboard	\$50.00
Pool (Add'l \$25.00/hr for Lifeguard)	\$25.00	East Softball Complex	\$25.00
Multi-Purpose Room	\$25.00	with lights/scoreboard	\$50.00
Locker Rooms	\$10.00	East Tennis Courts	\$25.00
Weight Room	\$50.00	East Hitting Facility	\$25.00
Aerobic Fitness Room	\$25.00	West High Track	\$25.00
Wrestling Room	\$50.00	West High Practice Field	\$25.00
		West Baseball Complex	\$25.00
		with lights/scoreboard	\$50.00
<b>Waterloo Career Center (WCC)</b>		West Softball Complex	\$25.00
Reception / Commons (Plus \$25 per hour for use of Sound/Video)	\$50.00		
Conference Room	\$25.00	with lights/scoreboard	\$50.00
Classroom	\$20.00	West Tennis Courts	\$25.00
Collaborative Room (4-8 person)	\$20.00	West Hitting Facility	\$25.00

## FEE SCHEDULE – Class 6

### Out-of-District Groups or For-Profit Groups or Activities

Groups, businesses or individuals located outside of the District (non-profit or for-profit).

Groups, businesses or individuals conducting activities for which a fee is charged or items are sold.

Local, state, and national groups hosting special events.

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
<b>Elementary Schools</b>			
Gymnasium	\$50.00	Elementary Fields	No Charge
Cafeteria	\$50.00		
Classroom	\$30.00		
Library/Media Center	\$50.00		
Multi-Purpose Room	\$30.00		
Playground	No Charge		
Restrooms	No Charge		
<b>Middle Schools</b>			
Gymnasium – Competition	\$50.00	Bunger Football Field	\$50.00
Gymnasium – Practice	\$50.00	Carver Academy Football Field	\$50.00
Cafeteria	\$50.00	Carver Academy Track	\$50.00
Classroom	\$30.00	Hoover Football Field	\$50.00
Library/Media Center	\$50.00	Central Tennis Courts	\$50.00
Auditorium	\$70.00		
Kitchen	\$50.00		
Competition Pool (Add'l \$25.00/hr for Lifeguard)	\$70.00		
Multi-Purpose Room	\$50.00		
Locker Rooms	\$15.00		
Wrestling Room	\$50.00		
<b>High Schools</b>			
Gymnasium – Competition	\$90.00	Memorial Stadium with lights/scoreboard	\$300.00 \$375.00
Gymnasium – Practice	\$60.00	Sloane Stadium	\$50.00
Cafeteria	\$50.00	with lights/scoreboard	\$100.00
Classroom	\$30.00	East High Track	\$50.00
Library/Media Center	\$50.00	East High Practice Field	\$50.00
Auditorium	\$100.00	East Baseball Complex	\$50.00
Kitchen	\$50.00	with lights/scoreboard	\$100.00
Pool (Add'l \$25.00/hr for Lifeguard)	\$40.00	East Softball Complex	\$50.00
Multi-Purpose Room	\$50.00	with lights/scoreboard	\$100.00
Locker Rooms	\$20.00	East Tennis Courts	\$50.00
Weight Room	\$90.00	East Hitting Facility	\$50.00
Aerobic Fitness Room	\$50.00	West High Track	\$50.00
Wrestling Room	\$90.00	West High Practice Field	\$50.00
		West Baseball Complex	\$50.00
<b>Waterloo Career Center (WCC)</b>		with lights/scoreboard	\$100.00
Reception / Commons (Plus \$25 per hour for use of Sound/Video)	\$70.00	West Softball Complex	\$50.00
Conference Room	\$50.00	with lights/scoreboard	\$100.00
Classroom	\$30.00	West Tennis Courts	\$50.00
Collaborative Room (4-8 person)	\$30.00	West Hitting Facility	\$50.00

## Additional Fees

Fees will be applied according to fee schedule; activity; location; date/time requested; and deposits if required.

<b>Personnel Fees</b>	<b>Fees listed are per HOUR or noted</b>	<b>Additional Stipulations</b>
Custodial Coverage	\$30.00 \$40.00 (Holidays)	2 hour minimum and some events may require a half hour before and half hour after the event additional charges
Technology Use	Charges dependent upon request	
District Personnel	Charges dependent upon request	
Police / Security	Actual Costs	
Equipment	Charges dependent upon request	
Operations	\$25.00 per hour	Dependent on size of group
Food Service Staff	Actual Costs	
Auditorium Technician	\$25.00 per hour	
Other _____	Charges dependent upon request	

# Facility Use Request Form



Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Type of Organization:  Non-Profit (\*proof will be required)  For-Profit  Government  Educational

**Representative Contact Information:**

Name: \_\_\_\_\_ Home Phone (include area code): \_\_\_\_/\_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Phone (include area code): \_\_\_\_/\_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Dates of Use: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time Range of Use: \_\_\_\_\_  
 (List each date separated by comma) (Indicate from/to and am/pm)  
 Purpose of Use: \_\_\_\_\_

Please refer to Board Policy 900.9-R to determine the proper use of school facilities.

*If the request is approved, the requesting organization agrees to indemnify and hold harmless the Waterloo Community School District, its agents and employees from and against all loss and expenses, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Waterloo Community School District, its agents or employees.*

**All Waterloo School District Facilities are tobacco, vaping and alcohol free.**

**Completed form must be received by the Waterloo Schools Designee at least TEN (10) DAYS prior to rental dates requested and payment received within FIVE (5) DAYS of rental approval e-mail or request may be considered canceled.**

	Elementary	Middle School / High School	Other
<b>Building(s) Requested</b> (Check all that apply)	<input type="checkbox"/> Becker Elementary <input type="checkbox"/> Cunningham Elementary <input type="checkbox"/> Highland Elementary <input type="checkbox"/> Irving Elementary <input type="checkbox"/> Kittrell Elementary <input type="checkbox"/> Kingsley Elementary <input type="checkbox"/> Lincoln Elementary <input type="checkbox"/> Lou Henry Elementary <input type="checkbox"/> Lowell Elementary <input type="checkbox"/> Orange Elementary <input type="checkbox"/> Poyner Elementary	<input type="checkbox"/> Bunger Middle School <input type="checkbox"/> Carver Academy <input type="checkbox"/> Central Middle School <input type="checkbox"/> Hoover Middle School  <input type="checkbox"/> East High School <input type="checkbox"/> Expo High School <input type="checkbox"/> West High School	<input type="checkbox"/> Elk Run Preschool <input type="checkbox"/> Greenbrier <input type="checkbox"/> Education Service Center <input type="checkbox"/> Greenhouse @ Carver  <input type="checkbox"/> WCC Reception / Commons <input type="checkbox"/> WCC Conference Room <input type="checkbox"/> WCC Classroom <input type="checkbox"/> WCC Collaborative Room

	Elementary	Middle School / High School	Outside Facilities	
<b>Area(s) of the Building(s) Requested for rent/use</b> (Check all that apply)	<input type="checkbox"/> Gymnasium* <input type="checkbox"/> Cafeteria / Commons <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Library/Media Ctr. <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Playground <input type="checkbox"/> Restrooms <input type="checkbox"/> Other _____	<input type="checkbox"/> Gymnasium – Competition* <input type="checkbox"/> Gymnasium – Practice* <input type="checkbox"/> Cafeteria / Commons <input type="checkbox"/> Kitchen <input type="checkbox"/> Serving Area (HS ONLY) <input type="checkbox"/> Library/Media Ctr. <input type="checkbox"/> Auditorium* <input type="checkbox"/> Classroom <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Weight Room <input type="checkbox"/> Aerobic Fitness Room <input type="checkbox"/> Wrestling Room	<input type="checkbox"/> Elementary Field  <input type="checkbox"/> Bunger Football Field <input type="checkbox"/> Carver Academy Football Field <input type="checkbox"/> Carver Academy Track <input type="checkbox"/> Hoover Football Field <input type="checkbox"/> Central Tennis Courts  <input type="checkbox"/> East High Track <input type="checkbox"/> East High Practice Field <input type="checkbox"/> East High Baseball Complex <input type="checkbox"/> East High Softball Complex <input type="checkbox"/> East High Tennis Courts <input type="checkbox"/> East High Hitting Facility	<input type="checkbox"/> Sloane Stadium <input type="checkbox"/> Memorial Stadium  <input type="checkbox"/> West High Track <input type="checkbox"/> West High Practice Field <input type="checkbox"/> West High Baseball Complex <input type="checkbox"/> West High Softball Complex <input type="checkbox"/> West High Tennis Courts <input type="checkbox"/> West High Hitting Facility

**If Auditorium is Requested\***

# of seats on stage \_\_\_\_\_  
 # of tables on stage \_\_\_\_\_  
 # of microphones \_\_\_\_\_  
 # of Music Stands \_\_\_\_\_  
 Podium?  Yes  No  
 Lighting/Sound  Yes  No  
 \*May Require Technician

**If Gymnasium is Requested\***

Basketball Hoops?  Yes  No  
 Bleachers?  Yes  No  
 PA System?  Yes  No  
 Volleyball Nets?  Yes  No  
 Scoreboard?  Yes  No  
 Floor Tarp?  Yes  No  
 Other? \_\_\_\_\_

**Other Requested Services or Equipment**

PA System? <input type="checkbox"/> Yes <input type="checkbox"/> No	Kitchen Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Custodial Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Service? <input type="checkbox"/> Yes <input type="checkbox"/> No
Tables? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Tables _____
Chairs? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Chairs _____
Special Lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please Describe: _____

\*May Require Technician

Additional Equipment Required/Comments? If yes, please specify. \_\_\_\_\_

Will Admission be charged?  Yes  No If yes, what is the admission fee: \$ \_\_\_\_\_  
 Is this a Fundraising Activity?  Yes  No If yes, who benefits from the proceeds: \_\_\_\_\_

What percentage of your participants are Waterloo Schools Students or Residents? \_\_\_\_\_%

Estimated # of Participants  Youth \_\_\_\_\_  Adults \_\_\_\_\_  Senior Adults \_\_\_\_\_

Name of Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Signature of Applicant\* \_\_\_\_\_ Date \_\_\_\_\_

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

1. After completing the Facilities Use Request Form (above), please carefully review that your request is complete and then fill out (ONLY) the highlighted sections in the Facility Use Agreement (below).
2. Once the information provided on the Facilities Use Request form has been reviewed and approved by the District Athletics and Activities Director representative a fee will be assigned based on the schedule provided in the Facilities Use Manual.
3. You will receive a completed copy of both the Request and Agreement forms for your records and will be responsible for payment as indicated.
4. Groups or individuals who make changes (cancellations, additions, or no shows) after a contract has been issued may be subject to facility use fees or additional facility use fees and/or future requests may be affected.



## Facility Use Agreement

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization: \_\_\_\_\_

Representative Name: \_\_\_\_\_

*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. If it is determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue.*

*The requesting organization/representative agrees to indemnify and hold harmless the Waterloo Community School District, its agents and employees from and against all loss and expenses, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Waterloo Community School District, its agents or employees.*

*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.*

I have read and agree to follow all the policies, procedures, and guidelines outlined in the Facilities Use Manual.

\_\_\_\_\_  
Signature of Applicant\*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

### Rental Fees

Approved     Denied

Fee Schedule: 1 / 2 / 3 / 4 / 5 / 6 / Other \_\_\_\_\_

Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
District Athletics and Activities Director

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

Site Supervisor Required (Name: \_\_\_\_\_ / Contact #: \_\_\_\_\_)

Proof of Insurance has been provided

Proof of Non-Profit Status has been provided