

## RULES/REGULATIONS FOR FACILITY USE

### Class I

Individuals and groups in Classification I may use facilities with approval of the facility principal subject to the following conditions:

- 1) Adequate supervision is provided
- 2) Additional school personnel are not required
- 3) Restricted facilities are not used
- 4) The principal agrees to assume responsibility

### Classes II, III, and IV

Individuals and groups in Classification II, III, and IV may use facilities after obtaining the necessary permit and agreeing to follow all rules and regulations and fee payment.

### Rental Fees

All uses of school facilities may be subject to rental fees as approved annually by the Board of Education and determined by the Building Administrator. Fees are published in a separate fee schedule. Payment should be made to Western Dubuque Community School District, 405 3<sup>rd</sup> Ave. NE, Farley, IA 52046.

### Insurance

- 1) Non-school groups are responsible for their own insurance coverage and the District may require a Certificate of Insurance to demonstrate adequate liability insurance coverage. The group should be able to provide evidence of liability insurance of not less than \$1,000,000 per occurrence for protection against accidental personal injury and property damage. If required, this certificate is to be presented to the Building Administrator prior to the permit being issued.
- 2) School-related groups may be required to provide such insurance coverage, if deemed necessary by the administration.

### Lease

A lease is required for any activity designated in Class IV.

### Sub-Leasing

The lessee is prohibited from sub-leasing the facility and grounds to any other person or group.

### Approvals

Receipt of application, deposit, certificate of insurance (when required) and lease agreement (when required) must be furnished before approval can be granted.

## RULES/REGULATIONS FOR FACILITY USE

### Availability

***The school principal has prior rights to use the building at all times. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances. If approval has been given to a group to use the facilities and it is later determined that the facilities will not be available, notice of cancellation will be given to the application as soon as possible with reasons for the cancellation. The District will work with the affected individual or group to attempt to reschedule or provide alternate facilities if possible.***

### Times of Use

- 1) Every attempt should be made to terminate the use of facilities by 10:00 p.m. unless special arrangements have been made when applying for the permit. All persons should be out of the facilities by this time.
- 2) Limited use of facilities on Sunday and holidays may be granted, for other than school-sponsored activities, when it can be demonstrated that such activities serve a critical need of the community and cannot be scheduled at a different time.

### Seating Capacity

The maximum number of people permitted in any school facility shall be restricted to the capacity indicated by the appropriate fire marshal.

### Supervision

- 1) Behavior of persons using facilities is the responsibility of the person applying for the permit. That person is responsible for communicating rules and regulations to all persons using the facilities and making sure they are understood and followed. Supervision should be provided, as deemed necessary.
- 2) A group representative must be present at all times while the activity is in session. No one will be admitted to the facility until the group representative is present. The group will assume liability for any accidents that occur during the time the school grounds and building are in use.
- 3) It is mandatory that the Building Administrator be notified if any user group participant is injured and requires professional medical services or care.
- 4) The District reserves the right to require police supervision at any event, as may be deemed necessary, with the cost of same being paid by the individual or group obtaining the permit.

### Staffing

The District reserves the right to determine the staffing (including audio/visual, food service, and custodial) necessary to adequately handle each event. Before issuing permits, the District will estimate the staff needed and communicate this to the user group.

## RULES/REGULATIONS FOR FACILITY USE

### Drugs, Alcohol and Tobacco Use

The use of illegal drugs and alcoholic beverages shall be prohibited. The use of tobacco in buildings and on the grounds is prohibited.

### Food and Beverages

Food and beverages are permitted in designated areas only. Arrangements to serve same should be made at the time of obtaining permit.

### Telephone

- 1) When facilities only are being used, there are times when no telephone will be available and groups should consider other means of communication for emergencies.

### Kitchen Use

- 1) Groups in Classification I and II may use limited kitchen facilities in each building provided the food service personnel in that building is notified in advance. In each case, the building principal must assume responsibility for the groups. In the event the kitchen area is not cleaned to the satisfaction of the Food Service Department, the Representative of the Sponsoring Group will be charged clean-up costs and the group may be required in the future to pay the cost of having food service staff present to supervise these groups.
- 2) Use is limited to coffeepots, serving areas and sinks.
- 3) Due to insurance requirements, no one who is not a member of the food service staff may use any other equipment including, but not limited to, stoves, ovens, dishwashers, garbage disposals, etc.
- 4) For all groups in all classifications that wish to use restricted equipment, the use of kitchens will be allowed only under supervision of a qualified member of the food service staff. Staff costs will be charged to the individual or group using the kitchen facilities. Any exception to this rule must be approved by the Food Service Director.

### Use of School Equipment

Use of school equipment shall not be granted unless a staff member, approved by the District, is in charge of the room and equipment. Wages for District personnel shall be paid by the lessee. No audio/visual equipment or any other equipment shall be brought into the building except by permission of the principal. School property must be used in such a way as not to interfere with the comfort and health of the pupils or endanger the property of the District.

## RULES/REGULATIONS FOR FACILITY USE

### Classrooms

Classrooms in elementary and secondary schools may be scheduled for use by the public for purposes and activities appropriate to the facility. Teachers will be notified prior to community use to ensure storage for materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same condition that they found it.

### Media Centers and Computer Labs

Media centers may be used for approved meetings and activities. Materials are not to be used or removed from the media centers except with prior arrangements. A media center supervisor may be assigned at the expense of the requestor. Computer labs may be used for approved purposes and will require a supervisor with costs at the expense of the requestor.

### Auditoriums

District auditoriums may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will be required to list in detail their equipment requests for auditorium use. Any required audio/visual technicians will be at the user's expense.

### Multi-Purpose Rooms and/or Gyms

Scheduling of gyms for all non-school use shall be the responsibility of the Building Administrator. School gyms and multi-purpose rooms may be used for purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- 1) Gym shoes are required for all participants in all sports and games.
- 2) No food or beverages in or around gym.
- 3) No slam-dunking. School backboards are not built to sustain an adult's weight. Hanging on rims has caused damage to equipment. More important, serious injury could result from shattering backboards caused by excessive weight on rims.
- 4) No bouncing balls in halls, off walls, or on ceilings.
- 5) No leaning into volleyball nets. This loosens standards and damages equipment. More important, loose standards could fall and cause personal injury.
- 6) No wearing shoes that mark the gym floor. Groups are charged for professional floor finishing in such cases.
- 7) No climbing or playing on bleachers. Special instructions from the building supervisor, custodian, or facility use coordinator are needed to pull bleachers out properly to avoid scratching the floor.
- 8) Children are not allowed to roam or play in the halls.
- 9) Children are to be supervised by adults in all places at all times.

## RULES/REGULATIONS FOR FACILITY USE

### Concessions

A separate agreement for concession rights must be secured by the requesting group and the school's Booster Club.

### Outdoor Areas

- 1) The use of outdoor areas (e.g. football, softball, baseball and soccer fields, tracks, parking lots) will require the regular facility request form to be completed. The same request process and timeline for scheduling and confirming use of outside areas will be followed.
- 2) Organizations using outdoor areas will be expected to clean up all trash littering the field or areas surrounding the fields. Organizations not providing the clean up will be charged for groundskeeper wages.
- 3) The Building Administrator will require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user's activities, practices, and games.
- 4) The Building Administrator may limit the number of games or teams which may play or practice on District facilities. They may also limit the days and hours of use of facilities.
- 5) All non-District outdoor practices, games, and activities will be cancelled when it rains to prevent damage to the fields.
- 6) The Building Administrator may rotate use of fields for aerating, draining, reseeding, and maintaining. Fields may be fenced off by the Maintenance Department to prevent use. Violators will be prosecuted by the appropriate police department.
- 7) Portable restrooms, to be provided at the expense of the user, may be required for activities and tournaments. Water and electricity may not be available from District sources.

### Damage and Maintenance

- 1) Any person found damaging or defacing District property shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charges may be filed against the offender.
- 2) If the individual offender is not known, the group/requestor is liable for damage costs. If the group fails to make payment, that group will not be allowed to use District facilities again.
- 3) If damages or theft is not reported by the group, an administrative fee will be charged for the labor involved in tracking. This fee is in addition to the cost for replacement/repair and the labor costs incurred.

### Emergency Procedures Due to Weather

The District reserves the right to cancel facility use if weather conditions require it. Local radio stations will carry announcements of closings.

## RULES/REGULATIONS FOR FACILITY USE

### Notification of Change/Cancellation

- 1) The requestor is responsible for notifying the Building Administrator when his/her group wants to change or cancel a confirmed request or is not using the facility at the previously scheduled time. There is no charge for the first change/cancellation.
- 2) 72 hours notice is required if it becomes necessary to make any changes in permit requirements. The Building Administrator must be notified to allow for proper notification of the staff and to change the records.
- 3) The District cannot guarantee any requests made. Groups that have been granted permits must give at least 72 hours notice of desire to cancel in order to secure refund of deposit.

### “No Shows”

Groups who do not show for scheduled time or who do not notify the Building Administrator of cancellation 24 hours prior to scheduled use will be charge a \$10.00 administrative fee, to be paid prior to next use, and will be charged original contracted fee and any costs incurred by the District.

### Billing/Payment Procedures

Rental fees and applicable costs will be billed after use is adjusted for any damage deposit or other prior payment received. Payment of bills is expected within 30 days of the activity. Slow, extended payment or non-payment of bills will be reason to deny any future use requests. Prolonged non-payment will result in the transferring of accounts to a collection agency according to the timeline established by the Board Secretary.

### Finance Charge

Any account overdue by thirty days will be assessed 1.5% monthly finance charge on overdue balances.

### Rejection or Modifications

The District reserves the right to reject any or all applications and the right to rescind, modify or amend any or all rules or regulations or to make exceptions. All rejections and modifications must be done through the Building Administrator.

Approved:

Reviewed: June 9, 2008; April 8, 2013

Revised: May 14, 2007