

## COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

School district facilities and equipment may 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. Any district employee using district-owned property or facilities for a use outside their duties as an employee is doing so as a community member, and not as a district employee. Prior to using district resources for activities outside the scope of their job duties, employees must meet the requirements to be considered a qualifying entity. 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 9:00PM with exceptions considered in unique situations. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and the equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on weekends.

Entities that wish to use school district facilities or equipment must complete an online request form available on the District website. It is the responsibility of the building principal 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 building principal to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

If school is released early or cancelled, due to inclement weather, outside teams and groups will not be allowed to use school facilities at that time-

### COMMUNITY YOUTH SPORTS/ACTIVITY TEAMS

Community-based youth sports or activity teams seeking weekly/recurring use of indoor facilities will be allowed access between the months of October and March, broken down into two separate "Seasons". Season-1 will be October through December. Season-2 will be January through March. Community-based youth teams seeking recurring weekly use of facilities for an entire season will submit an online request stating preferences for desired location/building, day of the week(Mon-Fri), and block of time(6:00-7:30pm or 7:30-9:00pm) prior to September 1<sup>st</sup> for Season-1 and prior to December 1<sup>st</sup> for Season-2.

A group meeting for all requestors will then be held prior to the start of each season where district representatives will announce a facility-use schedule for each group, answer questions and outline facility use rules and expectations.

Use of school district facilities and equipment by groups or entities identified as Rate Class III or IV will be supervised by a school district employee unless special prior arrangements are made with the building principal. 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 ability of, the entity to use school district facilities or equipment in the future.

The board 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.

### FEE RATE CLASSIFICATIONS

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.

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

Groups using the facilities will be classified in priority order I, II, III, IV with Class I having the highest priority for use. The Superintendent or his/her designee will determine the classification of each request for use of a facility upon criteria outlined below.

If custodial services or technical services are required beyond normal duties, the group or organization will be billed for actual time spent for building supervision and clean-up at the applicable regular or overtime rate. Use will terminate at a time determined by the building principal.

### **Rate Class I – School district and district-sponsored activities (No Rental Fee)**

- Regular classroom activities
- School-sponsored activities for students (clubs, athletics, intramurals)
- School-sponsored activities for community (plays, open houses)
- School and District-sponsored activities for staff (trainings/wellness)

### **Rate Class II – Public agencies, district co-sponsored events and Community Youth Teams/Organizations (no admission fee) (No Rental Fee – Subject to custodial fee if applicable)**

- School-related groups and organizations (all booster clubs and parent-teacher organizations recognized by the district – all fundraising will be for the sole benefit of the district)
- Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to Western Dubuque Community Schools
- National, state and local elections or caucuses during election year only
- Political meetings not boosting specific candidates, state or national platforms
- Meetings involving Boy Scouts, Girl Scouts, 4-H, Community Theater, or other similar youth-oriented non-profit groups
- Community Youth Sports/Activity Teams or Groups – practices

### **Rate Class III – Community Non-Profit organizations, civic organizations and educational institutions (recognized 501(c)3 organization) Subject to Fee Schedule - LIMIT 1 USE PER YEAR – No Holidays - Certificate of Liability Insurance Required**

- A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members or shareholders, but instead uses them to help pursue its organization's goals. The district reserves the right to ask for a 501(c)3 designation form if the organizations non-profit status is in question.
- Includes, but is not limited to: community, social, civic or service organizations for purposes that have educational, recreational, or cultural purposes, local church services, and religious classes and activities.
- Educational activities of public and private colleges and universities

### **Rate Class IV – For profit organizations/activities and other private interest groups – Subject to Fee Schedule**

LIMIT 1 USE PER YEAR - No Holidays - Certificate of Liability Insurance Required

- Commercial groups or businesses
- Political meetings sponsoring specific candidates, state or national platforms
- Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold
- Other private uses if approved

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

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

Cross Reference:

705.4 Expenditures for a Public Purpose  
705.4R1 Expenditures for a Public Purpose – Use of Public Funds Regulation  
905.2 Nicotine/Tobacco-Free Environment

Approved: August 12, 1996

Reviewed: March 18, 2002; June 9, 2008; April 8, 2013

Revised: March 16, 1998; June 12, 2001; February 14, 2005; May 14, 2007; August 13, 2018 February 11, 2019; June 10, 2019; January 11, 2021; April 10, 2023