

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES

School district facilities 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 a school-related activity, the use is consistent with state law, and will end no later than midnight. School functions will always be given priority in scheduling events. It is within the discretion of the board to allow for-profit entities to use school district facilities. The board reserves the right to deny use of the facilities to an entity. It is within the discretion of the superintendent to allow use of school district facilities on Sundays.

Entities that wish to use school district facilities must apply at the middle/high school office when school is in session and district office when school is not in session. It is the responsibility of the superintendent and/or designee to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and/or designee to provide application forms and place on file when completed:

Use of school district facilities by entities will be supervised by a school district employee unless special prior arrangements are made with the district administration. The school district employee will not accept a fee from the entity using school district facilities. If appropriate, the school district employee may be paid by the school district. The cost of service personnel furnished by the school will be charged to the entity(ies) renting the facility.

Entities that use school district building or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities may result in additional fees charged to, or the inability of, the entity to use school district facilities in the future.

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities without charge. While such entities may use the facilities without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

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

Cross Reference: 704 Revenue

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