

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

Policy Title Community Use of School District Facilities & Equipment Code No. 905.01

School district facilities and equipment will 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. 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. 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 equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at the central office. It is the responsibility of the board secretary or superintendent 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 superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. 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 inability of, the entity to use school district facilities or equipment in the future.

The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with the written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content or the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

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.

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The utilization of buildings, grounds and facilities will follow the following priority order:

1. Civil Defense emergencies - without charge.
2. Public schools of the district and allied organizations.
3. Private and parochial schools.
4. Youth groups of an educational, recreational, or patriotic nature.
5. Non-profit community activities.
6. Profit-making community groups.
7. Resident and non-resident commercial enterprises.

A Certificate of Liability Insurance must be attached to the rental agreement form to complete the agreement. Business, commercial, organizations or other entities are required to provide evidence of a Commercial General Liability with a minimum of \$1,000,000 each occurrence/\$2,000,000 general aggregate limit of liability. Individuals and families are required to provide evidence of personal liability insurance (usually attached to a homeowners or farm liability policy) with a minimum limit of \$300,000 each occurrence. George-Little Rock Community School District, 500 E. Indiana Ave., PO Box 6, George, IA 51237 must be listed as the certificate holder. Most insurance agents provide these free of charge upon request.

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; 276; 278.1(4); 279.8; 288; 297.9-.11 (2011).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference:

704.00 Revenue

Date of Adoption: September 15, 2015 (Revised)

Related Administrative Rules and Regulations: _____

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities or on school district grounds, including in private vehicles.
3. A school district employee must be present or on call while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

ICN ROOM REGULATION

The ICN is a statewide telecommunication network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

The Business Manager is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the education program are filed with the Business Manager.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.
6. The charge for use of the ICN room is \$12.50 per hour.
7. The ICN will be available is Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m., unless this interferes with scheduled classes for high school students.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at the central office.
12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

(This regulation page was revised and adopted September 2015)

FEES SCHEDULE

ICN Classroom	A maximum of \$12.50 per hour
Multi-Purpose Rooms/Commons:	\$20.00 per hour \$50.00 half day \$100.00 full day
G-LR Middle School Gym	\$20.00 per hour \$50.00 half day \$100.00 full day
G-LR High School Auditorium	\$100.00 per day
G-LR High School Gym	\$100.00 per day
G-LR High School Locker Rooms	\$12.00 per hour
Computer Labs	\$10.00 per hour

Chair and table rental:

Multi-Purpose Rooms	Chairs - (200 or less) - \$18.00
G-LR High School and Middle School Gymnasium	Chairs - (Over 200) - \$25.00
Tables	\$4.00 each
G-LR High School Commons	Tables and Chairs - \$4.00 per table and chair set

Rates for Use of Equipment

DVD/VCR (one-half day)	\$10.00
Projectors (one-half day)	\$10.00
Spotlight	\$10.00
Floor tarp (includes pickup and return)	\$75.00

Kitchen rental as follows:

\$20.00 plus the actual cost for a food service staff member salary if it exceeds the \$20.00 fee. A food service staff member is required to be on duty during the time the kitchen is rented.

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

George - Little Rock Community School District

RENTAL CONTRACT / USE OF SCHOOL FACILITIES

ORGANIZATION: _____ Date _____

FACILITY REQUESTED: Location: George Little Rock

ICN _____ Multi-purpose room _____ Kitchen _____ Commons _____ Auditorium _____ Gym _____
Computer Lab _____ Tarp _____ DVD/VCR _____ Projectors _____

EXPLAIN ACTIVITY: _____

DATE/S REQUESTED: _____

TIME DOORS OPEN: _____ AM _____ PM TIME ENDED: _____ AM/PM

CHAIRS #: _____ TABLES #: _____ OTHER: _____

TOTAL RENT: \$ _____ (See reverse side)

I agree to the following terms:

1. No smoking is permitted in school facilities or vehicles, or on school grounds.
2. There shall be no drugs, alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds.
3. A school district employee must be present or on call while the school district facility or equipment is being used by an entity.
4. Custodians are not to be paid by the individuals or organizations renting school facilities.
5. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
8. Children are to be supervised when present. Failure to supervise children will void this contract.
9. Appropriate gym attire, including gym shoes must be worn in the gym.
10. The district is not responsible, nor will be held liable, for injuries or accidents during the rental period.

Entity signature

Address

Telephone

Office Use:
Approved: Yes No
Date: _____

Person authorizing rental:

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G-LR High School Auditorium	\$100.00 per day		
G-LR High School Gym	\$100.00 per day		
G-LR High School Locker Rooms	\$12.00 per hour		
Computer Labs	\$10.00 per hour		

Chairs and tables rental as follows:

Multi-Purpose Rooms:	Chairs - (200 or less) - \$18.00
G-LR High School and Middle School Gymnasium:	Chairs - (Over 200) - \$25.00
Tables:	\$4.00 each
G-LR High School Commons:	Tables and Chairs - \$4.00 per table and chair set

Rates for Use of Equipment

DVD/VCR (one-half day)	\$10.00
Projectors (one-half day)	\$10.00
Spotlight	\$10.00
Floor tarp (includes pickup and return)	\$75.00

Kitchen rental as follows:

\$20.00 plus the actual cost for a food service staff member salary if it exceeds the \$20.00 fee. A food service staff member is required to be on duty during the time the kitchen is rented.

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

LIABILITY RELEASE

_____, its members, invitees, agents or assignees in exchange for the use of the George-Little Rock Community School facilities, equipment or property hereby releases the George-Little Rock Community School District, its Board, agents, assignees or employees from any and all liability because of any damages, costs, loss of services, expenses or compensation on account of, or arising out of personal injury or property damage sustained as a result of this group's use of these facilities, equipment or property. A certificate of insurance must be provided with this contract.

_____, its members, invitees, agents or assignees hereby agrees to hold harmless the George-Little Rock Community School, its Board, agents, assignees or employees from all liability described above in consideration for the use of the George-Little Rock Community School facilities, equipment and property and hereby relinquishes its cause of action to bring any claim against the George-Little Rock Community School, its Board, agents, assignees or employees regarding any incident arising out of this group's use of these facilities, equipment or property. A certificate of insurance must be provided with this contract.

Signature of Organization

Date

A Certificate of Liability Insurance must be attached to the rental agreement form to complete the agreement. Business, commercial, organizations or other entities are required to provide evidence of a Commercial General Liability with a minimum of \$1,000,000 each occurrence/\$2,000,000 general aggregate limit of liability. Individuals and families are required to provide evidence of personal liability insurance (usually attached to a homeowners or farm liability policy) with a minimum limit of \$300,000 each occurrence. George-Little Rock Community School District, 500 E. Indiana Ave., PO Box 6, George, IA 51237 must be listed as the certificate holder. Most insurance agents provide these free of charge upon request.

OTHER CONDITIONS: