

## SCHOOL DISTRICT - COMMUNITY RELATIONS

### Series 900

Policy Title: Community Use of School District Facilities & Equipment

Code No. 905.1

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.

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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Code No. 905.1

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

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