

## 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. 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. 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 board may allow entities, such as the Boy and Girl Scouts, 4-H, AAU and Leagues, Lil Mustangs Daycare (as a renter), use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge – or rental fee - they may be required to pay a custodial fee – amount determined by whichever room, equipment etc. is used.

Rental Agreement must be turned in with a minimum notice of two (2) weeks.

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, 309 S. Lincoln St., Suite 1, 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.

***NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should check with its insurance carrier to clarify coverage.***

**Legal Reference:**

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

**Cross Reference:**

705.04            *Expenditures for a Public Purpose*  
705.04 R(1)    *Expenditures for a Public Purpose - Use of  
Public Funds Regulation*  
905.02            *Nicotine/Tobacco-Free Environment*

**Approved** February 5, 2019

**Reviewed** November 21, 2023

**Revised** November 21, 2023