

Community Use of School District Buildings and Sites and Equipment Regulations

Code No. 905.01R1

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 while the school district facility or equipment is being used by an entity when admission is charged.
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 the entity. 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. If employees need to clean up due to entity not completing clean up, personnel costs will be invoiced.
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.

The George-Little Rock Community School District is owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, cultural, and recreational needs of the communities through the total resources of the community schools. However, all school facilities and outdoor areas have been primarily erected and maintained for the use of the students of GLR, and shall not be used for another purpose that will conflict with the primary use. Any activity connected with approved school programs will take precedence over any request for use of the facilities for any other purpose. Please read the following rental guidelines and School Board Policy before completing a facility request.

Scheduling of Facilities

- School facilities are not normally available for rent on school designated holidays and over school breaks. The superintendent or designee may allow use at these times if such use does not interfere with facility maintenance/cleaning schedules and contingent upon availability of adequate personnel.
- Rental of facilities is for occasional or temporary use, but not regular or ongoing use.
- No overnight stays will be permitted in district facilities.
- Facility rental time cannot be requested past 10 p.m. unless prior approval has been received from the superintendent.
- When school is cancelled or dismissed early for weather related or other reasons, all rentals may also be cancelled. The school district also reserves the right to cancel weekend rental activities when the conditions are deemed unsafe.
- The District reserves the right to deny any facility rental requests for any reason.
- A cancellation after the facility or equipment is made ready for the entity will be charged a minimum cancellation fee or the cost incurred to the school district in anticipation of the entity's use, whichever is greater.

Rental Process

1. External group facility requests must be made at least two weeks in advance of the requested date(s).
2. Facility requests are to be initiated with the District Central Office. Before the facility request is approved, the administrator will verify with the district office and buildings and grounds department and/or other department that appropriate personnel are available to work the requested date(s).

3. Renters are required to complete and provide the following information:
 - a) Facility Use Request Form
 - b) Facility Use Agreement Form contract signed by both parties.
 - c) Commercial Organizations – Hold Harmless Insurance Agreement & certificate of insurance naming the George-Little Rock Community School District as an “additional insured”. (A minimum \$1,000,000 liability policy is required.
4. The Business Office will determine the appropriate rental charges for the use of the facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits. When necessary, additional fees may include such things as cleaning fees, failure to cancel reservation, replacement or repair for damage or theft, or other costs. All or a percentage of the estimated usage and personnel fees for a group’s activity may be required to be paid prior to the usage.
5. Copies of the completed facility use request form and facility use agreement form will then be forwarded to the building office.
6. On the date(s) of the event, access to the district facilities will be granted through either a designated staff member or a district-issued key fob. A \$10 deposit is required for district-issued key fobs.
7. Upon completion of the rental event, please return the key fobs and any keys issued.

Regulations Concerning the Use of School Facilities

- 1) The group representative must be an adult and present during the time the facilities are being used.
- 2) A school district employee must be present while the school district facility and/or equipment are being used by an outside entity unless special prior arrangements are made with the Superintendent.
- 3) The group’s representative will be responsible for the following regulations for facility usage by his/her group;
 - a. Group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.
 - b. The facility must be used only for the purpose that was originally intended and set forth on the facility request form.
 - c. Group representative is responsible for reporting any personal injuries received by any group member while using the district facilities. The representative should contact the district office at (712) 475-3311 , extension 102, to report any injuries.
 - d. Group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. Custodians/supervisors on duty should also be notified.
- 4) The group representative should make a preliminary-use check of the facility prior to their use. If anything that will be used is already damaged, contact the custodian/supervisor on duty.
- 5) All equipment used or moved must be returned to the proper place in original condition.
- 6) The renter assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
- 7) The renter shall be liable for any and all loss, damage, or injury sustained by any person that by reason of the negligence of the renter. The renter shall indemnify and hold harmless the school district from any and all loss, damage, or injury.
- 8) Food and beverages are permitted in designated areas only.
- 9) The use of alcoholic beverages or illegal drugs in any form is prohibited from all school grounds
- 10) All school buildings, grounds and vehicles of the district are tobacco free. Persons failing to abide will be asked to leave the school premises.
- 11) Specific Room Regulations shall be as follows:
 - a. Auditorium – Groups requesting use of an auditorium will need to list in detail their equipment requests and audio/visual technicians needed. Only district staff, or someone trained by district staff and approved by the superintendent, may operate the audio/visual equipment in the auditorium. Renters will be charged accordingly for equipment and personnel use. Maximum number of people is restricted to the seating capacity indicated appropriately by the Fire Marshall. No food or beverages are allowed in the auditorium.
 - b. Gymnasiums – No wearing of shoes that mark up the floors or outdoor shoes or dress shoes. No hanging on basketball rims. No climbing or playing on climbing walls or bleachers (if bleachers are

needed the custodians will move them in and out). No pushing/pulling of tables, chairs, or other equipment across gym floors. Nothing may be taped to the gym floor without prior approval. Scoreboards may not be used unless previously approved.

- c. Classrooms – Materials are not to be used or removed from the rooms. Users are expected to leave the rooms in the same condition as they found them.
- d. Outside Areas – Groups are expected to clean up all trash, papers, or other litter in the fields of surrounding areas. Failure to provide appropriate clean-up will result in additional charges to the renter. Use of tents, temporary structures, or signage where stakes are driven into the ground must be pre-approved. The District reserves the right to cancel any event in order to prevent damage to athletic fields or other district property. Water and electricity may not be available from district sources unless special arrangements are made.

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I.C. Iowa Code	Description
Iowa Code § 123.46	Consumption/Intoxication in Public
Iowa Code § 276	Community Education
Iowa Code § 278.1	Power of Electors
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 297	School Houses/Sites
Iowa Code § 8D	ICN
Cross References	
Code	Description
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 _____

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