

COMMUNITY USE OF SCHOOL FACILITIES

The control and management of school buildings is placed exclusively with the Board of Directors of the school district, and cannot be voted or delegated to any other agency. Although no individual or group has the right to demand the free use of any school facility, the Board of Directors may authorize such use at any time that it does not interfere with regular school activities.

Local civic, religious, fraternal, political, patriotic, and community welfare organizations may use auditoriums, gymnasiums, classrooms, and other school properties, provided the activities conducted or to be conducted do not conflict with school programs or are contrary to law.

Application for Use and Approval

Applications for use of the high school, outside facilities, and all district gymnasiums should be submitted through the High School Activities Director. Applications for non-school use of the Concert Hall and/or auditorium should be submitted to the Communications Director at the College Community District Office. Other rooms/areas should be applied for as follows; Middle School applications should be submitted through the Middle School Activities Director. Applications for use of the five elementary buildings should be submitted to the building principal.

The Board Secretary or Activities Director will judge the appropriateness of the request and the availability of the facility. The Board Secretary or Activities Director will notify the individual or organization making the request of the decision. Once the rental is completed the contract will be sent to the Educational Services Center (ESC) for billing.

General Policies Pertaining to Facilities Use

There must be an authorized employee present when the facilities are being used. The group using the facilities must have at least one responsible adult present during the time the facilities are being used.

During the school year the arrangements for the use of the facilities for the local Boy and Girl Scouts, and similar non-profit organizations are made directly with the Principal of the building involved. These groups are exempt from paying the usual fees.

School-sponsored activities will always have priority over outside activities for the use of the school facilities.

There will be no smoking permissible in the buildings. There will be no alcoholic liquors or beverages brought to or consumed in the building or on the grounds. Custodians assigned to supervise a building for a non-school activity may be requested to perform school-related jobs if activities of the non-school groups do not require their attention.

General Policies Pertaining to Concert Hall Use

Requests for use of the Concert Hall will only be approved for events that are appropriate to its design, seating capacity, and level of technology. Use of the Concert Hall requires the presence of trained and approved staff to control lights and sound.

High school, middle school and intermediate school concerts will normally be held in that space. In addition, each elementary will have one concert per year in the Concert Hall. Non-school uses must not interfere with school uses. Since the facility is used as classroom space daily during the school year, non-school uses will normally be restricted to non-school days.

Insurance

Groups not directly associated with the College Community School District must provide proof of liability insurance and a roster of players or patrons using the facility. To qualify as a College Community group, the roster must be predominantly students from the College Community School District. Minimum coverage shall be \$500,000 per occurrence with an aggregate coverage of \$1,000,000.

Sunday Use

The general policies governing the scheduling and use of school facilities will apply on requests for Sunday use. However, the Superintendent of Schools will exercise judgment about the use of school facilities for Sunday use. Availability of adequate supervisory personnel, the nature of the activity, and the physical well being of the facilities will be among those things considered in the administrator's judgment.

Schedule of Fees

<u>Facility</u>	<u>College Community</u>	<u>College Community Non-School</u>	<u>All Others</u>
Classroom - 1/2 day	\$0.00	\$20.00	\$60.00
Classroom - Full day	0.00	25.00	85.00
Cafeteria - 1/2 day	0.00	30.00	85.00
Cafeteria - Full day	0.00	40.00	135.00
Cafeteria with kitchen - 1/2 day	0.00	45.00	105.00
Cafeteria with kitchen - full day	0.00	55.00	160.00
Gymnasium - 1/2 day	0.00	50.00	180.00
Gymnasium - Full day	0.00	75.00	270.00
Locker Room - 1/2 day	0.00	15.00	45.00
Locker Room - Full day	0.00	20.00	45.00
Auditorium - 1/2 day	0.00	60.00	225.00
Auditorium - Full day	0.00	80.00	375.00
Athletic Fields:			
Softball (per hour)	0.00	20.00	40.00
Baseball (per hour)	0.00	25.00	55.00
Football (per hour)	0.00	30.00	70.00
Concert Hall (1/2 day for performance)	0.00	500.00	1000.00
Concert Hall (full day for performance)	0.00	1000.00	2000.00
Concert Hall (1/2 day for rehearsal)	0.00	250.00	500.00
Concert Hall (full day for rehearsal)	0.00	500.00	1000.00

Special Notes:

1. School custodial service will be charged at \$30.00 per hour. This fee is not included in the rental fee.
2. School cooks' service (one of which must be in attendance whenever a kitchen is used) shall be charged at \$23.00 per hour. This fee is not included in the rental fee.
3. Auditorium and Recital Hall – District light and sound technicians (minimum of 1 trained district technician whenever either facility is used) shall be charged at \$40 per hour per technician.

Definitions:

College Community: groups that are directly tied to the students in the College Community School District as defined in (a) and (b):

(a) Organizations whose funds are maintained and administered by the district.

(b) Organizations who maintain their own funds and who must provide proof of insurance.

College Community Non-School: non-profit organization or a business located in the College Community School District boundaries.

All Others: groups that charge admission fees or are an organization not located in College Community School District boundaries.

LEGAL REF: Code of Iowa, Chapters 257.26(2), 278.1-4, 279.8, 343.8, Attorney
General Opinions, 1929 OAG, 292, 1934, p. 234, 6/19/35, 2964
OAG, 212, Knowlton v. Baumhover, 182 IA. 691, 166 NW 202 (1918)

Portions adopted:	09/10/1968	Revised:	11/18/1980
Revised:	08/15/1994	Revised:	08/18/1997
Reviewed:	10/19/1998	Revised:	06/19/2000
Reviewed:	4/14/03	Reviewed:	1/15/2007
Reviewed:	6/19/06	Revised:	5/18/2009
Reviewed:	9/21/09	Revised:	2/15/10