

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

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 who wish to use school district facilities or equipment must apply at the superintendent's 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 sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working 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 users 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 their 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. However, 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 of 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.

Approved 10-10-05

Reviewed _____

Revised _____

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

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.

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.

This policy also addresses use of the school district's ICN classroom. The language the first underlined paragraph addresses the school district's sponsorship of outside groups use of the ICN. Boards can limit their sponsorship if they choose. The language in the policy in parentheses is written to limit sponsorship to education-related groups but should be stricken and replaced with the appropriate language. The policy is also written to pass on the ICN costs to the sponsored group.

The supporting administrative regulations address matters specific to ICN classroom use for the board's consideration. The new ICN regulation is at 905.1R2.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2003).
751 I.A.C. 14.
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed in the school district facilities or grounds.
2. Tobacco products are prohibited in school district facilities or on school district grounds.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site 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 or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. After school district equipment has been used by an entity, the equipment must be returned to the school district in the condition it was in prior to its use. The fee charged to the entity for the use of the equipment will include these costs. However, if excessive costs are involved in restoring the 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.

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT
FEES SCHEDULE

Rates for Use of Buildings and Sites \$50 deposit

Non-school Related

Elementary school gym (first two hours)	<u>\$25</u>
Elementary school gym with kitchen (first two hours)	<u>\$35</u>
High school gym (two hours)	<u>\$0-50</u>
High school Concourse	<u>\$25</u>
Open Gym	<u>\$0</u>

Add to above:

For each additional hour or fraction thereof	<u>\$5</u>
For providing chairs and/or tables for meetings	<u>\$5</u>
Custodial charges	<u>\$15 an hour</u>
[Add other items]	<u>_____</u>

<u>ICN classroom per hour</u> <u>(maximum \$12.50 per hour)</u>	<u>\$12.50</u>
	<u>_____</u>
	<u>_____</u>

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.

Rates for Use of Equipment \$100 Deposit

Digital Projector (one-half day)	<u>Replacement Costs</u>
Overhead projector (one-half day)	<u>RC</u>
Other	<u>RC</u>
	<u>_____</u>
	<u>_____</u>

ICN ROOM USE REGULATION

The ICN is a statewide telecommunications 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 secondary principal is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the secondary principal.

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 a 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.
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.
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 is 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 ten minutes before the start of the program.*

ICN ROOM USE REGULATION

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.*

*Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site. Police protection is required when admission is charged.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 905.1E2, prior to the use of school district buildings or sites.

Building/Site/Equipment _____ Date _____

Purpose _____ Hours _____

Auditorium
Seating requirements on stage _____
Tables required on stage _____
Stage curtain and attendant _____
Spotlights _____
Microphones _____
Podium Stand _____
Table _____ Stand in audience _____
Other equipment _____

Gymnasium
Seating _____ Scoreboard _____
Public address system _____
Matron _____
Classroom
ICN _____
Computer lab _____
Other _____

Swimming Pool

Total Fee \$ _____

Name of entity making application: _____

Name of person making application: _____

Address: _____ Phone #: _____

(Signature of Applicant)

(Date)

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT
INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Farragut Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 20____.

(Entity) School District

By _____

Title _____

Address _____

By _____
Superintendent

By _____
Secretary

TOBACCO-FREE ENVIRONMENT

School district facilities, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 142B; 279.8, .9; 297 (2003).

Cross Reference: 905.1 Community Use of School District Buildings & Sites & Equipment

Approved 10-10-05

Revised 1-14-07

Revised 8-11-08

Weight Room Facility Usage

The purpose of the Weight Room Facility Usage Policy is to promote healthy conditioning for student athletes, to promote healthy muscle building of teenage adults attending school within the district, and to provide alumni and adult patrons of the district with an opportunity to exercise using weight equipment for healthy living.

The weight room facility is operated by the district as a non-instructional facility. School district patrons may use the weight room with authorization by the superintendent. It shall be the responsibility of the superintendent to develop rules and conditions for use of the weight room facility.

The superintendent shall coordinate the use of the weight room. A schedule for weight room use is the responsibility of the superintendent or the superintendent's designee.

The superintendent may administer disciplinary actions for unauthorized use or conduct considered to be harmful, careless, or unsafe in the weight room. Disciplinary action may include temporary suspension from the weight room, long-term suspension from the weight room, loss of key privileges, and payment for damage caused to the facility or equipment due to avoidable and irresponsible behaviors. Vandalism may be reported to law enforcement.

Legal References:

Cross Reference:	906.1	Community Use of School District Buildings & Sites & Equipment
	906.1E2	Use of School Facilities – Indemnity and Liability Insurance Agreement.
	906.1E1	Use of Facilities – Application Form
	906.1R1	Use of School District Facilities Regulation
	Code 906.1R2	Fees for User of School District Facilities
	Code 906.3	Sunday Use of School District Buildings & Sites & Equipment

Approved: 12-12-05 Reviewed _____ Revised _____

FARRAGUT COMMUNITY SCHOOL BOARD OF DIRECTORS