

## SAYDEL COMMUNITY SCHOOL DISTRICT

### COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS - GROUNDS AND EQUIPMENT

The Board believes that the facilities of the District should be available to local organizations and the general public. Availability shall be governed by the following criteria:

- 1) Such use will be permitted only when the use does not interfere with or disrupt the educational programs or school-related activities, the use is consistent with state law, and will end no later than 10 PM unless special or prior arrangements have been made. It is within the discretion of the district designee and/or Board to allow for-profit entities to use school district buildings and sites. There is maintenance to these facilities associated with the additional use of District buildings. In order to defray the costs associated with outside use, the district has adopted a rental procedure for the use of district facilities. The rates proposed are based upon consideration of rate charges by other districts, type of facility, costs of operation, depreciation, and nature of organization applying for use of the facility. Additional fees may apply if supervision, technical or custodial support is needed as determined by the district designee.
- 2) All events will require a district employee on-site unless special or prior arrangements are made with the Director of Activities and Community Education or District designee. The employee cannot accept direct payment or gifts from the user for use or service.
- 3) The requester and/or organization will be liable for any property damages as a result of their organization's activities. The requester and/or organization must provide proof of insurance coverage for the entire duration of the rental period and shall indemnify and hold the District, its officers, employees, and agents harmless from any claims, damages or charges arising from the use of the facilities or the activities of the organization.

Organizations, individuals and other entities that wish to use the school district sites and equipment must apply through Community Education at the Saydel District Office, 5740 NE 14th Street, Des Moines, IA 50313. It will be the responsibility of the Director of Activities & Community Education or District designee to determine whether the school district facility requested is available and whether the application for use meets Board policy and administrative regulations.

**Legal Reference:** Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-11 (2013).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

**Cross Reference:** 704 Revenue

**Approved:** July 1997

**Reviewed:** June 2017

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