

## SAYDEL COMMUNITY SCHOOL DISTRICT

### COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT

1. The facilities of the Saydel Community School District are for the primary use of students for curricular and extracurricular activities. The Board believes school facilities should be available for the community when such use does not conflict with school activities and maintenance projects or create any additional cost to the District.

2. Community Education, local groups and organizations including any group interested in promoting cultural, educational or recreational activities are eligible to use gymnasiums, cafeterias, auditorium and select other locations, providing the activities are not contrary to laws or district policies. The following locations are not available for use:

- High School Softball Field
- High School Baseball Field
- Building Kitchens and Food Preparation Areas
- School and District Offices
- Weight Room and Cardio Facilities are only available for direct school use or Community Education programming
- District Concession Facilities

3. Organizations interested in using school facilities should make such requests through Community Education using the online facility scheduler. The Director of Activities & Community Education will approve applications and requests based on availability and appropriate usage of the facilities. Completion of the online application and request form is required. The District reserves the right to refuse any organization the use of facilities and set rates at the discretion of District officials and type of event and set rates and required fees. In the event a school function conflicts with another group, the school function takes priority. Long-term agreements or leases must be approved by District officials and have Board approval. Any organization requesting use of facilities must be able to produce proof of insurance to cover any liability and hold harmless the Saydel Community School District of any liability.

4. While organizations using school facilities must provide appropriate adult supervision, District staff may also be required for any usage as determined by the Director of Activities & Community Education. District personnel shall not be responsible or liable for supervising the activity or usage. The extent of District staff (supervisors, custodians, technicians and food service, etc.) needed for an activity utilizing District facilities will be determined by Community Education and appropriate fees shall be assessed.

5. After approval by Community Education is received for a request for facility use, the representative of the organization will sign the Facility Use Agreement. (Board Policy 905.1.E1)

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- a. It is the responsibility of the representative to read the Facility Use Manual (Board Policy 905.1.R1) and be aware of all guidelines for usage, as well as any specific guidelines set forth by Community Education. Failure to follow guidelines may result in loss of facility use privileges and/or additional fees.
- b. By signing the Agreement, the representative of the organization agrees to indemnify, defend and hold harmless the District and its directors, administrators, staff, and faculty for any claims, loss or damages arising out of the organization's use of the District's facilities or equipment.
- c. Organization agrees to provide proof of insurance covering the duration of use (Board Policy 905.1.E2) prior to facility use.
- d. District officials or Community Education staff reserves the right to cancel or postpone any activity due to unforeseen conflict, disregard of policies or other uncontrollable circumstances, including Class 1 activities. (Facility Fee Procedure Board Policy 905.R2) If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible, but no later than twenty four (24) hours prior to the usage, except in cases of emergency, (when school is cancelled or dismissed the day of the event or for weather related cancellations). District personnel on site, (supervisor, custodian, technician, food service, etc.) on duty have the right to terminate any activity at any time due to violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.
- e. Facility access will only be granted for the hours designated in the agreement. If no site supervisor is present, the organization is responsible for securing doors and entrances and outside access. No doors shall be propped open or otherwise left unsecured during the time of use.
- f. Facilities will not be rented or staffed during the following holidays due to availability of staff to support facilities or respond to emergencies. Days preceding or following holidays will have limited availability.
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas Day
  - Day after Christmas
  - New Year's Eve
  - New Year's Day
  - Memorial Day

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- g. Facility access will be arranged through the Office of Community Education, located at the Saydel District Office, 5740 NE 14th Street, Des Moines. Any fobs or keys must be returned to the Office of Community Education following usage within one week of the contract. It is the discretion of District officials to determine if keys or fobs are needed to be issued. Keys or fobs can only be used by the individual who checks out the key or fob. Deposits for keys or fobs may be assessed.
  - h. Facility use is restricted to the areas designated in the agreement.
  - i. The only individual authorized to grant access for facility usage is the Director of Activities & Community Education. District employees not authorized by the Director of Activities & Community Education who grant access outside of the usage agreement may be subject to disciplinary action.
6. Organizations or individuals who utilize facilities without prior approval, not for the intended purpose in the agreement, or do not follow the designated approval process can be assessed fees after use, regardless of classification.
7. The group's representative will be responsible for the following of all regulations for facility usage by his/her group.
- a. The representative will be the first to arrive and last to leave; making sure the facility is left in the same condition it was found.
  - b. Any equipment moved must be moved back to its original location.
  - c. There will be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
  - d. The District is a tobacco/nicotine-free environment (Board Policy 905.2). All school district buildings and grounds, including school vehicles, are off limits for tobacco use, including look-a-likes or tobacco substitutes.
  - e. Area should be free of debris. All trash should be placed in trash receptacles.
  - f. Any decorations require prior approval, including materials used to display the decorations (tape, large/heavy objects, etc.) It is the responsibility of the user to properly and safely remove decorations.
  - g. The facility must be used for the purpose that it was originally intended.
  - h. Group members should only be in the part of the building asked for on the request.
  - i. The representative will communicate all guidelines to group members.
  - j. The representative is responsible for reporting any personal injuries received by any group member while using district facilities. This report will be made to the Director of Activities & Community Education within twenty four (24) hours or the next business day if on a weekend and include time, place, type of injury and aid provided.

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- k. The group representative is responsible for reporting any damage or theft to the building or equipment to the Director of Activities & Community Education within twenty four (24) hours or the next business day if on a weekend.
  - l. The group representative is responsible for knowing fire and tornado procedures and for directing the group in the event of an emergency.
  - m. When using the auditorium, in addition to standard guidelines, no pyrotechnics, glitter, or confetti allowed.
  - n. In addition to the standard guidelines, the following gymnasium guidelines will be adhered to:
    - Gym shoes are required. Shoes that mark the floor are not allowed.
    - No slam dunking.
    - No bouncing balls off ceilings or walls.
    - No gym equipment should be taken or used outside the gym.
    - No rollerblades or shoes with wheels.
    - No climbing or horseplay on the bleachers.
    - Only the District employee will move the bleachers.
    - No baseballs or softballs unless specially made for indoors.
    - No propping doors open (Fire Code).
    - No use of any type of tape on the gym floor unless you have prior approval.
    - No pushing, pulling of tables, chairs or other equipment on the floor.
    - Any volleyball nets or other equipment needed by assigned district employee or a volunteer approved/trained by the District.
8. The Board authorizes the Superintendent or designee to develop additional guidelines for facility use to articulate program details on a case by case basis. Updated guidelines will be shared with the Board.

**Legal Reference:** Iowa Code §§ 8D; 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.

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