

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The facilities and equipment of the school district except transportation equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the educational program or school related activity, and the use is consistent with the state law. The board reserves the right to deny use of the facilities and the equipment to any group.

Organizations, individuals, and other entities who wish to use the school district property must apply for such use at the building principal's office. It shall be the responsibility of the building principal to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the building principal to provide facility rental agreement forms and obtain proof of insurance of \$1 million single limit damage and injury liability insurance, said coverage shall name the North Scott Community School District as a certificate holder.

Activities in the school district facilities, whether school-sponsored or not, shall be supervised by an employee of the school district unless special arrangements are made with the building principal. The employee shall not accept a fee from the nonprofit user; rather, if appropriate, the school district employee will be paid by the school district, and the user will be billed as per the rental agreement.

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 shall 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 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 shall be 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.

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Groups using the facilities will be classified in priority order A, B, C, D, E with Class A having the highest priority for use.

- I. Rate Schedule A - School Groups Recognized by the North Scott Community School District.
 1. All booster clubs and parent-teacher organizations recognized by the school district may have access, upon request to the building principal, for use of school facilities when these facilities are not needed for school-sponsored events by making application to the building principal. All fundraising events will be for the sole benefit of the school group recognized by the district.
 2. If custodial services or technical services are required beyond normal duties, then the group or organization will be billed according to the rate established on Policy 906.1R1.
 3. Groups included are:
 - Athletic Boosters
 - Music Boosters
 - Drama Boosters
 - PTA's
 - PTO's
 4. A Certificate of Liability is required to be on file.
- II. Rate Schedule B - Non-School Related Nonprofit North Scott Community Organizations for Non-Fundraising Activities
 1. All non-school related nonprofit North Scott community organizations may have access, upon written application to the building principal, for use of school facilities when these facilities are not needed for school functions, by making application to the building principal.
 2. If custodial services or technical services are required beyond normal duties, the groups or organization will be billed according to the rate established on Policy 906.1R1. Use will terminate at a time determined by the building principal.
 3. Non-school related nonprofit North Scott community groups included are:
 - Community Theater – Flat charge of \$1,000 per year for two summer performances to offset utilities and auditorium equipment usage in addition to other applicable Schedule B charges.

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- Scout organizations
 - 4-H organizations
 - Recreation department leagues games
 - Local civic groups
 - Boys and girls club leagues games and league practices (basketball, volleyball, wrestling, soccer, baseball, softball, etc.)
4. A Certificate of Liability is required to be on file.
- III. Rate Schedule C – Non-School Related Nonprofit North Scott Community Organizations for Fundraising Activities and/or Audience in Attendance
1. All non-school related nonprofit North Scott community organizations may have access, upon written application to the building principal, for use of school facilities when these facilities are not needed for school functions, by making application to the building principal.
 2. If custodial services or technical services are required beyond normal duties, the groups or organization will be billed according to the rate established on Policy 906.1R1. Use will terminate at a time determined by the building principal.
 3. Groups include, but are not limited to:
 - Traveling athletic teams
 - Church leagues
 - Schools other than those comprising the North Scott Community School District
 - Churches holding congregational meetings or worship services.
 4. A district employee will be assigned as the building supervisor. The organization will be billed for actual time spent for building supervision at the district's current extra duty rate.
- IV. Rate Schedule D- North Scott Residents.
1. All North Scott residents may have access to use school district facilities for individual nonprofit activities when these facilities are not needed for rate schedule A or B by making application to the building principal.
 2. Use will terminate at a time determined by the building principal.
 3. A Certificate of Liability or copy of the responsible adult's homeowner's policy is required to be on file.

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V. Rate Schedule E - Non-School Related Organizations.

1. Other groups and organizations may have access to school facilities under Schedule E in order of date of application.
2. If custodial services or technical services are required beyond normal duties, these groups or organizations will be billed according to the rate established on policy 906.1R1.
3. A Certificate of Liability is required to be on file.

Legal Reference: Iowa Code §§ 276, 278.1(4), 288, 279.8-.11, 297.9-.11 (2011).
1982 Op. Att’y Gen. 561.
1940 Op. Att’y Gen. 232.
1936 Op. Att’y Gen. 196.

Cross Reference: 608 Adult Education
712.4 Transportation Equipment

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