

**Regulation 905.01-R(1): Use of Facilities and Equipment**

**Status:** ADOPTED

**Original Adopted Date:** 08/01/2016 | **Last Revised Date:** 05/01/2021 | **Last Reviewed Date:** 05/01/2021

The Dallas Center Grimes Community School District facilities and buildings are owned, maintained and supported by the public. The Board of Education actively seeks to respond to the educational, recreational and cultural needs of its total community through the total resources of the community schools. However, all school facilities have been primarily erected and maintained for the use of the students of Dallas Center Grimes Schools and shall not be used for another purpose that will conflict with that use.

**I. Administrative Guidelines**

All facility usage requests must meet the guidelines as set out in board policy 905.1 and 905.1R.

It is within the discretion of the Superintendent to grant special requests to allow the use of school district facilities and equipment for any needs deemed appropriate outside of these Facility Use Guidelines.

This policy is not intended to create a limited open forum pursuant to the Equal Access Act, 20 U.S.C. §4071-74.

All student-initiated groups wishing to meet on District property during non-instructional time must be approved by the District and the subject of the group is to be related to the curriculum of the District.

Any school activity, regardless of when the activity is placed on the calendar, has priority over any outside organization.

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. 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 District facilities and equipment on Sundays, or other special requests.

The board may allow entities, such as the Boy and Girl Scouts, 4-H, and in-District youth leagues, to use the District facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a building supervisor on/or a custodial fee. As shown in the DCG facility usage group document.

Entities who wish to use District facilities or equipment must complete a Facility/Auditorium Request Form & apply with the Activities Director. It is the responsibility of the Activities Director to determine whether the 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 Activities Director to provide the appropriate request forms, obtain proof of insurance, and draw up the contract for use of District facilities and equipment. These items will be placed on file with the Board Secretary.

School facilities will not be available for student group's use on Wednesday nights during the school year. Exceptions will be at the discretion of the Superintendent.

Approval of a request does not imply the endorsement or sponsorship by the Administration, the Board of Education or the Dallas Center Grimes Community School District.

All out-of-District entities, all groups that do not have a majority of participants from within the DC-G District, and all for-profit entities must apply to the board for facility use. The groups are outlined in the DCG facility usage groups document. The board will have the discretion of approving use and rental fees.

Any misuse, use of areas not approved, or failure to follow guidelines may result in immediate termination of rental agreement.

A facility use fee structure will be approved every July by the Board.

All users of District facilities must also comply with Board policies and these Facility Use Guidelines.

All groups must schedule use of school facilities, regardless if there is a rental fee.

All groups must pay the additional custodial cost, if needed. (School support groups may be granted an exception.)

Custodial and Building Supervisor fees are applicable if DC-G employees are required to open or close, and/or to be at the event. There is a 2 hour minimum for a Building Supervisor or Custodial Fees. The District will determine if there is a need for a custodian or Building Supervisor.

Groups that are primarily student groups, with the majority of students from the DC-G district, are not required to pay a rental fee, but may be required to pay a custodial fee, as shown in DCG facility usage groups document.

Groups that are primarily adult groups, with the majority of adults from the DC-G district, may arrange to schedule an open gym. Rental fees may not be required for open gyms.

Custodial fees are applicable if DC-G employees are required to open or close, and/or to be at the event. A minimum of one hour to open and one hour to close is needed.

Local organizations or groups that have prolonged or regularly scheduled activities must have Board approval.

Staff members that are providing services as an extension of the District's curriculum may use District facilities to provide those learning experiences. Staff members using school facilities will not be employees of the District, unless specifically contracted by the District. The superintendent shall decide if activities offered are an extension of the District's curriculum and/or learning activities, and shall approve any fees charged in connection with these activities, even if fees are to be paid directly to the employee by the participants.

All District facilities will be closed and not available for use on legal holidays observed by District Staff. If a holiday falls on a Saturday, the District observance of that holiday will be on the preceding Friday. If a holiday falls on a Sunday, the following Monday will be a day of observance. The following is a list of the legal holidays observed by the Dallas Center Grimes School District on which all facilities will be closed. Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day.

District facilities will also be unavailable for use by the public during regular school breaks observed by the District. This would include winter break, spring break and summer break.

The District requires at least two -week notice on extraordinary requests and reserves the right to cancel or postpone any activity, including school and school related activities, due to conflict, disregard of policies, or other uncontrollable circumstances.

## **II. Administrative Rules for Community Use**

1. The Activities Director (hereafter referred to as AD) will schedule meetings, as needed, with appropriate District personnel and community users to coordinate use of the District's facilities. The extent of supervision needed by outside groups renting school facilities will be determined by the AD.
2. Permission granted for facility usage by the AD shall be made in writing through the signing of a Contract with the representative of the group making the request.
  - a. It is the responsibility of the representative to read this manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the AD.
  - b. Two copies of the signed Contract shall be required. DCG Central office will retain one copy and the representative of the group will retain the second copy.
  - c. A signed Hold Harmless Agreement must be submitted to the AD prior to rental.

- d. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances. 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 shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor or the Director of Operations have the right to terminate any activity at any time. This termination shall be made if, in his/her judgment, there are violations of Board policies and rules, or federal, state or municipal laws, or if the activity/facility conditions are deemed to be hazardous to people, buildings or equipment.
- e. A District employee will supervise use of District facilities and equipment by entities unless special prior arrangements are made with the superintendent. The District employee will not accept a fee from the entity using District facilities and equipment. If appropriate, the District employee may be paid by the District.

### **Special Events**

The District welcomes local, state and national groups hosting special events which enrich our community and provide a variety of lifelong learning opportunities for community members.

In scheduling such events, we must ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines were developed.

Guidelines for giving access to local, state, and national groups hosting special events in district facilities:

- a. People (adults and children) in our district are participating in the events, as well as being observers.
- b. The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
- c. Additional workload incurred for district staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
- d. The facilities are able to sustain the additional usage (i.e. a field seeded for fall cannot sustain a major summer soccer event; a school being prepared for an open house could not sustain a week of national basketball playoffs the week before).
- e. Summer usage does not prohibit major cleaning and repair projects from being accomplished.
- f. The nature of the event does not conflict with previously scheduled groups (e.g., a statewide band play-off disturbs previously scheduled classes held in the same building).

NOTE: The Superintendent and/or Board may, in its discretion, approve other uses and set fees accordingly.

### **III. Fee Structure**

The Superintendent will determine the appropriate charges for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required.

When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, replacement or repair for damage or theft, other pertinent administrative costs. All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage.

The district reserves the right to require police or school appointed security supervision at any event as deemed necessary by the administration or the AD. This police or school appointed security supervision will be paid by the group.

50% of all fees for facility rentals and usage must be paid in advance, unless other arrangements have been made. Upon payment, the requester will be issued a receipt of payment which will serve as approval to use

the facility. The remaining 50% will be payable net 30 days after invoiced to group for the event.

#### **IV. Application Process**

A person requesting use of District facilities will complete a Facility Request Form. The request must include the exact description of the rooms, required personnel, equipment or other materials needed. Request for facility usage forms are available on the District web site.

The Facility Request Form will be reviewed to

- a. Determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable)
- b. determine estimated cost of requested facilities and personnel

When the above has been determined, the request will be scheduled and a Contract will be issued.

#### **V. Liability Insurance**

The District requires a signed Certificate of Liability Insurance from all requesters that includes at least \$1,000,000 of liability coverage, the Dallas Center-Grimes Community School District named as an additional insured on that policy, and waiver of subrogation authorized on the certificate. The District also requires a signed Contract and Hold Harmless Agreement from all requestors. The renter shall be liable for any and all loss, damage or injury sustained by any person that by reason of negligence of the renter. All community groups are responsible for their own insurance coverage and the District shall require a certificate of insurance to demonstrate liability insurance of at least \$1,000,000 of coverage, with Dallas Center Grimes Community School District named as an additional name insured on the policy, and waiver of subrogation authorized on the certificate. This certificate of insurance is not required from District employees or District volunteers when the activity is a District event

#### **VI. Notification of Change or Cancellation**

The requester is responsible for notifying the AD when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time. Cancellation requests are due to the AD no later than 48 hours prior to the scheduled time of use.

There will be a cancellation fee of 20% or a minimum of \$10, if notification is given between 24 and 48 hours prior to the scheduled use.

Failure to make the proper notification within 24 hours will result in a forfeiture of all fees paid in advance.

#### **VII. Supervision**

Building Supervisors assigned by the AD will supervise the use of facilities and will serve as a resource person for group representatives.

The District reserves the right to require police or school appointed security supervision at any event as deemed necessary by the administration. The police or school appointed security supervision costs will be paid by the requester.

#### **VIII. Overnight Use**

Overnight stays by local groups are not permitted by the District.

#### **IX. Seating Capacity**

The maximum number of people permitted in any school facility shall be restricted to the seating capacity

indicated appropriate by the Fire Marshall.

#### X. Food, Beverages and Smoking

Food and beverages are permitted in designated areas only.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances or drug paraphernalia or apparatus used with a controlled substance by students while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the District." (DCG Board Policy 502.6)

#### XI. Emergency Procedures

The Superintendent shall have the authority to close or delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. He/She shall make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision.

Weather related closings/cancellations

- A. If school is canceled for the day, all community use of the buildings is canceled.
- B. If home evening activities are canceled all community use of the buildings will be canceled.

The District reserves the right to conduct fire and tornado drills in all facilities without notice to participants.  
Note: Groups are responsible to follow all fire & tornado procedures.

#### XII. Damages and Maintenance

Entities that use District buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use District equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of District facilities and equipment may result in additional fees charged to, or the inability of, the entity to use District facilities or equipment in the future.

Groups that misuse school facilities and cause damage will be responsible for the cost of repair or replacement.

It is possible that criminal charges may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damage costs.

If the group refuses or fails to make payment in full, the group will not be allowed to use District facilities again.

If damage or theft is not reported by the group, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred.

A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

Photographs should be taken by the Director of Operations, Activities Director or Building Supervisor of any damages resulting from the use of a building and notations made detailing the date, time, location and the amount of repair. The building administrator and maintenance department should be notified.

#### XIII. Regulations Concerning the Use of School Facilities

The group representative must be an adult and present during the time the facilities are being used.

The group representative is responsible for knowing fire and tornado procedures and for directing the group in the event of an emergency.

The group representative will be responsible for the following of all regulations for facility usage by his/her group.

1. The group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.
2. The facility must be used only for the purpose that it was originally intended as set forth on the facility request form.
3. The group representative is responsible for communicating to the group members and for ensuring that group members understand and follow those guidelines and communications.
4. The group representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group representative should contact the Activities Director, at 515-986-9747 ext. 251 within 24 hours. If it is on a Saturday or Sunday and there is no answer at the number above, a message should be left and the group representative is to call again first thing Monday morning.
5. The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. Custodians/building supervisors on duty should also be notified.
6. If a supervisor is on duty, the group representative should make himself /herself known to that person. If no supervisor is on duty, then the representative should make himself /herself known to the custodian on duty. The group representative is responsible for seeing that all debris is picked up from the area and that all is returned to the way it was prior to use.

The group representative should make a preliminary-use check of the facility prior to their use. If anything that will be used is damaged, contact the custodian/supervisor on duty.

All equipment used or moved must be returned to the proper place in original condition.

#### XIV. Special Facilities, Areas and Equipment

##### A. AUDITORIUM

The District auditorium may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment requests for auditorium use. District personnel are required to operate all audio/visual equipment and the cost of such personnel will be at the user's expense. The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the Fire Marshall. Absolutely no food or beverages are allowed in the auditorium or lobby. All auditorium requests must be received one month in advance.

Use of the auditorium:

- Use of the District's auditorium will be limited to two occasions per year, unless the activity is school related or approved by the DC-G Board.
- Any group using the auditorium must pay for the following services, if used:
  - Groups larger than 50, one staff supervisor in addition to custodian.
  - One staff supervisor for every 100 participants, in addition to custodian.
  - Use of sound and/or lighting system, one technology support person.
  - Use of piano

##### B. CLASSROOMS

in elementary and secondary schools may be scheduled for use by the public for purposes and activities appropriate to the facility. Users will be expected to respect teachers' and students' belongings as well as the District's equipment, supplies and materials. Users also will be expected to leave the classroom in the same, or better condition than they found it.

### **C. GYMNASIUMS**

Use of school gymnasiums may require floor protection as required by the District administration. District employees will be responsible for setting up and removing floor protection. The group using the facility will be responsible for this additional cost.

1. The group representative must be an adult and be present during the time the facilities are being used. On weekends or at time when the building is not staffed by janitors, a contracted school staff member must open and close the building and be present the entire time.
2. The group's representative will be responsible for all regulations for facility usage by his/her group as outlined under XIII Regulations Concerning the Use of School Facilities.
3. The group representative should make a preliminary-use check of the facility prior to their use.
4. All equipment used or moved must be returned to the proper place in original condition.
5. The group representative is responsible for knowing fire and tornado procedures and for directing the group in the event of an emergency.
6. The following gym guidelines should be adhered to:
  - a. Gym shoes are required for all participants. NO Shoes that mark the floor.
  - b. No Slam Dunking or hanging on rims.
  - c. No bouncing balls in halls, off ceilings or walls.
  - d. No gym equipment should be taken or used outside the gym.
  - e. No Roller Blades or shoes with wheels on them.
  - f. No climbing on or playing on the bleachers. The custodians will take care of moving the bleachers in and out.
  - g. No baseballs or softballs unless especially made for indoor use.
  - h. No propping open doors. (Fire Code)
  - i. No use of any type of tape on the gym floors unless you have prior approval.
  - j. No pushing, pulling of tables, chairs or other equipment across the floors.
  - k. No food or beverages are allowed in or around the gym, this includes gum chewing.
  - l. No tape or markers on floor or walls.
7. All trash, papers or other litter should be cleaned up and the group representative should make a post use inspection of the areas used.

### **D. OUTSIDE AREAS**

The use of the Dallas Center football/soccer stadium will require the regular Facility Request Form to be completed.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields.

The AD will outline rules and regulations about use of field for practices, games and tournaments.

Users are required to allow a minimum of one hour between the end of school activities and the beginning of community user activities, practices and games.

The District reserves the right to limit the number of games or teams which may play or practice on District ground and also reserves the right to limit the days and hours of use of grounds.

The Dallas Center Grimes Community School District Activities Director shall have sole discretion to determine if any reserved outdoor facility is unusable. It shall be the responsibility of the AD, or his designee, to notify the appropriate parties if weather has rendered the outdoor spaces unusable.

The District may require the rotation of fields for aerating, draining, reseeding and maintaining, thus removing select fields from use. The maintenance department may fence off fields to prevent use. Violation of fenced off areas will be considered trespassing and City Police Department will be notified.

Prosecution may be pursued.

Portable restrooms or "Kybos" at the expense of the user may be required for activities and tournaments. Water and electricity may not be available from District sources. Special arrangements must then be made for both.

## E. KITCHEN USE POLICIES/PROCEDURES

Outside Organizations Renting Facility:

1. At time of request, all kitchen needs will be identified.
2. The AD will work with the food service manager as to the particular needs in the kitchen. It will be at the discretion of the District to determine first right to prepare food for any event with District kitchen staff.
3. When using a DC-G kitchen, a DC-G food service employee must be present. Fees will be assigned at the same rate as custodians.
4. Renter will be notified that no food or paper items that belong to the school can be used. Renter will need to bring in all of that type of material.
5. Each school kitchen supervisor will make up a check list for the renter kitchen supervisor to follow to see that all procedures are completed.

District Related Groups:

6. Request to reserve kitchen must be made to AD so that it can be added to calendar (to avoid conflicts).
7. School representative MUST speak to the kitchen manager at least one month in advance to identify needs and to set up time for basic training/information on any specific usage. The kitchen managers will type up general information items that will be available to staff in charge of kitchen use. (i.e. high school steam table doesn't require water, just plug in)
8. For larger group use (i.e. boosters, PTO, Barbecues) the food service department may be required to pay for a kitchen staff member to be present for usage of kitchen. This should be only occasionally and with Director of Food Service permission.

## F. CPR/AED/FIRST AID TRAINING EQUIPMENT

will be able to be used for governmental agencies at no charge other than reimbursement for consumable supplies.

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