

## Community Use of Facilities Standards for Usage

The use of a District facility requires the advanced approval of an appropriate building administrator before a facility usage agreement is issued.

Types of Requests:

### District Sponsored:

- 100% benefit to the District - Examples: Jr Feeder, PTA, Booster Club etc.
- School reserves the activity time in scheduling system with a priority time slot
- “District” price tier designation in the scheduling system
- Additional insurance not needed; informal agreement established
- A designated building contact must be established prior to use

### Community Partner:

Non-District Entity - Examples: CR Recreation Dept, LBA Foundation, etc.

- School reserves the activity time in scheduling system based on the terms of the Board approved agreement
- “Agreement” price tier designation in the scheduling system
- Insurance certification is necessary on an annual basis
- Formal agreement is required on an annual basis (<http://partnership.cr.k12.ia.us/partnershipSignup.aspx>)
- A designated building contact must be established prior to use

### Non-District/Non-Community Partner

- User requests the activity time in scheduling system
- Price tier designation established in the scheduling system
- Insurance certification is necessary on an annual basis
- A designated building contact must be established prior to use

### Standards:

1. All non-District Sponsored Requesters must provide the District with a “Certificate of Insurance” naming the District as additional insured evidencing Commercial General Liability limits of \$1,000,000 per Occurrence and \$2,000,000 Aggregate that will apply to either/or bodily injury and property damage. Liability coverage must include the Iowa Governmental Immunities endorsement. Homeowners insurance is not acceptable as proof of insurance.
2. Persons who attend activities must restrict their activities to the requested area. Outdoor facility use approval does not include the use of indoor facilities.
3. When appropriate and according to the usage agreement, time charged includes all set-up and tear-down/clean-up. An invoice generated by the District accounting department will be sent to the user following the event. In certain cases, payment may be requested in advance.
4. Failure on the part of the user to notify, in writing, the designated building contact of a cancellation at least 24 hours in advance may render the user liable for payment of the usage fee.
5. Three cancellations or “no shows” in a multi-day agreement may result in termination of the agreement.
6. When school is closed due to inclement weather or other emergency conditions, all activities are cancelled. Charges will not apply in this situation.
7. Users assume full responsibility for providing adequate adult supervision and ensuring orderly conduct and crowd control. This will include security personnel, police and/or fire protection when necessary, or when requested by the District.
8. Disrespectful behavior **is** not tolerated and future requests may be denied.

9. The District will provide typical custodial/maintenance services in connection with the use of the facility and/or grounds. Charges will apply according to Board Regulation 805.6.
10. The user will reimburse the District for any damages to school property. Damages must be immediately reported to the designated building contact.
11. Approval will not be granted for activities that are essentially private in nature such as individual or group sponsored parties, receptions, weddings, or other celebrations.
12. Gambling (e.g., bingo, raffles, lotteries) may be permitted on District property per Regulation 806.1.
13. The possession or use of alcohol, tobacco/nicotine, or controlled substances are not permitted on District property.
14. Rubber-soled shoes are required for all activities on any gymnasium floor.
15. Users are responsible for the removal of any materials, equipment, furnishings, or trash/recycling left after use of the facilities.
16. The designated building contact must approve all decorations or the application of materials to walls or floors. Decorations will be subject to state and local fire regulations.
17. The use of candles or other combustible material is strictly prohibited in all District facilities.
18. The use of District-owned equipment including, but not limited to, public address systems lighting and other equipment, must be approved in advance by the designated building contact and may require operation by District-approved personnel. Charges may be assessed to the user for these services according to Board Regulation 805.10.
19. Unusual or unique electrical appliances or equipment furnished by the user must have advanced approval of the designated building contact.
20. Any rearrangement of furniture must be approved in advance by the designated building contact and returned to the original configuration.
21. Kitchen equipment must be operated by an authorized Food and Nutrition Department employee according to Board Regulation 805.9.

Cross Reference: Policy 803

Regulation 805.5

Regulation 805.6

Regulation 805.9

Regulation 806.1

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