

USE OF PUBLIC SCHOOL FACILITIES FOR PRIVATE SPORTS CAMP / CLINIC / LEAGUE

REGULATIONS: **All camps and clinics must follow Dept. of Ed., IHSAA, and IGHSAU regulations.*

1. **Fees for camps/clinics/leagues:** A rental fee of \$25 per camp/clinic/league, will be charged for the use of school facilities. **Insurance:** A rider on the school district's liability insurance and worker's compensation insurance must be purchased at a cost of \$50 per camp/clinic/league. This insurance is for Bodily Injury and Property Damage Liability and applies to the general public and spectators only and **does not insure participants.** Rental and insurance fees will be invoiced by the CRCSD Accounting Department to the Camp Director. Payment must be made prior to the start of camp/clinic/league.
2. The camp/clinic/league Director is responsible for the entire operation of the camp/clinic/league: planning, advertising, registration, collection of fees, etc.
3. Promotional materials must clearly identify this to be a privately sponsored camp/clinic/league with the following disclaimer ***"This is a private camp not sponsored by the Cedar Rapids Community School District"***. A copy of all promotional materials must be submitted to Business Services prior to use to verify the disclaimer clause has been appropriately included.
4. **The Activity Fund is not approved to pay for any rental fee or insurance fee for camps/clinic/league.**
5. **Registration fees and any expenses associated with camp/clinic/league are not to be processed through the building's Activity Fund. Coaches may make a voluntary donation to the building's Activity Fund.**
6. The participants/coaches must be in compliance with IDoE, IHSAA, and IGHSAU regulations.
7. **Financial Statement:** The Director must furnish a financial statement and a list of participants to Traci Rozek, Operations Supervisor (ELSC) **within two weeks** after the camp has concluded.
8. In the event the camp/clinic/league is canceled, refunds are the responsibility of the camp/clinic/league Director.
9. The Director assumes all responsibility for supervision and for property damage.
10. All use of school property must be scheduled in the rSchoolToday Facilities Scheduler.

rSchoolToday Facility Scheduler Requestor process:

- **Need to request a log-in from facility scheduler, if do not already have one (organization should be camp/clinic):**
<http://fs-cedarrapids.rschooldtoday.com/authentication/credential/requesterlogin>
- **Upon approval of log-in, submit request for location**
- **Upon approval of requested building and Business Services an email notification will be sent to the requestor.**

Name of Applicant (Camp Director): _____

Sport: _____

Camp/Clinic/League Director's Address (include City/Zip): _____

Phone: _____

School Requested: _____

Area Requested: _____

If "Other", describe: _____

Will any school-owned equipment be used for the camp?

If yes, describe: _____

All use of facilities must be scheduled through the rSchoolToday Facility Scheduler.

Name of Camp/Clinic/League: Warrior FB Camp

Camp Clinic League

Male Female

Grades _____

Dates _____

Time of Day: _____

Total of Hours of Camp/Clinic/League: _____

Camp/Clinic/League Fee: _____

Signature of Camp/Clinic/League Director: _____

Signature of Camp/Clinic/League Director's Building Administrator: _____

Signature of Building Activities/Athletic Director: _____

**PRIVATE CAMPS/CLINICS/LEAGUES FINANCE
REPORT**

**Please email the following information to the School
Activities Director WITHIN 2 WEEKS after event completion.**

Date(s) of Camp:

Name of Activity:

Director In-Charge Signature:

Income

Costs

Participant Fee = \$

times the total # of participants = \$
Please attach a list of participants.

Other Revenue \$ (Please list):

Facility Cost = \$

Insurance Cost = \$

Staff Cost = \$
Please list names and
amount paid.

Other Costs = \$

Total Income = \$

Total Costs = \$

Total Income minus Total Costs = \$