

CEDAR FALLS COMMUNITY SCHOOL DISTRICT FACILITY USE GUIDELINES

The Cedar Falls Community School District facilities and buildings are owned, maintained and supported by the public. The Cedar Falls Community School District Board 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 Cedar Falls Schools and shall not be used for another purpose that will conflict with the use.

This document outlines policies and guidelines for community use of school facilities in the Cedar Falls Community School District (hereafter referred to as the district).

ADMINISTRATIVE GUIDELINES

All facility usage request must meet the guidelines as set out in Board Policy 1004.1.

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 groups is to be related to the curriculum of the District.

Any activity connected with the approved school programs will take precedence over any request for use of the facilities for any other purpose.

It is understood that the District will make its facilities available for use by certain local, state, civic, or service organizations when the use does not conflict with school programs. Such use shall be community activities and shall be educational, recreational, or cultural value to the community. The District will not typically allow extended use of a facility that utilizes an entire facility or the auditorium, large gyms or similar space.

All users of District facilities must comply with federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination. All users of District facilities must also comply with the District School Board Policies and Facility Use Guidelines.

Per Board Policy 1004.1, under circumstances deemed appropriate and acceptable by school officials, appointed

by the District School Board, certain school facilities may be rented and used for private profit, guiding principles for judging acceptability will be good taste, community welfare, timing, and any other considerations deemed appropriate by the administration. Furthermore, District facilities, employees, and/or students, shall not be used in any manner for the promotion or sale of services or products of agencies or businesses operating for a profit unless there is prior approval by the Administration.

Approval of a request does not imply the endorsement or sponsorship by the Administration, the Cedar Falls Community School Board, or the Cedar Falls Community School District.

Administrative Rules for Community Use

As per Board Policy 1004.1 the administration shall develop and execute appropriate guidelines for the maximum use of school facilities to enhance a fully coordinated effort between the K-12 program and community use of the facilities.

Any activity connected with approved school programs will take precedence over any other request for use of the facilities for any other purpose.

Organizations interested in using school facilities should make their request through the Cedar Falls CSD website, Facility Scheduler. Facility Scheduler will determine the availability and appropriate usage of the facilities. Completion of the Facility Request Form is required by the organization. The form must be submitted a minimum (10) working days prior to the reservation.

Facility Scheduler may schedule meetings as needs with appropriate district personnel and community users to coordinate use of the District facilities. The extent of supervision needed by outside groups renting school facilities will rest solely with the Chief Financial Officer or designee.

Facility Scheduler will review, verify and make the appropriate determination for the organization's classification.

The extent of district staff (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) needed by groups reserving school facilities will be determined by the Facility Scheduler.

Permission granted for facility usage by the Facility Scheduler shall be made through the signing of the Facility

Use Agreement with the representative of the organization making the request.

It is the responsibility of those requesting usage of school facilities to know the contents of the Facility Use Manual and be aware of all guidelines for use as well as specific guidelines set forth by Administration.

It is the responsibility of those requesting usage to submit a certificate of insurance in the amount of no less than \$1,000,000 and show coverage dates.

The District reserves the right to cancel or postpone any activity, including Class A activities, 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 are not available, notice of cancellation shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, designated building supervisors (facility coordinators, building supervisors, custodians, technicians and 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.

No school personnel shall accept gratuities from organizations that utilize school facilities.

Requests for the following school year will be accepted beginning September 1 and will be held in order of receipt until such time as the school calendar for the year has been set. Once the school calendar is set scheduling of request will be made.

Other Administrative Guidelines

The group representative must be an adult (18 years of age or older) and present during the time the facilities are being used.

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

- Group representative will make self-known to supervisor/custodian on duty. They will be the first inside the facility and last to leave; making sure the facility is left in the same condition as it was before entering.

- The facility must be used only for the purpose that it was originally intended as set forth on the facility request form.
- The group representative is responsible for reporting any personal injuries received by any group member while using the district facilities; contacting the Facility Scheduler at (319) 553-2431 or (319) 553-1102.
- The group representative is responsible for reporting any damage or theft to the building or equipment; contacting the Facility Scheduler at (319) 553-2431 or (319) 553-1102.
- The group representative assumes financial responsibility individually and shall be liable for any and all loss, damage and or injury sustained by reason of negligence of the organization renting the facility. They shall indemnify and hold harmless the school district from any an all loss, damage and/or injury. See Facility Use Agreement.

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 the day of observance. The following is a list of the legal holidays observed by the Cedar Falls Community 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, New Year's Day, and Martin Luther King Jr. Day.

District facilities will also be unavailable for use by the public during winter and spring break.

User Group Classifications

Groups using the facilities will be classified as 1, 2, 3, or 4 with class 1 having the highest priority for use when developing the annual master calendar. District Administration will determine the classification of each group requesting use of a facility.

The classification of the group or organization is determined by its status, purpose and activity. The following classifications criteria, listed in priority order, will be followed for the use of all facilities. Examples of primary users in each classification have been listed. However, this is not intended to be an all-inclusive list. Dependent upon the use, adjustments may be made to the class or a group or organization may fall within.

Class 1

SCHOOL DISTRICT AND DISTRICT RELATED ORGANIZATIONS

- Regular classroom activities
- District-sponsored activities for students (i.e. athletics, activities, clubs)
- District-sponsored activities for parents (i.e. school open houses, graduation meetings)
- District-related groups and organizations (i.e. PTO/PTA, Booster Clubs, Junior Tiger programs, CF Schools Foundation)
- District-sponsored activities for staff (i.e. professional development)
- Community Education activities (i.e. Boost. ECHOS)

PUBLIC AGENCIES AND YOUTH/NON-PROFIT/CIVIC ORGANIZATIONS

- City of Cedar Falls meeting and recreational activities, official meetings or community activities by city boards, parks and recreation, or human services
- Community social, civic and service organizations sponsoring money making activities with all proceeds going directly to the Cedar Falls Community School District.
- National, state and local elections or caucuses.
- Youth organizations: meetings and practices for non-profit, chartered youth groups and organizations sponsoring youth activities during their regular session. At least 75% of the participants must be residents of the District. Rosters/membership lists may be required. Outdoor leagues will not be provided indoor spaces for practices. Such groups include but are not limited to: Boy/Girl Scouts, Cub Scouts, 4-H Groups, Fellowship of Christian Athletes, and Relay for Life.

EDUCATIONAL INSTITUTIONS

Cost to educational institutions depends upon the institutions charge to students per credit hour. A charge for specialty rooms may be assessed (e.g., computer lab, shop, art/ FCS/ science lab).

- Hawkeye Community College
- Public Universities (e.g. University of Northern Iowa, Iowa State University, University of Iowa)
- Central Rivers AEA
- Private higher educational institutions (e.g. Upper Iowa University, Wartburg)
- College credit facility usage fee rates include a fee for building supervisor(s).

A charge for personnel may be assessed.

Class 2

Small private non-profit individuals or service organizations promoting educational, cultural, and informational activities.

Such groups include, but are not limited to: Lions Club, Kiwanis Club, Rotary Club, AAU sport groups and similar groups such as USVBA, individual tutoring/coaching (outside of Jr. Tiger) music lessons outside of regular school day, and summer camps/programs where coaches are receiving salary or stipend not through the school district.

Class 3

Businesses located within and paying property taxes to the Cedar Falls Community School District for activities not conducted for profit (e.g. businesses conducting training for their own employees)

Non-profit in District groups using the facilities for private purposes.

Private parties (e.g. company picnics, birthday parties, graduation parties)

Cultural informational activities education

Cedar Falls non-profit organizations/community groups conducting money-making activities for their organization or for charitable purposes. Such groups include, but not limited to: local churches, religious classes and activities.

Class 4

Groups, businesses or individuals located outside of the District (non-profit or for-profit).

Groups, businesses or individuals conducting activities for which a fee is charged or items are sold.

State or national organizations hosting workshops and/or conferences for their membership.

Local, state or national groups hosting special events (e.g. Junior Olympics, United States Volleyball Association tournaments, Just for Kix).

FEES

The Superintendent or designated representative will prepare a schedule of fees for the rental of school facilities.

Once the classification of the organization is determined, the Facility Scheduler will determine the appropriate charges for the use of District facilities based on the current fee schedule.

When necessary, additional fees may include such things as custodial/food service coverage, cleaning fees, auditorium or technology use, district personnel, security, equipment, replacement or repair for damage, theft, or other pertinent administrative costs.

Note: on occasion, a fee may be waived or reduced dependent upon use and organization. This waiver will be made at the sole discretion of the Facility Scheduler.

APPLICATION PROCESS

A person requesting use of District facilities will complete the District Facility application through the District website. The request must include the exact description of the room(s), requested personnel, equipment or other materials needed.

The facility use request will be reviewed to:

- Determine if groups representative is 18 years of age or older and will be present during the time the facilities are being used
- Determine the requester's classification
- Determine the ability and appropriateness of facility to meet the request (including personnel and equipment, if applicable)
- Determine estimated cost
- Determine method of fee collection

When the above has been determined, the request will be scheduled and a contract will be issued. Please note that the facility will not be reserved until a contract is issue.

LIABILITY INSURANCE

The District requires a certificate of insurance in the amount of at least \$1,000,000 of coverage, with Cedar Falls Community School District named as an additional named insured on the policy with coverage dates.

A certificate of insurance is not required from District employees or District volunteers when the activity is a District event.

NOTICE OF CHANGE/CANCELLATION

The requestor is responsible for notifying the Facility Scheduler when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time.

Change requests are due to the Facility Scheduler no later than one week prior to the scheduled time of use. Failure to make the proper notification may result in a convenience charge that will be assessed per occurrence.

All groups who do not show for their scheduled time and who do not notify the Facility Scheduler of cancellation 24 hours prior to their scheduled will forfeiture all fees paid in advance. In addition, group representative shall be charged all costs of original contracted usage, include usage and personnel.

BILLING/PAYMENT PROCEDURES

Usage and personnel fees for all events will appear on the agreement. Depending on the rental, usage and/or personnel fees payment may be required prior to the rental.

All final invoices must be paid in full no later than 30 days after being sent to the rental group representative. A late fee may be applied to overdue invoices.

SUPERVISION

Supervision will be identified by the District and will serve as the resource person for group representatives.

The District reserves the right to require police supervision at any event as deemed necessary by the Administration. The police supervision costs will be paid by the requester.

OVERNIGHT USE

Overnight stays are not permitted unless approved by Superintendent or designee. District facilities under emergency conditions or to house out-of-town visitors for a one-time use under the following conditions:

- The fire marshal's office shall be notified five (5) working days in advance any time the school facilities are to be utilized for sleeping quarters (ex. Areas to be used, time, number of participants).
- The District will require a District employee or a paid Building Supervisor assigned by the Facility Scheduler to be present in the building during use. Requesters will be charged for any personnel including building supervisors and/or custodians.
- The visiting agency or group will have a roster of all participants available at all times and submit the roster to the Facility Scheduler.
- All guidelines for ordinary use also apply to overnight use (e.g. Board policies, Facility Use Guidelines, etc.).
- The group will assume liability for any accidents that occur during the time school grounds and buildings are in use.

FOOD, BEVERAGES, & SUBSTANCES

Food and beverages are permitted in designated areas only. There shall be no other beverages or food brought into the buildings unless previously approved by the Facility Scheduler.

The use of alcoholic beverages or illegal drugs in any form shall be prohibited from all school grounds.

The selling of concessions and a list of concession items must be approved prior to the use.

All school buildings, grounds and vehicles of the district are tobacco-free. Persons failing to abide will be asked to leave school premises. (Board policy 902.4)

WEATHER RELATED CLOSING/CANCELLATIONS & EMERGENCY PROCEDURES

If school is canceled for the day, dismissed early or all PM activities are canceled, all rentals/usage for that day are canceled. No exceptions!

If the weather takes a turn for the worse after school dismisses or on a Saturday or Sunday, the Facility Scheduler in consultation with the Director of Buildings & Grounds, and/or Superintendent, may cancel all afternoon, evening, or week-end activities.

The District will attempt to notify the group representative of any closing or delay in opening of schools. Group representative or instructors will notify group members or students of the cancellation of activities.

Facility users may call (319) 553-2431 or (319) 553-1102 prior to 4:30 p.m. Monday through Friday, for their activity or class cancellation information.

Fire Alarm/Tornado Sirens will be adhered to when sounded.

During a fire alarm, all participants in the building are **REQUIRED** to leave the building until the fire department, custodian or building supervisor gives the "all clear". Even if it is known that it is a false alarm, participants must leave the building.

If the tornado siren goes off, all participants must take shelter in designated and appropriate locations marked on map of the school which is located in each usage area.

Failure to adhere to these guidelines may cause inability for future usage.

SPECIAL FACILITIES, AREAS & EQUIPMENT

HIGH SCHOOL AUDITORIUM – Groups requesting use of an auditorium will need to list in detail their equipment request for auditorium use. District personnel are required to operate all audio/visual equipment and the costs of such 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 by the Fire Marshall. Absolutely no food or beverages

allowed in the auditorium. Food/beverages will be allowed in the lobby.

EQUIPMENT – Special requests for use or rental of specified equipment to include kitchens will be considered on a request-by-request basis and shall be solely the desecration of the District. Additional costs may be included, dependent upon needs.

CLASSROOMS – Activities will be scheduled to appropriate classrooms. Teachers will be notified prior to community sue to ensure storage of materials. Users will be expected to respect the teachers’ and students’ equipment, supplies and materials. Users will also be expected to leave the classroom in the same, or better, condition than as it was prior to use.

LIBRARIES/MEDIA CENTERS – May be used for approved programs, meetings and quiet study. Materials are not to be used or removed from the media centers. A Librarian/Media Center supervisor may be assigned at the expense of the organization.

MULTI-PURPOSE ROOMS AND/OR GYMNASIUMS – These rooms will be reserved for the purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- Gym shoes are required for participants in all sports and games. Group members not wearing proper shows may be charge for the professional cleaning or refinishing of the gym floor. This includes no tap shoes, roller blades, shoes with wheels and no shoes with cleats.
- No beverages in the gym.
- No dance enhancing products are to be used on gym floors or multipurpose rooms.
- No slam dunking or hanging on rims.
- No bounding balls in hall, off walls or ceilings.
- No leaving into volleyball nets.
- No playing on gymnastic equipment when it is in the gym.
- No climbing or playing on bleachers (Facility Supervisors will take care of moving the bleachers in/out).
- No propping open doors or windows (Fire code)

- No use of markers or tape on floor or walls unless prior approval is received from the Office of Business Affairs.
- No pushing/pulling of tables, chairs or other equipment across gym floor.
- No spitting or foul language allowed.
- Children are not allowed to roam or play in the halls while their parents are participating in activities in the gym.
- Children are to be supervised by adults at all times during gym use.
- Return gym to condition it was found (except for bleachers)
- Under no circumstances will multipurpose/gymnasiums be used for outdoor sport activities such as baseball, softball, soccer, football, etc.

OUTSIDE FACILITIES –The use of the outdoors stadium to include football, soccer, track, softball, and baseball will require the regular facility use agreement form to be completed. The same request process and timeline used in scheduling and confirming use of inside areas will be followed.

Groups are expected to clean up all trash, papers, or other litter in the fields or surrounding areas. Failure to provide appropriate clean-up will result in the District doing so at the expense of the organization. All secondary track and field, baseball and softball fields must be reserved.

Cancellation of a rented area may be determined by the District to prevent damage to the fields. It shall be the responsibility of the Activities Director, or his/her designee, to notify the appropriate parties if weather has rendered the outdoor spaces unusable.

PARKING LOTS/OPEN SPACES – Go-carts, motorcycles, motor scooters, mini-bikes, mopeds, snowmobiles and any other motorized vehicles will not be permitted on school playgrounds, school sidewalks or school parking lots, except for parking and maintenance of property and as otherwise permitted by the District.

- Open space at all elementary schools is available on a first come, first serve basis.

- The High School track is open for public walk/run as long as no scheduled activities are taking place.
- District has the right to close any field for maintenance purposes. Example: aerating, reseeding, draining, etc.
- Parking lots must be reserved if it is being used as a location for an event (does not need to be reserved as part of parking for a building rental).

The use of portable restrooms must be approved by the Facility Scheduler prior to the event. The organization is responsible for obtaining and expense for the portable restroom.

Use of any tents, temporary structures or signage where stakes are driven into the ground must be pre-approved. Absolutely no stakes in concrete or asphalt lots. All costs associated with electrical searches will be the organizations expense.

POOL – Rental of swimming pools is to be coordinated through the Cedar Falls Recreation Department; (319)-273-8636.