

**NORTH POLK COMMUNITY SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL DISTRICT FACILITIES REGULATION**

Facility Request Process

1. Organizations interested in using school facilities should make such requests through the District Facility Scheduler located on our District Website under District Information. The District will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required by the organization. A Facility Request Form must be submitted to the district by a minimum of 30 working days prior to the reservation.
2. Upon receipt of a request, the District will determine an organization's classification based on the Fee Schedule.
3. 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 District.
4. Permission granted for facility usage will be returned electronically by the District in form of a contract by the District Facility Scheduler.
 - a. It is the responsibility of the representative to read the facility use guidelines and be aware of all guidelines for usage, as well as any specific guidelines set forth.
 - b. Proof of insurance must be submitted to the Building Office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 and show coverage dates.
 - c. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class A activities. 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 or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue. The 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.

Facility Use Guidelines

1. The group representative must be an adult and present during the time the facilities are being used.
2. The group's representative will be responsible for the following of all regulations for facility usage by his/her group.
 - a. 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.
 - b. The facility must be used only for the purpose that it was originally intended as set forth on the facility request form.
 - c. The group representative is responsible for communicating to the group members and for ensuring that group members understand and follow those guidelines and communications.
 - d. 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 Building Office. If this happens on a Saturday or Sunday, then the representative must call first thing Monday morning.
 - e. The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. District personnel on duty should also be notified.
 - f. If a supervisor is on duty, the group representative should make himself or herself known to that person. If no supervisor is on duty, then you should make yourself 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.
3. 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.
4. All equipment used or moved must be returned to the proper place in original condition.
 - a. The group representative is responsible for knowing fire and tornado procedures for directing the group in the event of an emergency.
5. The renter assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
6. The renter shall be liable for any and all loss, damage or injury sustained by any person that by reason of the negligence of the renter. The renter shall indemnify and hold harmless the school district from any and all loss, damage or injury.
7. The following specific regulations are to be maintained:
 - a. Food and beverages are permitted in designated areas only. Not allowed in Gyms or Auditorium.



- b. The use of alcoholic beverages or illegal drugs in any form shall be prohibited from all school grounds.
 - c. All school buildings, grounds, and vehicles of the district are tobacco/nicotine-free. Persons failing to abide will be asked to leave the school premises. It is the responsibility of the renter to enforce this policy during usage.
8. Specific Room Regulations shall be as follows:
- a. Auditoriums- Groups requesting use of an auditorium will need to list in detail their equipment requests for auditorium use. Any required audio/visual technicians 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/beverages allowed in the auditorium, without prior approval. Food/beverages will be allowed in the Commons area.
 - b. Kitchens- Use of kitchens will be a Building determination. Complete listing of kitchen needs must be provided prior to approval. Additional costs may be included, dependent upon needs.
 - c. Classrooms- Activities will be scheduled to appropriate classrooms. Teachers will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teachers' and students' equipment, supplies, and materials. Users also will be expected to leave the classroom in the same condition as they found it.
 - d. Media Centers- 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 media center supervisor may be assigned at the expense of the requester.
 - e. Gymnasiums- These rooms will be reserved for purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:
 - 1. Gym shoes are required for participants in all sports and games
 - 2. No beverages in the gym
 - 3. No dance enhancing products are to be used on gym floors
 - 4. No slam-dunking
 - 5. No bouncing balls in halls or off ceilings
 - 6. No leaning into volleyball nets
 - 7. No wearing shoes that mark any floor, such as rollerblades, shoes with wheels, or cleats
 - 8. No climbing or playing on bleachers (Custodians will take care of moving the bleachers in and out.)
 - 9. No propping open doors (fire code)
 - 10. No use of tape on floor unless gym-tape prior approval is received from Building Office.
 - 11. No pushing/pulling of tables, chairs, or other equipment across gym floors
 - 12. Return gym to condition it was left in (do not push in/pull out bleachers)
 - 13. Group Representative is responsible for following the Gym Usage Guidelines.
 - f. Outside Areas- Groups are expected to clean up all trash, papers, or other litter in the fields or surrounding areas. Failure to provide appropriate cleanup will result in the district doing so at the expense of the renter. Cancellation of a game/activity may be determined by the District to prevent damage to the fields.
 - 1. Parking Lots/Open Space: Go-carts, motorcycles, motor scooters, mini-bikes, mopeds, snowmobiles, and 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.
 - a. The High School Track is open for public walk/run only during scheduled time provided by the district. Absolutely know wheels on the track at anytime.
 - b. District has the right to close any field for maintenance purposes. Ex: aerating, reseeding, draining, etc.
 - c. Parking lots must be reserved if it is being used as a location for an event.
 - 2. Portable restrooms 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.
 - 3. Use of any tents, temporary structures or signage where stakes are driven into the ground must be pre-approved. All costs associated with electrical searches will be at the renter's expense.
 - g. Concessions- The selling of concessions needs to be approved prior to use. Type of concessions sold will be dependent upon use.
9. The primary purpose of equipment in a school is the education of students by District staff; however, the use of school equipment may be allowed. All requests are to be completed on the District Facility Scheduler.
- a. Upon receiving specific request, the District will clear the availability and use through the local school building. A fee may be charged, dependent upon request.
 - b. The requester will be responsible for the supervision and operation of requested equipment. Any loss or damage to the equipment shall be the full obligation of the borrower.

10. Children are not allowed to roam or play in halls. They are to be supervised by adults in all places and at all times.
11. If special arrangements need to be made concerning keys/security cards, the Building Office will notify the group representative as to where to pick them up and when. The group representative will be responsible for them and will be required to sign them in and out.
12. Emergency Procedures
 - a. Weather related closings/cancellations
 1. If school is cancelled for the day, dismissed early, or all PM activities are cancelled, all rentals/usage for that day are cancelled.
 2. If the weather takes a turn for the worst after school dismisses or on a Saturday or Sunday, the District may cancel all late afternoon, evening, or weekend activities.
 - b. Fire Alarm/Tornado Siren 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 known that it is false alarm, participants must leave the building. If tornado sirens go off, then participants must take shelter in 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.
13. Groups of similar nature (ex. Basketball teams) usage limits of facilities may be established.
14. Any request can be denied by District administration.
15. Notification of Change/Cancellation- All groups who do not show for their scheduled time and who do not notify the District of cancellation prior to their scheduled use shall be charged all costs of original contracted usage, including usage and personnel.


Gym Usage Guidelines

1. Gym Spaces can only be used for 1- hour segments, and only reserved 1 time per week.
2. If gym space is still available on the "day of", clients may schedule a second day in a week.
3. Gym space can only be reserved **2 MONTHS** in advance.
4. In-season activities get the first preference.
5. All youth organizations using the gym must send a **roster** and **proof of insurance** to the building secretary **prior to usage**.
6. 70% of participants **MUST BE NORTH POLK STUDENTS** to use facilities.
7. Non-North Polk Community School District residents will be **NOT** be allowed to use North Polk Facilities without special permission from the building principals the school board.
8. Gym Equipment will not be provided without special permission from the building principals.
9. Some activities **MAY** require custodial services, and a fee will be charged in those cases.
10. Gym times are as follows: (May fluctuate based on the season)
 - 5:30pm - 6:30pm
 - 6:30pm - 7:30pm
 - 7:30pm - 8:30pm
 - 8:30pm – 9:30pm (All participants for the 8:30pm time, must be 7th grade or older)



Facility Rental Fee Schedule
CLASS A
District Organizations and Non-Profit North Polk Organizations


- District activities for students and parents
- District-related groups and organizations
- Approved community education activities
- Approved public agencies and government units
- Civic Organization - at least 75% of participants must be residents of the district
- Such groups include, but not limited to: PTA, Boys Scouts, Girls Scouts, Booster Clubs, Key Club, National, State and Local Elections, Kiwanis Club, FCA)

School - Facility			
Elementary Schools		High School	
Gym	\$0/hour	Gymnasium	\$0/hour
Cafeteria	\$0/hour	Classroom	\$0/hour
Classroom	\$0/hour	Media Center	\$0/hour
Media Center	\$0/hour	Commons	\$0/hour
Kitchen	\$0/hour	Auditorium	\$0/hour
Band Room	\$0/hour	Fitness Room	N/A
Outdoor Field	\$0/hour	Art Room	\$0/hour
		Band Room	\$0/hour
Middle School		Vocal Music	\$0/hour
Gym 1	\$0/hour	Kitchen	\$0/hour
Gym 2	\$0/hour	Board Room	\$0/hour
Cafeteria	\$0/hour	Tennis Courts	\$0/hour
Classroom	\$0/hour	Track	\$0/hour
Stage	\$0/hour	Practice Fields	\$0/hour
Ag Building	\$0/hour	Comet Field	\$0/hour
Kitchen	\$0/hour	Wrestling Room	\$0/hour
Art Room	\$0/hour	Softball Field	\$0/hour
Commons	\$0/hour	Baseball Field	\$0/hour
Vocal Music	\$0/hour		
Band Room	\$0/hour		
Media Center	\$0/hour		
Football Field	\$0/hour		
Wrestling Room	\$0/hour		
*Additional Fees May Apply (See "Additional Fees" Page)			



**Facility Rental Fee Schedule
CLASS B
Out-of-District Organizations**


- Groups or Individuals from outside of the district hosting “for-profit” or “non-profit” activities. (Less than 75% of participants are residents of the district)
- Such groups include, but not limited to: (Non- resident AAU, Non-resident businesses)

School - Facility			
Elementary Schools		High School	
Gym	\$25/hour	Gym	\$50/hour
Cafeteria	\$10/hour	Classroom	\$10/hour
Classroom	\$10/hour	Media Center	\$10/hour
Media Center	\$10/hour	Commons	\$10/hour
Kitchen	\$35/hour	Auditorium	\$100/hour
Band Room	\$10/hour	Fitness Room	N/A
Outdoor Field	\$25/hour	Art Room	\$10/hour
		Band Room	\$10/hour
Middle School		Vocal Music	\$10/hour
Gym 1	\$25/hour	Kitchen	\$70/hour
Gym 2	\$25/hour	Board Room	\$25/hour
Cafeteria	\$10/hour	Tennis Courts	\$50/hour
Classroom	\$10/hour	Track	\$100/hour
Stage	\$50/hour	Practice Fields	\$50/hour
Ag Building	\$10/hour	Comet Field	\$100/hour
Kitchen	\$35/hour	Wrestling Room	\$50/hour
Art Room	\$10/hour	Softball Field	\$50/hour
Commons	\$10/hour	Baseball Field	\$50/hour
Vocal Music	\$10/hour		
Band Room	\$10/hour		
Media Center	\$10/hour		
Football Field	\$25/hour		
Wrestling Room	\$25/hour		
*Additional Fees May Apply (See “Additional Fees” Page)			



**Facility Rental Fee Schedule
CLASS C
For-Profit North Polk Organizations**

- “For-profit” groups, businesses or individuals located inside the district. (At least 70% of participants must be residents of the district)
- Such groups include, but not limited to: resident dances studios, resident businesses.

School - Facility			
Elementary Schools		High School	
Gym	\$15/hour	Gym	\$25/hour
Cafeteria	\$5/hour	Classroom	\$5/hour
Classroom	\$5/hour	Media Center	\$5/hour
Media Center	\$5/hour	Commons	\$5/hour
Kitchen	\$20/hour	Auditorium	\$50/hour
Band Room	\$5/hour	Fitness Room	N/A
Outdoor Field	\$15/hour	Art Room	\$5/hour
		Band Room	\$5/hour
Middle School		Vocal Music	\$5/hour
Gym 1	\$15/hour	Kitchen	\$35/hour
Gym 2	\$15/hour	Board Room	\$15/hour
Cafeteria	\$5/hour	Tennis Courts	\$25/hour
Classroom	\$5/hour	Track	\$50/hour
Stage	\$25/hour	Practice Fields	\$25/hour
Ag Building	\$5/hour	Comet Field	\$50/hour
Kitchen	\$20/hour	Wrestling Room	\$25/hour
Art Room	\$5/hour	Softball Field	\$25/hour
Commons	\$5/hour	Baseball Field	\$25/hour
Vocal Music	\$5/hour		
Band Room	\$5/hour		
Media Center	\$5/hour		
Football Field	\$15/hour		
Wrestling Room	\$15/hour		
*Additional Fees May Apply (See “Additional Fees” Page)			

ADDITIONAL FEES

- Fees will be applied based on fee schedule, activity, location, and date or time requested

Custodial	\$25/hour
District Personnel	\$20/hour
Additional District Personnel (for more than 200 people includes spectators and performers)	\$20/hour
Locker Room	\$10/hour
Sound/ Lights (Auditorium)	\$20/hour
Technology Use	Charge depends on request
Equipment	Charge depends on request
Police/Security	Actual costs
Outside Facility Lighting	\$20/hour

*For Class A and C, fees MAY be adjusted based on the activity

*Custodian fees MAY be waived in school personnel responsible for supervision of the activity.

