



FACILITY USE

2018-19 GUIDELINES

TABLE OF CONTENTS

TABLE OF CONTENTS	1
WAUKEE COMMUNITY SCHOOL DISTRICT FACILITY USE GUIDELINES	2
ADMINISTRATIVE GUIDELINES	2
Administrative Rules for Community Use.....	2
Other Administrative Guidelines.....	3
User Group Classifications.....	3
FEES	5
APPLICATION PROCESS	5
LIABILITY INSURANCE	6
NOTIFICATION OF CHANGE/CANCELLATION	6
BILLING/PAYMENT PROCEDURES	6
SUPERVISION	6
OVERNIGHT USE	6
SEATING CAPACITY	6
FOOD, BEVERAGES, & SMOKING	6
EMERGENCY PROCEDURES	7
WEATHER RELATED CLOSINGS/CANCELLATIONS.....	7
DAMAGES & MAINTENANCE	7
SPECIAL FACILITIES, AREAS & EQUIPMENT	7
Auditoriums.....	7
Classrooms.....	7
Equipment.....	7
Gymnasiums.....	8
Motorized & Non-Motorized Vehicles.....	8
Multi-Purpose Rooms/Community Rooms.....	8
Outside Areas.....	8
Waukee Innovation & Learning Center.....	9

WAUKEE COMMUNITY SCHOOL DISTRICT FACILITY USE GUIDELINES

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

This document outlines policies and guidelines for community use of school facilities in the Waukee Community School District (hereafter referred to as the district). The guidelines have been reviewed by the Policy Committee of the Waukee Community Board of Education, the district Advisory Committee and approved by the Superintendent of Schools (hereafter referred to as the Superintendent) and the Waukee Community Board of Education (hereafter referred to as the district school board).

ADMINISTRATIVE GUIDELINES

All facility usage requests must meet the guidelines as set out in board policy 1004.2.

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 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 the school program. Such use shall be for community purposes or the promotion of community activities and shall be of educational, recreational or cultural value to the community. The district will not typically allow extended usage of a facility that utilizes an entire facility or the auditoriums, large gyms or similar spaces.

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 district school board policies and the Facility Use Guidelines.

As 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 Facility Coordinator.

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

Administrative Rules for Community Use

As per Board Policy 1004.2, 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 such requests through Community Education. Community Education will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required.

Community Education will schedule meetings as needed with appropriate district personnel and community users to coordinate use of district facilities. The extent of supervision needed by outside groups renting school facilities will rest solely with the Director of Community Education.

Permission granted for facility usage by Community Education shall be made in writing through the signing of a contract with the representative of the group making the request.

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

Two copies of the signed contract shall be required, one for Community Education and the other to be retained by

the requestor.

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, the designated building supervisor or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are 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 June 1st 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 requests will be made.

Other Administrative Guidelines

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 day of observance. The following is a list of the legal holidays observed by the Waukee School District on which all facilities will be closed.

- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Friday immediately following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day

The general policies governing the scheduling and use of school facilities will apply to requests for Sunday use. (Board policy 1004.2)

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 all 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.

User Group Classifications

Groups using the facilities will be classified as A, B, C, or D, with Class A 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 as to the class a group or organization may fall within.

Community Education reserves the right to request an audited financial statement from a group to assist in determining the appropriate classification.

WCSD facilities are not intended to be a location for profit making enterprises.

Requests for facility usage will not be processed if not received at least two weeks prior to date requested.

Class A

SCHOOL DISTRICT AND DISTRICT-RELATED ORGANIZATIONS

Regular classroom activities
School-sponsored activities for students (e.g., clubs, athletics)
School-sponsored activities for parents (e.g. plays, open houses)
School-related groups and organizations (e.g. booster clubs, PTO)
School and district-sponsored activities for district staff (e.g. training sessions, Wellness)
Community Education activities (e.g. Beyond the Bell, Wee Warriors, adult education classes, youth enrichment programs, intramurals, camps/clinics.)

Class B

PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES

Cities of Waukee, West Des Moines, Clive and Urbandale meetings and recreational activities, official meetings or community activities by city boards, parks and recreation or human services.

Community, social, civic or service organizations sponsoring money-making activities with all proceeds going directly to the Waukee Community School District.

Requests for National, State and Local election or caucuses.

Youth organizations: meetings involving district residents belonging to non-profit, chartered youth groups or organizations sponsoring youth activities during the regular program season or year. Such groups would include the following:

- Boys and Girls Club
- Boy Scouts
- Girls Scouts
- Camp Fire Girls
- 4-H
- Salvation Army

A charge for specialty rooms may be assessed

EDUCATIONAL INSTITUTIONS

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

Des Moines Area Community College
Public universities (e.g., Iowa State University, University of Iowa, University of Northern Iowa)
Heartland Area Education Agency 11
Private higher educational institutions (e.g. College of St. Francis, Drake University, Simpson College)
College credit facility usage fee rates includes fee for building supervisor(s).
A charge for personnel may be assessed.

Class C Non-profit/Private Interest Groups

Activities not conducted for profit by business concerns located within the boundaries of and paying property taxes to the Waukee Community School District.

District resident non-profit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go to entirely to charitable or district purposes. Groups who charge fees for their own purposes or for profit may be charged at Class D rates. For purposes of determining non-profit organizations, a tax-exempt identification number and/or an annual organizational or event budget may be requested.

Adult groups whose members reside in the district for regularly scheduled meetings or recreation (e.g. basketball groups, volleyball groups, community singing groups)

Youth groups whose members reside in the district for regularly scheduled practices or games (e.g. basketball, soccer, football, volleyball, softball, baseball groups)

Local non-profit organizations conducting profit-making activities for charitable purposes

Non-profit, private interest groups if no salary is paid to activity staff or helpers and any charge for the activity is used to cover actual expenses only. If the activity does not meet the criteria, it will be placed in Class D.

NON-PROFIT/PRIVATE INTEREST GROUPS

Businesses conducting not-for-profit events for which there is no charge to participants (e.g. businesses conducting training for their own employees)

Non-profit in-district groups using the facilities for private purposes

Private parties (e.g. wedding receptions, family or company picnics, birthday parties, graduation parties)

Religious services, religious classes and activities

Class D

OUT-OF-DISTRICT PRIVATE INTEREST GROUPS AND ORGANIZATIONS

Out of District adult or youth groups

Businesses located outside the Waukee Community School District

State or National organizations hosting workshops and/or conferences for membership

Meetings that are commercial in nature including soliciting, transacting financial business or enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged or items are sold.

Businesses holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g. rehearsals, ceremonies, performances).

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:

- People (adults and children) in our district are participating in the events, as well as being observers.
- The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage and prompt payment of costs incurred.
- Additional workload incurred for district staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
- The facilities are able to sustain the additional usage (e.g. 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).
- Summer usage does not prohibit major cleaning and repair projects from being accomplished.
- The nature of the event does not conflict with previously scheduled groups (e.g., a statewide band play-off disturbs previously scheduled college classes held in the same building).

Guidelines for establishing fees:

For-profit groups will pay Class D rates (out-of-district groups, or for-profit activities).

- Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax exempt identification number.
 - Community Education may request a copy of the group's annual budget and/or the budget for the event.
- All groups must cover all personnel costs involved before, during and after the event. This may include costs for building supervisors, custodians, technicians and food service workers. Overtime hours incurred by the facility use personnel if the event requires an excessive amount of time to coordinate will be paid by the requesting group.
- A damage deposit may be required.

If groups are considered non-profit they are still required to pay personnel costs and they may be asked to cover direct costs of usage (e.g. electricity, water, air conditioning, heat)

FEES

The Superintendent or a designee will prepare a schedule of fees for the rental of school facilities. This schedule shall be reviewed and approved annually by the Board of Education.

Once the classification has been determined, Community Education 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 cleaning fees, failure to cancel charges, replacement or repair for damage or theft or 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 supervision at any event as deemed necessary by the administration or Community Education. The cost of the police supervision will be paid by the renting groups.

In the case of damage caused by a group, a deposit will be required after the first incident of damage. Community Education shall determine the amount of the deposit.

Partial payment at time of contract signing may be required.

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 Director of Community Education.

APPLICATION PROCESS

A person requesting use of district facilities will complete an online facility request form. The request must include the exact description of the rooms, required personnel, equipment or other materials needed. The online facility request form is available on the district website at: <https://waukee.maxgalaxy.net/Home.aspx>

Upon receipt of the request form, Community Education will note the date received and determine classification. The request will then be filed according to classification and date received. In late June, the Facility Use Coordinator will receive the district's master calendar of events for the coming school year. This information will be entered into the scheduling program. Once that process is completed the scheduling of community requests will begin.

The facility use request will be reviewed to:

- Determine the requester’s classification
- Determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable)
- Determine estimated cost of requested facilities and personnel
- Determine method of fee collection

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

LIABILITY INSURANCE

The district requires a signed Group Representative Responsibility Agreement from all requesters. The district also requires a signed contract and Hold Harmless Agreement from all requesters. The renter shall be liable for any and all loss, damage or injury sustained by any person due to the 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 Waukee Community School District named as an additional insured on the policy. This certificate is to be presented to the Facility Use Coordinator, with the facility use request form prior to the first scheduled event. A certificate of insurance is not required from district employees or district volunteers when the activity is a district event.

NOTIFICATION OF CHANGE/CANCELLATION

The requester is responsible for notifying the Facilities Coordinator 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 Use Coordinator no later than two weeks prior to the scheduled time of use. Failure to make the proper notification will result in a convenience charge that will be assessed per occurrence.

Cancellation requests are due to the Facility Use Coordinator no later than two weeks prior to the scheduled time of use. Failure to make the proper notification will result in a forfeiture of all fees paid in advance. An additional cancellation fee will be assessed on a per-occurrence and/or per-facility basis.

BILLING/PAYMENT PROCEDURES

Usage and personnel fees for all events will appear on the contractual agreement. Depending on the rental, usage and/or personnel fees will be paid before or after the rental.

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

All payments can be made online or with a check. Checks can be made out to Waukee Community School District and be mailed or dropped off to the District Office. (560 SE University Ave., Waukee, IA 50263)

SUPERVISION

Building Supervisors assigned by the Facility Use Coordinator will supervise the use of facilities and will serve as a 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 by local groups are not permitted by the District.

SEATING CAPACITY

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the Fire Marshal.

FOOD, BEVERAGES & SMOKING

Food and beverages are permitted in designated areas only.

Recognizing that students with life threatening allergies attend our schools, the Waukee Community School District asks that NO PEANUTS/NUTS or products containing peanuts/nuts be brought into our buildings. (Board Policy 504.12-R(0))

Possessing, using, sale or distribution, or being under the influence of any alcoholic beverage, controlled substance, look-alike, or substitute, or any substance represented to be an alcoholic beverage or a controlled substance (other

than medication prescribed by the individual's physician) is strictly prohibited while on any school property or under school supervision. (Board Policy 1004.5)

The board directs that a smoke-free environment be established and maintained. In this smoke-free environment, there will be no smoking or use of tobacco products in any school-owned facility or vehicle at any time. This restriction applies to any person within district buildings or vehicles. Persons failing to abide by this restriction shall be required to leave the school district premises immediately. (Board Policy 1003.7)

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:

- If school is cancelled all day due to SNOW or ICE, facility rentals will be cancelled as well.
- If school is let out early due to SNOW or ICE, facility rentals will be cancelled as well.
- If school is held but PM activities are cancelled due to SNOW or ICE, facility rentals will be cancelled as well.
- If school is cancelled, let out early, or PM activities are cancelled due to COLD temperatures, facility rentals will be held as scheduled.

The district reserves the right to conduct fire and tornado drills in all facilities without notice to participants.

DAMAGES & MAINTENANCE

"Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender." (Board Policy 1004.5)

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 to make payment, 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 down 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 building supervisor or the Facility Use Coordinator 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.

SPECIAL FACILITIES, AREAS & EQUIPMENT

Auditoriums

The district auditoriums 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.

Classrooms

Classrooms in elementary and secondary schools may be scheduled for use by the public for purposes and activities appropriate to the facility. Teachers will be notified prior to community use to ensure storage of materials. 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.

Equipment

Special requests for use or rental of specified equipment will be considered on a request-by-request basis and shall be solely the discretion of the district.

"Property belonging to the district shall not be removed from the school premises without a written release from the building principal or authorized personnel at the central office." (Board Policy 1004.4)

Gymnasiums

Scheduling of gymnasiums for all non K-12 program use shall be the responsibility of the Facility Use Coordinator.

Non marking gym shoes are required for participants in all sports and games. Group members not wearing proper shoes may be charged for the professional cleaning or refinishing of the gym floor. This includes no street shoes, no tap shoes, and no shoes with cleats.

No food or beverages are allowed in or around the gym, this includes gum chewing.

No slam-dunking or hanging on rims.

No bouncing balls in halls, off walls or on ceilings. Indoor balls ONLY: indoor soccer balls, mush balls, tennis balls, wiffle balls, basketballs, volleyballs. No baseballs or softballs. No roller Blades.

No batting practice. No pitching machines.

No leaning into volleyball nets. This loosens standards and damages equipment. More importantly, loose standards could fall and cause personal injury.

No climbing or playing on bleachers.

No pulling of bleachers. Facility Supervisors will be responsible for pulling bleachers out for use if previously approved by the Director of Community Education.

No tape or markers on floor or walls.

No propping open doors or windows.
No pushing/pulling chairs, tables, or other equipment across the floors.

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 usage.

Group representatives are to contact the Facility Use Coordinator concerning special instructions when using gym with wooden floors if the activities are other than conventional gym play.

Motorized & Non-Motorized Vehicles

“The use of 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 Board of Education.” (Board Policy 1004.5)

Multi-Purpose Rooms/Community Rooms

Scheduling of multi-purpose room/community rooms for all non K-12 program use shall be the responsibility of the Activities Director.

Multi-purpose rooms/community rooms may be used for purposes and activities appropriate to the facility.

Outside Areas

The use of the football/soccer stadium, softball stadium, baseball stadium, tennis courts and running track will require the regular facility form to be completed. The same request process and timeline used in scheduling and confirming use of inside areas will be followed.

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 Facilities Usage Coordinator will outline rules and regulations about use of field for practices, games and tournaments. It is the responsibility of users of outdoor facilities to acquire a copy of the field use guidelines from the Facilities Usage Coordinator. Violations of these guidelines will result in request to the police department to enforce guidelines and/or in termination of the organization’s right and privileges to use the district’s grounds and fields.

Users are required to allow a minimum of one-half 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 Waukee 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 Activities Director, or a 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.

Waukee Innovation & Learning Center

The Waukee Innovation and Learning Center (WILC) building is owned and operated by the Waukee Community School District. The district recognizes the uniqueness of the WILC compared to a traditional school building. The WILC still operates within the general guidelines outlined in the district’s Facility Use Guidelines, however exceptions will be included in a separate document.