

FACILITY USE GUIDELINES
DALLAS CENTER GRIMES COMMUNITY SCHOOL DISTRICT
Updated July 2016

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

I. Administrative Guidelines

All facility usage requests must meet the guidelines as set out in board policy 1004.1 and 1004.1R.

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 school activity, regardless of when the activity is placed on the calendar, has priority over any outside organization.” (DCG Board Policy 1004.1R)

“School District facilities and equipment will be made available to local nonprofit entities, which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of District facilities and equipment on Sundays, or other special requests.” (DCG Board Policy 1004.1)

“The board may allow entities, such as the Boy and Girl Scouts, 4-H, and in-District youth leagues, to use the District facilities and equipment without charge. While such entities may use the facilities and equipment without

charge, they may be required to pay a “building supervisor an/or a custodial fee.” (DCG Board Policy 1004.1)

“Entities who wish to use District facilities or equipment must apply with the Activities Director. It is the responsibility of the Activities Director to determine whether the District facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the Activities Director to provide the appropriate request forms, obtain proof of insurance, and draw up the contract for use of District facilities and equipment. These items will be placed on file with the Board Secretary.” (DCG Board Policy 1004.1)

“School facilities will not be available for Student group use on Wednesday nights during the school year. Exceptions will be at the discretion of the Superintendent.” (DCG Board Policy 1004.1)

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

“All out-of-District entities, all groups that do not have a majority of participants from within the DC-G District, and all for-profit entities must apply to the board for facility use. The board will have the discretion of approving use and setting rental fees.” (DCG Board Policy 1004.1)

“It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.” (DCG Board Policy 1004.1)

“Any misuse, use of areas not approved, or failure to follow guidelines may result in immediate termination of rental agreement.” (DCG Board Policy 1004.1R)

“A facility use fee structure will be approved every July by the Board.” (DCG Board Policy 1004.1R)

All users of District facilities must also comply with Board policies and these Facility Use Guidelines.

II. Administrative Rules for Community Use

“The District may implement a School-Community Program, with an identified coordinator. Activities scheduled by this coordinator shall be considered a school activity.” (DCG Board Policy 1004.1R)

“Each building will identify areas of classrooms that can be locked-off from common areas of the building. These areas will be considered secure classroom areas. The District will not allow the use of any secure classroom area outside the regular school/business day, unless the activity is a class/workshop offered by an approved educational institution.” (DCG Board Policy 1004.1R)

1. Organizations interested in using school facilities should make such requests through the Activities Director. The Activities Director (hereafter referred to as AD) then will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required.

2. The AD will schedule meetings, as needed, with appropriate District personnel and community users to coordinate use of the District's facilities. The extent of supervision needed by outside groups renting school facilities will be determined by the AD.

3. Permission granted for facility usage by the AD shall be made in writing through the signing of a Contract with the representative of the group making the request.

- a. It is the responsibility of the representative to read this manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the AD.
- b. Two copies of the signed Contract shall be required. DCG Central office will retain one copy and the representative of the group will retain the second copy.
- c. A signed Hold Harmless Agreement must be submitted to the AD prior to rental.
- d. The District reserves the right to cancel or postpone any activity 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 will not be 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 Director of Operations have the right to terminate any activity at any time. This termination shall be made if, in his/her judgment, there are violations of Board policies and rules, or federal, state or municipal laws, or if the activity/facility conditions is/are deemed to be hazardous to people, buildings or equipment.

- e. "A Building Supervisor will supervise use of District facilities and equipment by entities unless special prior arrangements are made with the superintendent. The Building Supervisor will not accept a fee from the entity using District facilities and equipment. (DCG Board Policy 1004.1)

Other Administrative Guidelines

All groups must schedule use of school facilities.

All groups must pay the additional custodial and building supervisor costs if needed.

Custodial and Building Supervisor fees are applicable if DC-G employees are required to open or close, and/or to be at the event. There is a two hour minimum for a Building Supervisor or Custodial Fees. The District will determine if there is a need for a custodian or Building Supervisor.

Use of any facilities for commercial venture, or use by non-local groups or individuals must have Board approval with a fee to be determined at that time.

"Staff members that are providing services as an extension of the District's curriculum may use District facilities to provide those learning experiences. Staff members using school facilities will not be employees of the District, unless specifically contracted by the District. The superintendent shall decide if activities offered are an extension of the District's curriculum and/or learning activities, and shall approve any fees charged in connection with these activities, even if fees are to be paid directly to the employee by the participants." (DCG Board Policy 1004.1R)

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 holiday observed by the Dallas Center Grimes 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 and New Year's Day.

“It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays, or other special requests.”(DCG Board Policy 1004.1)

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 extraordinary 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.

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:

- a. People (adults and children) in our district are participating in the events, as well as being observers
- b. The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
- c. Additional workload incurred for district staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.

- d. The facilities are able to sustain the additional usage (i.e. 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).
- e. Summer usage does not prohibit major cleaning and repair projects from being accomplished.
- f. The nature of the event does not conflict with previously scheduled groups (e.g., a statewide band play-off disturbs previously scheduled classes held in the same building).

NOTE: The Superintendent and/or Board may, in its discretion, approve other uses and set fees accordingly.

III. Fee Structure

The Superintendent will determine the appropriate charges for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required.

“A facility use fee structure will be approved every July by the Board.” (DCG Board Policy 1004.1R)

When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, replacement or repair for damage or theft, 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 the AD. This police supervision will be paid by the group.

50% of all fees for facility rentals and usage must be paid in advance, unless other arrangements have been made. Upon payment, the requester will be issued a receipt of payment which will serve as approval to use the facility. The remaining 50% will be payable net 30 days after invoiced to group for the event.

There will be a cancellation fee of 20% or a minimum of \$10, if notification is given less than 48 hours prior to the scheduled use.

IV. Application Process

A person requesting use of District facilities will complete a Facility Request Form. The request must include the exact description of the rooms, required personnel, equipment or other materials needed. Request for facility usage forms are available on the District Activities Website.

The Facility Request Form will be reviewed to

- A. determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable)
- B. determine estimated cost of requested facilities and personnel

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

V. Liability Insurance

The District requires a signed Certificate of Liability Insurance from all requesters that includes at least \$1,000,000 of liability coverage, the Dallas Center-Grimes Community School District named as an additional insured on that policy, and waiver of subrogation authorized on the certificate . The District also requires a signed Contract and Hold Harmless Agreement from all requestors. The renter shall be liable for any and all loss, damage or injury sustained by any person that by reason of negligence of the renter. All community groups are responsible for their own insurance coverage and the District shall require a signed certificate of insurance to demonstrate liability insurance of at least \$1,000,000 of coverage, with Dallas Center - Grimes Community School District named as an additional name insured on the policy, and waiver of subrogation authorized on the certificate. This certificate of insurance is not required from District employees or District volunteers when the activity is a District event.

VI. Notification of Change or Cancellation

The requester is responsible for notifying the AD when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time. Cancellation requests are due to the AD no later than 48 hours prior to the scheduled time of use. Failure to make the proper notification will result in a forfeiture of all fees paid in advance.

VII. Billing/Payment Procedures

Usage and personnel fees for all events will appear on the contractual agreement. 50% of usage and personnel fees for a group's activities shall be required to be paid prior to the usage.

VIII. Supervision

Building Supervisors assigned by the AD 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.

IX. Overnight Use

Overnight stays by local groups are not permitted by the District.

X. Seating Capacity

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

XI. Food, Beverages and Smoking

Food and beverages are permitted in designated areas only.

“The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be

tobacco, beer, wine, alcohol or controlled substances or drug paraphernalia or apparatus used with a controlled substance by students while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the District.” (DCG Board Policy 502.4)

“The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.” (DCG Board Policy 502.4)

XII. 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

A. If school is canceled for the day, all community use of the buildings is canceled.

B. If home evening activities are canceled all community use of the buildings will be canceled.

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

Note: Groups are responsible to follow all fire & tornado procedures.

XIII. Damages and Maintenance

“Entities that use District buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use District equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of District facilities and equipment may result in additional fees charged to, or the inability of, the entity to use District facilities or equipment in the future.” (DCG Board Policy 1004.1)

“Groups that misuse school facilities and cause damage will be responsible for the cost of repair or replacement.” (DCG Board Policy 1004.1R)

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 or fails to make payment in full, 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 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 the Director of Operations, Activities Director or Building Supervisor 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.

XIV. Regulations Concerning the Use of School Facilities

The group representative must be an adult and present during the time the facilities are being used.

The group 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 Steve Watson, Activities Director, at 515-986-9747 within 24 hours. If it is on a Saturday or Sunday and there is no answer at the

number above, than the representative is to 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. Custodians/building supervisors on duty should also be notified.

f. If a Building 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.

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/Building Supervisor on duty.

All equipment used or moved must be returned to the proper place in original condition.

XV. Special Facilities, Areas and Equipment

A. AUDITORIUM

The District auditorium 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. 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 or beverages are allowed in the auditorium or lobby. All auditorium requests must be received one month in advance.

“Use of the auditorium:

Use of the District's auditorium will be limited to two occasions per year, unless the activity is school related or approved by the DC-G Board.

Any group using the auditorium must pay for the following services, if used:

- Groups larger than 50, one staff supervisor in addition to custodian.
- One staff supervisor for every 100 participants, in addition to custodian.
- Use of sound and/or lighting system, one technology support person.
- Use of piano”

(DCG Board Policy 1004.1R)

B. CLASSROOMS in elementary and secondary schools may be scheduled for use by the public for purposes and activities appropriate to the facility. 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.

C. GYMNASIUMS

- 1) The gym must be used for it’s intended purpose
- 2) For Individual Groups-a roster of participants must be turned in prior to the first usage.
- 3) Individual Groups using the gyms on School Days will be assessed a fee of \$10.00/hour.
- 4) Individual Groups using the gyms on Non School Days or Weekends will be assessed a \$35.00 fee per hour which will cover the gym use fee and the Building Supervisor. (Building supervisors are used in a minimum two hour block).
- 5) Associations will be assessed a fee of \$250 for the School Year (August 1, 2016 – July 31, 2017).
- 6) Associations will not be assessed a fee on a School Day but will be assessed a Building Supervisor Fee of \$25.00/hour on Non School Day or Weekend. (Building supervisors are used in a minimum two hour block).
- 7) For Individual Groups a roster must be turned in prior to first usage. Members of those groups should be DCG Students. Associations must have at least 75% participation from DCG Students/Patrons.
- 8) Groups involving students must be out of the gyms by 9:00 pm.

- 9) The Gyms are not available to Student Groups on Wednesday.
- 10) Groups must leave the facility in the same condition it was found.
- 11) Any school practice or function, which may be re-scheduled during the year will take priority over an Individual Group or Association which has Gym Time Scheduled. Every effort will be made to reschedule this time.
- 12) In the case of bad weather or other unforeseen circumstances the school will make the decision on closing gyms. An effort will be made to re-schedule events lost to weather or other conditions.
- 13) Gym space will be available during the year following a date set by the activity department. All requests received prior to this date will received equal priority. Requests received after this date will be dealt with as facilities are available.
- 14) Once a weekly schedule is set, there will be no additions to the schedule. The weekly schedule will be set by noon on the previous Friday.

D. 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.

E. OUTSIDE AREAS

The use of the Dallas Center football/soccer stadium will require the regular **Facility Request Form** to be completed.

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 AD will outline rules and regulations about use of field for practices, games and tournaments.

Users are required to allow a minimum of one 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 Dallas Center Grimes 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 AD, or his 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 rest rooms 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.

F. KITCHEN USE POLICIES/PROCEDURES

Outside Organizations Renting Facility

1. At time of request, all kitchen needs will be identified.
2. The AD will work with the food service manager as to the particular needs in the kitchen. It will be at the discretion of the District to determine first right to prepare food for any event with District kitchen staff.
3. When using a DC-G kitchen, a DC-G food service employee must be present. Fees will be assigned at the same rate as custodians.
4. Renter will be notified that no food or paper items that belong to the school can be used. Renter will need to bring in all of that type of materials.
5. Each school kitchen supervisor will make up a check list for the renter kitchen supervisor to follow to see that all procedures are completed.

District Related Groups

1. Request to reserve kitchen made to AD so that it can be added to calendar (to avoid conflicts).
2. School representative MUST speak to the kitchen manager at least one month in advance to identify needs and to set up time for basic training/information on any specific usage. The kitchen managers will type up general information items that will be available to staff in charge of kitchen use. (i.e. high school steam table doesn't require water, just plug in)
3. For larger group use (i.e. boosters, PTO, Barbecues) the food service department may be required to pay for a kitchen staff member to be present for usage of kitchen. This should be only occasionally and with Director of Food Service permission.

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