

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

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. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. 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 school district facilities and equipment on Sundays and waive or modify rental and personnel fees for events and activities that are in the interest of students and the public.

Requests for use of school facilities for activities other than educational purpose or intent of the district (which shall always have precedence) shall receive priority scheduling based on the following classifications based on a first come first served basis:

1. Class A: Meetings or activities for students, parents, and staff that are identified as tax exempt organizations which are affiliated with district programs, such as:
  - Parent Teacher Organizations
  - Booster Clubs
  - Local meetings of the Clarinda Education Association
  - Chamber of Commerce
  - Local Foundations
2. Class B: Programs or training activities sponsored by tax supported organizations, such as:
  - Lied Center
  - University and Community College educational programs
  - AEA educational activities
  - Emergency management programs
  - Government agencies (city, county, state, etc.)
  - Armed forces (other than recruitment)
  - Generally, public agencies and programs that do not charge an admission
3. Class C: Educational and recreational programs which are sponsored by tax exempt organizations, such as:
  - Staff recreational programs
  - Church programs
  - Civic organizations
  - Political meetings
  - Government sponsored meetings which the public is invited to attend
4. Class D: Fundraising activities and nonprofit meetings and activities sponsored by commercial groups and other non-tax exempt entities

### Fee Classification:

The school board establishes the rental and personnel fees for use of district facilities. The following classifications shall be used to determine the appropriate fee:

1. Groups classified as Class A are exempt from all rental fees. They are also exempt from personnel fees for events that are scheduled within normal hours of operation. They shall be charged for personnel fees for events that occur outside normal hours of operation.
2. Groups classified as Class B are exempt from all rental fees but will be charged for necessary personnel fees.
3. Groups classified as Class C shall be charged rental and personnel fees.
4. Groups classified as Class D shall be charged rental and personnel fees.

Rental fees consist of the use of school facilities and equipment. Personnel fees consist of associated costs for school personnel as a result of facility use. All forms and associated fees shall be submitted to the High School Activity Director's Office 24 hours in advance of the scheduled activity.

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Entities that wish to use school district facilities or equipment must apply at the High School Activity Director's Office. It is the responsibility of the administration to determine whether the school 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 high school activity director to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special arrangements are made in advance with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2013).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue