

### **Community Use of District Facilities**

It is the philosophy of the Dubuque Community School District to encourage rental or use of District facilities for community functions. Such permission may be granted by the Superintendent or his/her designee.

Activities should be scheduled so they do not conflict with the District's academic or co-curricular program, with due consideration given to the conservation of energy and minimizing of District expense.

The District may, by prior arrangement with the Superintendent and in lieu of rental fees, accept needed in-kind services or facility use from organizations for the full or partial payment of fees due for District facility use.

The Superintendent will develop and annually update procedures to implement this policy. In addition, the Superintendent will present for Board approval annually a schedule of fees for facility rental.

The Board of Directors reserves the right to deny the use of District facilities at any time, as permitted by federal or state law or other Board policies.

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Reviewed: November 16, 1998  
Revised: July 16, 2012

## **FACILITY USE GUIDELINES**

### **Introduction**

The Dubuque Community School District strongly supports community use of the School District's facilities and areas, including all buildings and grounds (hereafter referred to as facilities) maintained by the District. The School District believes that all facilities should be made available, at a reasonable cost, to the public.

This document outlines guidelines and procedures for community use of District facilities in the Dubuque Community School District (hereafter referred to as the District).

### **Eligibility**

All civic, religious, fraternal, political, patriotic and community welfare organizations, including any individuals or groups interested in promoting cultural, educational, recreational, social or economic activities, operating within Dubuque Community School District boundaries are eligible to use District facilities, providing the activities to be conducted are consistent with public interest as determined by the Board of Education, or as provided by federal and state laws or local ordinances.

The use of District facilities for partisan, political, or sectarian purposes may be granted. Approval of a request does not imply the endorsement or sponsorship by the Superintendent, the Board, or the District.

Under circumstances considered appropriate and acceptable by school officials, certain District facilities may be rented and used for private profit. Principles of guidance for judging acceptability will be good taste, community welfare, and timing.

### **Administration Guidelines**

All users of District facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. All users of District facilities must comply with Board policies, these *Facility Use Guidelines*, and guidelines as may be established by the individual buildings. Unauthorized use of District facilities will result in an automatic suspension of the right to use facilities. Abusive and obscene language will not be tolerated. By Board policy, all District facilities have been established as tobacco-free.

The Board and/or designee reserves the right to grant or deny any or all facility use requests at its sole discretion when action is deemed in the best interest of the District. District administrators have the right to terminate any activity at any time if, in their judgment, any violation of Board policies and rules or federal, state or municipal laws occurs, or if the activity is deemed to be hazardous to people, buildings or equipment.

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 of the Superintendent.

## **Scheduling**

Persons and groups interested in using District facilities should make such requests through the District website at [www.dbqschools.org](http://www.dbqschools.org).

The District Facilities Scheduler will determine the availability and appropriate usage of the facilities.

The District Facilities Scheduler will schedule meetings, as needed, with appropriate District personnel and community users to coordinate use of the District's facilities.

The City of Dubuque will have rental priority for all facilities and application fees will be waived.

Non-profit youth organizations with 200 or more participants will have next rental priority for Saturday and Sunday rentals only.

To be given priority the above two organizations should submit Facilities Request forms beginning the first Monday in May.

The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances.

The person or group renting the facility is responsible for notifying the District Facilities Scheduler when the person or group wants to cancel a request or Facilities Contract. Notification needs to be received 72 hours prior to scheduled use.

If approval has been given to a person or group to use the facilities and it is later determined that the facilities will not be available, notice of cancellation will be given as soon as possible with reasons for the cancellation. The District will work with the affected person or group to attempt to reschedule or provide alternate facilities if possible.

## **Activity Classifications**

Persons or groups using the facilities will be classified as I, II, or III, with Class I having the highest priority for use. The District Facilities Scheduler will determine the classification of each request for use of a facility based upon criteria outlined below.

The classification of the person or group will be determined by the person's or group's non-profit status, and/or the purpose for the rental, and/or the nature of the activity. The following classification criteria, listed in priority order, should be followed for the use of all District facilities.

### **Class I – School District and District-Sponsored Activities**

- Facilities Contract not required; no rental fee
- Regular classroom activities
- School-sponsored activities for students (clubs, athletics, intramurals)
- School-sponsored activities for parents (plays, open houses)
- School-related groups and organizations (booster clubs, parent-teacher or employee meetings)
- School- and District-sponsored activities for District staff (training sessions and wellness)

**Class II – Governmental Agencies, Educational Institutions, Non-profit Organizations, Civic and Service Groups (no admission fee charged)**

- Facilities Contract and application fee required; rental fee (based on Facility Rental Fee Schedule); additional costs i.e. custodial, supervision, etc. assessed
- For purposes of determining eligibility, verification of an individual’s affiliation with non-profit organization must be provided. Verification will be valid through June 30. The non-profit organization is responsible for all unpaid fees incurred by individuals affiliated with the non-profit organization.
- No fund-raising activities allowed

**Class III – Governmental Agencies, Educational Institutions, Non-profit Organizations, Civic and Service Groups (admission fee charged), and all others**

- Facilities Contract and application fee required; rental fee (based on Facility Rental Fee Schedule); additional costs i.e. custodial, supervision, etc. assessed

**Application Procedures for Facility Use**

A person or group requesting use of District facilities will complete a Facilities Request form available through the District’s website at [www.dbqschools.org](http://www.dbqschools.org). The District Facilities Scheduler will determine if the facility is appropriate and available for the request. The request needs to include the exact description of the rooms, outside areas, required personnel, equipment, or other materials, as needed.

A separate Facilities Request form must be completed for each facility. Gym rentals will be limited to three hours per week per person or group. Any additional two hour requests will be granted upon availability.

Facilities Request forms for the current school year may be submitted as determined by the district based on the school calendar. All requests for use of facilities must be submitted at least two weeks in advance of the requested date. The District reserves the right to hold requests when multiple requests are expected and arrange an equitable distribution of the facilities in demand.

If the request is denied, the person or group will be informed. The person or group may appeal by calling, writing, or meeting with the District Facilities Scheduler. If the District Facilities Scheduler upholds the decision, the person or group can appeal to the Superintendent, who will review the request and make a final decision.

## RULES/REGULATIONS FOR DISTRICT FACILITY USE

### **Class I**

Persons and groups in Class I may use facilities with approval of the facility principal subject to the following conditions:

- Adequate supervision is provided
- Restricted facilities are not used

### **Classes II and III**

Persons and groups in Classes II and III may use facilities after obtaining the necessary Facilities Contract and agreeing to follow all rules and regulations and fee payment.

### **Rental Fees**

All uses of District facilities may be subject to rental fees as approved annually by the Board of Education. Fees are published in a separate fee schedule. Persons or groups will be charged for the times listed on the Facilities Contract. No adjustments to the contracted times will be allowed.

### **Insurance**

Insurance applies to only Class III persons or groups. See Facilities Contract for insurance requirements.

### **Sub-Leasing**

Persons or groups are prohibited from sub-leasing the facility and grounds to any other person or group.

### **Approvals**

Receipt of Facilities Request form, application fee, and certificate of insurance (when required) must be furnished before approval will be granted.

### **Times of Use**

All persons or groups must vacate the facility by the ending time on their Facilities Contract or law enforcement may be called.

Limited use of facilities on non-school days, weekends, and holidays may be granted, for other than school-sponsored activities, when it can be demonstrated that such activities serve a critical need of the community and cannot be scheduled at a different time.

### **Seating Capacity**

The maximum number of people permitted in any District facility shall be restricted to the capacity indicated by the fire marshal.

### **Responsibilities of the Person or Group**

Behavior and supervision of persons or groups using facilities is the responsibility of the contact person listed on the Facilities Contract. That person is responsible for communicating rules and regulations to all persons using the facilities and making sure they are understood and followed. Supervision must be provided.

A group representative must be present at all times while the activity is in session. The person or group will assume liability for any accidents that occur during the time the facilities are in use. The group representative will make themselves known to the custodian/other staff person if present. The group representative is responsible for knowing and communicating fire and tornado procedures to the group.

It is mandatory that all injuries are reported to the District Facilities Scheduler within 24 hours.

The District reserves the right to require police supervision at any event, as may be deemed necessary, with the cost of same being paid by the person or group obtaining the Facilities Contract.

For rental of the Hempstead pool, certified lifeguard staff will be required based upon the maximum number of participants anticipated. One certified lifeguard must be provided for every 25 people in the pool. Documentation of each certification must be received by the District Facilities Scheduler no less than two weeks prior to the event.

### **Staffing**

The District reserves the right to determine the staffing (including audio/visual, food service, and custodial) necessary to adequately handle each event. Before issuing Facilities Contracts, the District will estimate the staff needed and communicate this to the person or group.

### **Drugs, Alcohol and Tobacco Use**

The possession/use of illegal drugs, tobacco, and alcoholic beverages is prohibited.

### **Food and Beverages**

Food and beverages are permitted in designated areas only upon approval by the District Facilities Scheduler.

### **Kitchen Use**

Persons or groups may use limited kitchen facilities in each facility provided the food and nutrition personnel in that building are notified in advance. In the event the kitchen area is not cleaned to the satisfaction of the Food and Nutrition Department, the person or group will be charged clean-up costs and the person or group may be required in the future to pay the cost of having food and nutrition staff supervise these persons or groups.

Use is limited to coffeepots, serving areas and sinks.

Due to insurance requirements, no one who is not a member of the food and nutrition staff may use any other equipment including, but not limited to, stoves, ovens, dishwashers, garbage disposals, etc.

For all persons or groups in all classifications that wish to use restricted equipment, the use of kitchens will be allowed only under supervision of the food and nutrition staff. Staff costs will be charged to the person or group using the kitchen facilities.

### **Use of School Equipment**

Use of school equipment will not be granted unless a staff member, approved by the District, is present and in charge of the room and equipment. Wages for District personnel shall be paid by the person or group.

### **Classrooms**

Classrooms 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. Persons or groups will be expected to respect the teachers' and students' equipment, supplies and materials. Persons or groups must leave the classroom in the same condition they found it.

### **Media Centers and Computer Labs**

District staff (subject to availability) will be required for media center and/or computer lab use at the expense of the person or group.

### **Auditoriums**

District auditoriums may be used for purposes and activities appropriate to the facility. Persons or groups requesting use of an auditorium will be required to list in detail their equipment requests for auditorium use. District audio/visual technicians (subject to availability) will be required at the expense of the person or group.

### **Multi-Purpose Rooms and/or Gyms**

District gyms and multi-purpose rooms may be used for purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- Gym shoes are required for all athletic events.
- No food or beverages in or around gym unless approval is granted by District staff.
- No slam-dunking.
- No bouncing balls outside the gym.
- No wearing shoes that mark the gym floor.
- No climbing or playing on bleachers. Special instructions from the custodian are needed to properly operate the bleachers.
- Children are to be supervised by adults in all places at all times.

### **Concessions**

Persons or groups interested in having concessions should contact the District Facilities Scheduler. Concessions will be staffed by District personnel. All concession stand profits will go to the District.

### **Outdoor Areas**

All non-District outdoor practices, games, and activities will be cancelled when it rains to prevent damage to the fields.

Fields may be fenced off by the Maintenance Department to prevent use. Violators will be prosecuted.

### **Damage and Maintenance**

Any person or group found damaging or defacing District property will be held responsible for the replacement or repair of such property and all costs will be the obligation of the offender. Criminal charges may be filed against the offender.

If the individual offender is not known, the Facilities Contract contact person will be liable for damage costs. If the person or group fails to make payment, that person or group will not be allowed to use District facilities again.

**Emergency Procedures Due to Weather**

The District reserves the right to cancel facility use if weather conditions require it.

**“No Shows”**

Persons or groups who do not show for scheduled time or who do not notify the District Facilities Scheduler 72 hours prior to scheduled use may be charged 50% of the rental fee plus additional costs. Failure to appropriately notify the District Facilities Scheduler may result in denial of future facility use requests.

**Billing/Payment Procedures**

Rental fees and additional costs will be invoiced after use. Full payment of invoices is required within 30 days of the invoice date. Non-payment of invoices will be reason to deny any future facilities use requests.

**Finance Charge**

Any account overdue by 30 days will be assessed 1.5% monthly finance charge on overdue balances, this will be enforced. Accounts 90 days past due will be transferred to a collection agency. All costs associated with transferring past due accounts to a collection agency will be added to the invoice.

**Rejection or Modifications**

The District reserves the right to reject any or all Facilities Request forms and the right to rescind, modify or amend any or all rules or regulations or to make exceptions.