

Title: Use or Rental of School Facilities – Regulation

The following shall be the procedures of the Council Bluffs Community School District on the use or rental of school facilities:

All organizations using school property shall abide by the following:

1. Activities officially sponsored by the Council Bluffs Community School District will in all cases take precedence in the use of school facilities, buildings, equipment, and grounds.
2. Proof of liability insurance must be furnished prior to approval of the rental application in the amount of \$1,000,000 combined single limit. The District reserves the right to alter the requirements for minimum coverage.
3. Alcohol and controlled substances are prohibited in and on school property. Use of tobacco is prohibited in accordance with the Iowa Smokefree Air Act and Board policy.
4. If a concession booth, kitchen or the use of school equipment is included in any Rental agreement, the District may assign a District employee to assist. The cost of this employee, including benefits, shall be added to the rental fee.
5. The organization will exercise care in the use of the property. The organization must ensure that the activity is constantly supervised by an adequate number of adult sponsors. All persons utilizing the facilities pursuant to these procedures are responsible for damage to the facility.
6. The use of school property may not interfere with the District's educational and activity program, and must be consistent with applicable law and District policies and regulations.
7. The organization shall indemnify and hold harmless the District, its officers, employees, and agents from and against any claims, liabilities, damages, or expenses arising from the use of the facilities or the activities of the organization.

A. Functions of School-Affiliated Organizations

These may be held by direct arrangement with the building principal. The building principal shall be present at these functions in person or represented by an employee.

B. Functions of All Other Organizations

Title: Use or Rental of School Facilities – Regulation

1. Application for the rental of school property shall be made on forms secured from the Facilities Coordinator in the Facilities, Maintenances, and Custodial Services. Every effort should be made to return the completed application to the Facilities, Maintenances, and Custodial Services (2) weeks prior to the proposed date of the event. The Facilities, Maintenances, and Custodial Services Facilities Coordinator shall obtain approval for the event from the appropriate building administrator. Application should not be considered approved until all signatures are attained.
2. Application for rental shall be signed and dated by the individual representing the renting organization, who shall also accept all responsibility for payment of rental and other associated fees and any damages resulting from the use of the facility if the organization fails to make payment.
3. The rental application shall state the nature and purpose of the activity for which application is made and a description of supervision to be provided.
4. On the date of the rental event an employee of the School District shall be on duty about one hour before to prepare for the event, during the event and about one hour after the event for clean-up and closing. Physical adjustments may be made only by the school employee or under his/her direction. The employee will be available at all times for this purpose but not necessarily in the immediate vicinity. If the time of the rental event is such as to incur overtime, this cost, including benefits, shall be added to the rental fee. The organization retains the responsibility for supervision of the event at all times.
5. All appropriate rental and other associated fees and custodial overtime or extra custodial work incurred due to the event will be charged per the contract unless cancellation of rental is made to the Facilities Coordinator (712-328-6406) by noon of the day of a weekday rental or by noon on Friday for a weekend event. The applicant is still liable for fees charged per the contract if prior notification has not been made about a cancellation by these times. Any fees that have been pre-paid for applications canceled after these times or without any prior notification will be forfeited. No individual/group will be approved for further

Title: Use or Rental of School Facilities – Regulation

use until all outstanding bills by that individual/group for facility use and/or any damages have been paid.

6. The District reserves the right, due to an emergency, adverse weather conditions, unanticipated school need for the facility, condition rendering the facility unfit for the intended use, or other reason, to cancel the permit or to postpone the use to another time. Whenever schools are closed as a result of inclement weather, all permits for that period will be automatically canceled or postponed. The District shall incur no liability to Applicant due to such cancellation or postponement, and the applicant hereby waives and releases any claim against the District for any such cancellation or postponement.
7. Any changes to the application must be administered through the Facilities Coordinator.
8. The Board reserves the right to disallow a use approved by the District administration and may withdraw such approval.

9. Fee Schedule:

<b>Activities</b>	<b>Tier A: For Profit</b>	<b>Tier B: Non-profit</b>	<b>Tier C: School-Related</b>
Fieldhouse @ A.L. seats 3,750-& T.J. seats 1,260	\$350/3hrs \$75 each add'l hr	\$200/3hrs \$50 each add'l hr	No Charge
Gym: T.J. seats 800, A.L.-seats 200, Wilson Large seats 600/Small seats 200, Kirn seats 900 bleachers + 300 floor	\$450/3hrs \$75 each add'l hr	\$250/3hrs \$50 each add'l hr	NC
Gym: Kirn/Wilson Multi-Purpose room	\$300/3hrs \$75 each add'l hr	\$100/3hrs \$50 each add'l hr	NC
Auditorium@ A.L. seats 500-& T.J. seats 450	\$450/3hrs \$75 each add'l hr	\$250/3hrs \$50 each add'l hr	NC
Gym: Elementary	\$90/hr	\$40/hr	NC
Classroom/Media/Library	\$70/hr	\$35/hr	NC
A.L. Cafeteria	\$250/3hrs \$50 each add'l hr	\$150/3hrs \$20 each add'l hr	NC
A.L. Commons	\$250/3hrs \$70 each add'l hr	\$150/3hrs \$50 each add'l hr	NC

Title: Use or Rental of School Facilities – Regulation

T.J. Commons/Café	\$250/\$300 boxed/3hrs \$70 each add'l hr	\$150/\$200 boxed/3hrs \$50 each add'l hr	NC
Staff	\$50 /hr	\$50 /hr	\$50 /hr

Tier A Requirements

- Unless stated hourly, the cost is for a 3 hour increment, with an additional fee for each hour after
- Staff fee is paid as needed for clean up after event
- All groups will provide proof of insurance before event date
- Full payment required one week before event date, minus clean up fees

Tier B Requirements

- Unless stated hourly, the cost is for a 3 hour increment, with a separate fee for each additional hour
- Staff fee is paid as needed for clean up after event
- All groups will provide proof of insurance before event date
- Proof of non-profit – IRS determination letter showing their non-profit designation will be attached to contract
- Full payment required one week before event date, minus clean up fees

Tier C Requirements

- Requires a staff member full time during event
- Staff fee is paid as needed for clean up after event
- Activities Director and/or Facilities, Maintenance and Custodial Services Management approval is required before team is considered Tier C
- All groups will provide proof of insurance before event date
- Staff and clean-up fees will be billed after event

All spaces and areas not specifically designated shall be assigned fees consistent with the above schedule as determined by the Superintendent.

10. Gale Wickersham Stadium Field and Track Use Fee Schedule and Requirements:

Usage fees for the stadium field and track are determined based on the amount of time the organization will use the facility and the time of day for the use.

Title: Use or Rental of School Facilities – Regulation

<b>District Fields &amp; Tracks</b>	<b>Tier A: For Profit</b>	<b>Tier B: Non-Profit</b>	<b>Tier C: School-Related Activities</b>
Kirn Football Field & Track	\$600/3hrs \$100 each add'l hr	\$200/3hrs \$50 each add'l hr	NC
ALHS Football Field & Track	\$600/3hrs \$100 each add'l hr	\$200/3hrs \$50 each add'l hr	NC
TJHS Football Field & Track	\$600/3hrs \$100 each add'l hr	\$200/3hrs \$50 each add'l hr	NC
<b>Gale Wickersham Stadium</b>			
Day Time Hours	\$1200/3hrs \$250 each add'l hr	\$350/3hrs \$150 each add'l hr	NC
Night Time Hrs/lights starting at dusk	\$1400/3hrs \$350 each add'l hr	\$500/3hrs \$200 each add'l hr	NC
Soccer	\$600/2hr \$100 each add'l hr	\$250/2hr \$100 add'l hr	NC
Field Prep-Lines	\$200	\$200	NC
Softball	\$400/2hr \$100 each add'l hr	\$200/2hr \$100 add'l hr	NC
Softball Turf	\$600/2hr \$100 each add'l hr	\$350/2hr \$100 add'l hr	NC
Baseball	\$400/2hr \$100 each add'l hr	\$250/2hr \$100 add'l hr	NC
Night Time Hrs/lights starting at dusk	\$150/hr	\$150/hr	NC
LED Scoreboard-by permission only	Call for pricing	Call for pricing	NC
Staff (Custodial, Grounds, Scoreboard)	\$50 /hr	\$50 /hr	\$50 /hr

Tier A Requirements

- Day and Night-time hours include one staff member during the event up to 250 people at the stadium
- Events with more than 250 people require an additional staff member to be paid at the staff hourly rate
- 3-hour minimum rental time for stadium and track per use. 2-hour minimum for soccer and baseball/softball fields per use. This can include a combination of day and night time hours
- Staff fee is paid as needed for clean up after event
- All groups will provide proof of insurance before event date
- Full payment required one week before event date, minus clean up fees

Tier B Requirements

- Day and Night-time hours include one staff member during the event up to 250 people at the stadium

Title: Use or Rental of School Facilities – Regulation

- Events with more than 250 people require an additional staff member to be paid at the staff hourly rate
- 3-hour minimum rental time per use. This can include a combination of day and night time hours
- Staff fee is paid as needed for clean up after event
- All groups will provide proof of insurance before event date
- Proof of non-profit – IRS determination letter showing their non-profit designation will be attached to contract
- Full payment required one week before event date, minus clean up fees

Tier C Requirements

- Requires a staff member full time during event
- 3-hour minimum rental time per use. This can include a combination of day and night-time hours
- Staff fee is paid as needed for clean up after event
- Activities Director and/or Facilities, Maintenance and Custodial Services Management approval is required before team is considered Tier C
- All groups will provide proof of insurance before event date
- Staff and clean-up fees will be billed after event

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