



NORTH POLK

COMMUNITY SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES GUIDELINES

Facility Request Process

1. As a Public School District supported by resident taxpayers, it is the intention of the North Polk Community School District to make Facilities and Spaces available to those residents as much as possible while still keeping the priority on Co-Curricular and Extracurricular Activities sponsored by the District. The primary purpose of equipment in a school is the education of students by District staff; however, the use of school equipment may be allowed. All requests are to be completed on the District Facility Scheduler.
2. Organizations interested in using school facilities should make such requests through the District Facility Scheduler located on our District Website under District Information. The District will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required by the organization. Any initial Facility Request Forms must be submitted to the district by a minimum of 14 calendar days prior to the reservation. For Gymnasium reservations between October 1-March 15, Requesters must participate in the twice-annual "Gym Lottery" to reserve availability for requesting times and locations. Facility Request Forms will still be required by these organizations to verify availability. The "Gym Lottery" for October 1-December 31 will take place on the 2nd Wednesday of September. The "Gym Lottery" for January 1-March 15 will take place on the 2nd Wednesday of December. A maximum of 1 representative per team can attend.
3. Upon receipt of a request, the District will determine an organization's classification based on the Fee Schedule.
4. The extent of District staff (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) needed by groups reserving school facilities will be determined by the District.
5. Permission granted for facility usage will be returned electronically by the District in form of a contract by the District Facility Scheduler.
 - a. It is the responsibility of the representative to read the facility use guidelines and be aware of all guidelines for usage, as well as any specific guidelines set forth.
 - b. Proof of insurance must be submitted to the Building Office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 and show coverage dates.
 - c. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class A activities. 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 or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue. The designated building supervisors (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) on duty have the right to terminate any activity at any time due to 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.
6. Gym Spaces can only be used for 1- hour segments on the half an hour
 - 5:30pm - 6:30pm
 - 6:30pm - 7:30pm
 - 7:30pm - 8:30pm
 - 8:30pm – 9:30pm (All participants for the 8:30 pm time, must be 6th grade or older)

7. In addition to the “Gym Lottery” requirements for October 1 - March 15, gym requests will not be approved more than 2 months in advance and no less than 48 hours in advance.
 8. All youth organizations using the gym must send a roster and proof of insurance to the building secretary prior to usage.
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Specific Facility Use Protocols

1. The group representative must be an adult and present throughout the entire time the facilities are being used.
2. The group’s representative will be responsible for 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 the Building Office. If this happens on a Saturday or Sunday, then the representative must 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. District personnel on duty should also be notified.
 - f. If a 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 using.
3. 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/supervisor on duty immediately.
4. All equipment used or moved must be returned to the proper place in its original condition.
 - a. The group representative is responsible for knowing fire and tornado procedures for directing the group in the event of an emergency.
5. The renter assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
6. The renter shall be liable for any and all loss, damage, or injury sustained by any person by reason of the negligence of the renter. The renter shall indemnify and hold harmless the school district from any and all loss, damage, or injury.
7. The following specific regulations are to be maintained:
 - a. Food and beverages are permitted in designated areas only. Not allowed in Gyms or auditoriums.
 - b. The use of alcoholic beverages, tobacco, and/or illegal drugs in any form shall be prohibited from all school grounds.
 - c. All school buildings, grounds, and vehicles of the district are tobacco/nicotine-free. Persons failing to abide will be asked to leave the school premises. It is the responsibility of the renter to enforce this policy during usage.

8. Specific Room Regulations shall be as follows:
- a. Auditoriums- Groups requesting the use of an auditorium will need to list in detail their equipment requests for auditorium use. Any required audio/visual technicians 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/beverages are allowed in the auditorium, without prior approval. Food/beverages will be allowed in the Commons area.
 - b. Kitchens- The use of kitchens will be a Building determination. A complete listing of kitchen needs must be provided prior to approval. Additional costs may be included, dependent upon needs.
 - c. Classrooms- Activities will be scheduled in appropriate classrooms. Teachers will be notified prior to community use to ensure the storage of materials. Users will be expected to respect the teachers' and students' equipment, supplies, and materials. Users also will be expected to leave the classroom in the same condition as they found it.
 - d. Media Centers- Media Centers may be used for approved programs, meetings, and quiet study. Materials are not to be used or removed from the media centers. A media center supervisor may be assigned at the expense of the requester.
 - e. Gymnasiums- These rooms will be reserved for purposes and activities appropriate to the facility.

The following guidelines are to be observed for gym use: (posted in ALL gymnasiums)

- Gym shoes are required for participants in all sports and games
 - No beverages in the gym
 - No dance-enhancing products are to be used on gym floors
 - No slam-dunking
 - No bouncing balls in halls or off ceilings
 - No leaning into volleyball nets
 - No wearing shoes that mark any floor, such as rollerblades, shoes with wheels, or cleats
 - No propping open doors (fire code)
 - Return gym to condition it was left in (do not push in/pull out bleachers)
 - Group Representative is responsible for following the Gym Usage Guidelines.
 - No climbing or playing on bleachers (Custodians will take care of moving the bleachers in and out.)
 - No use of tape on the floor unless gym tape prior approval is received from the Building Office.
 - No pushing/pulling of tables, chairs, or other equipment across the gym floors.
- f. Outside Areas- Groups are expected to clean up all trash, papers, or other litter in the fields or surrounding areas. Failure to provide appropriate cleanup will result in the district doing so at the expense of the renter. The cancellation of a game/activity may be determined by the District to prevent damage to the fields.
 - g. Parking Lots/Open Space: Go-karts, 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 the property and as otherwise permitted by the District.
 - h. The High School Track is open for a public walk/run only during the scheduled time provided by the district. Absolutely no wheels on the track at any time.
 - i. District has the right to close any field for maintenance purposes. Ex: aerating, reseeding, draining, etc.
 - j. Parking lots must be reserved if it is being used as a location for an event.

- k. Portable restrooms 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.
 - l. Use of any tents, temporary structures, or signage where stakes are driven into the ground must be pre-approved. All costs associated with electrical searches will be at the renter's expense.
 - m. Concessions- The selling of concessions needs to be approved prior to use. The type of concessions sold will be dependent upon use.
 - n. Upon receiving the specific requests, the District will clear the availability and use through the local school building. A fee may be charged, dependent upon request.
 - o. The requester will be responsible for the supervision and operation of the requested equipment. Any loss or damage to the equipment shall be the full obligation of the borrower.
9. Children are not allowed to roam or play in halls. They are to be supervised by adults in all places and at all times.
10. If special arrangements need to be made concerning keys/security cards, the Building Office will notify the group representative as to where to pick them up and when. The group representative will be responsible for them and will be required to sign them in and out.
11. Emergency Procedures
- a. Weather-related closings/cancellations
 - If school is canceled for the day, dismissed early, or all PM activities are canceled, all rentals/usage for that day are canceled.
 - If the weather takes a turn for the worst after school dismisses or on a Saturday or Sunday, the District may cancel all late afternoon, evening, or weekend activities.
 - b. Fire Alarm/Tornado Siren will be adhered to when sounded. During a fire alarm, all participants in the building are REQUIRED to leave the building until the fire department, custodian, or building supervisor gives the all-clear. Even if it is a known false alarm, participants must leave the building. If tornado sirens go off, then participants must take shelter in appropriate locations, marked on the map of the school, which is located in each usage area. Failure to adhere to these guidelines may cause an inability for future usage.
12. For groups of similar nature, (ex. Basketball teams) usage limits of facilities may be established.
13. Any request can be denied by the District administration.
14. Notification of Change/Cancellation- All groups who do not show up for their scheduled time and who do not notify the District of cancellation prior to their scheduled use shall be charged all costs of original contracted usage, including usage and personnel.