

Political Campaign Appearances at School District Facilities
Facility Use Contract Addendum

Requests for use of school district buildings shall be made at least one week in advance by contacting the Communications Department at 712-328-6514.

Thank you for your interest in the Council Bluffs Community School District. Please read carefully the following guidelines and provide an authorized signature, indicating all campaign staff members are willing to comply. The following guidelines are to be used by the staff of all political candidates requesting to appear in our schools during campaigns:

- Requests for speaking to students in school district facilities by candidates should be considered an opportunity for student learning. The candidate should focus upon the students and their questions.
- Students will not be used for advertising without prior approval by parents, or by students of legal age. Campaign personnel will be responsible for obtaining permission.
- Campaign staff members or volunteers will not solicit names and contact information from students.
- Costs to use the copier or other materials will be paid for by the campaign.
- Overtime required by staff of the Council Bluffs Community School District to prepare for or clean-up for the event will be paid for by the campaign.
- Every effort should be made to provide the principal at least two days in advance the list of sound, staging and equipment needs. The principal has the authority to deny requests for equipment or signs.
- Any use of district buildings during school hours requires that all fire lanes be clear. Special parking arrangements for outside guests and media may be made in consultation with the building principal.

Per advisory opinions by the Iowa Ethics and Campaign Disclosure Board,
Candidates in the Classroom: may "... speak about their campaigns, their positions and other issues so long as the candidates do not use words of 'express advocacy' ...such as 'vote for,' 'elect,' 'defeat,' etc."
Campaign Literature Posted in Classrooms as part of the curriculum on government, elections and campaigning is allowable IF literature from all major candidates in the election is posted and so long as public officials and employees do not "expressly advocate" the election or defeat of a clearly identified candidate..

Campaign Name: _____

On behalf of the Campaign, I agree to the above procedure: _____

Printed Name: _____ Date: _____

Approved by Principal: _____ Date: _____

Approved: April 26, 2005

Reviewed: April 14, 2020
March 11, 2025

Revised: April 27, 2010
February 24, 2015