WATERLOO SCHOOLS

FACILITIES USAGE MANUAL

Updated July, 2026

Table of Contents

Facility Request Process	3
Facility Use Guidelines	6
FEE SCHEDULE GUIDELINES	13
FEE SCHEDULE – Category A	14
FEE SCHEDULE – Category B	15
FEE SCHEDULE – Category C	16
Additional Fees	17

Facility Use Manual and application procedures can be found at

https://www.waterlooschools.org/students-families/athletics

Questions can be directed to Lorelei Tack at 319/433-1846 or via e-mail to tackl@waterlooschools.org

Facility Request Process

Depending on the request, various members of the District Leadership Team or designee have procedural oversight of all groups using school buildings other than school events outside of the regular school day and shall supervise the issuance of all agreements. Users of district facilities must comply with all federal, state, municipal, and school district equal opportunity laws and regulations prohibiting discrimination.

For insurance and liability purposes, all Waterloo Schools staff must follow the guidelines set forth in this manual unless their access to the building is specifically related to their job duties or to an approved school event.

Supporting policies include; 905.01 Community Use of School District Building and Sites and Equipment; 905.01-R Summer Athletic Camps/Clinics; and 407.1-R Political Activities.

1. Organizations and district staff interested in using school facilities should make such requests through the District website. The district designee will work with the appropriate District Leadership Team members along with building administration to determine the availability and appropriate usage of the facilities. Completion of a Facility Use Request Form is required by external entities and district staff. A Facility Use Request Form must be submitted through the online process a minimum of (10) working days prior to the reservation.

2. A person or organization requesting use of district facilities will apply on-line with the District Website at https://www.waterlooschools.org/students-families/athletics

3. The Facility Use Request Form shall state the nature and purpose of the activity, a description of supervision to be provided and specific time that all participants will occupy the premises. Unauthorized use of school facilities will result in an automatic suspension of the right to use facilities. The district reserves the right to grant or deny any or all facility use requests at its sole discretion when such action is deemed in the best interest of the district.

4. Upon receipt of a facility request, the district designee will determine availability and an organization's classification based on the Fee Schedule to determine the appropriate charges for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required.

    a. 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 members of the District Leadership Team or designee in collaboration with the building administration. A school district employee must be present while the school district facility or equipment is being used by an entity.

5. Permission granted for facility usage by the district designee along with the appropriate District Leadership Team members shall be made in writing through the signing of a Facility Use Agreement with the representative of the organization making the request.

    a. It is the responsibility of the representative to read the Facility Usage Manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the District.

    b. Those submitting a Facility Use Agreement online will receive an emailed copy of their submission.

c. All community groups are responsible for their own insurance coverage. The district may require a certificate of insurance indicating liability insurance coverage with the minimum amount of $1,000,000 combined single limit of bodily injury and property damage liability with Waterloo Community School District prior to the first scheduled event. A certificate of insurance is not required from district employees or district volunteers when the activity is a district event. Waterloo Community Schools shall be named as Additional Insureds on the comprehensive general liability insurance policy. In addition, the insurance policy shall obligate the carrying company to give the Waterloo Community Schools written notice ten (10) days in advance of any reduction in the amounts of liability coverage, cancellation of the policy, or other changes.

- The Waterloo Community schools, at its option may waive or adjust any requirements as to insurance. Any such waiver or adjustment must be in writing and signed by the Waterloo Community Schools and each individual utilizing the facility. The contract applicant shall provide a list of each individual using the facility and shall obtain and turn in a signed waiver from each individual utilizing the facility under the contracted agreement.

d. The undersigned, hereafter referred to as "entity" states that it will hold the Waterloo Community School District, hereafter referred to as "school district", harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

e. It is understood that the school district's use has first priority. In the event that a contracted user will be displaced, every attempt will be made to accommodate the group renting the facility. If it is 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.

f. If the school day is cancelled or shortened, all rentals should assume cancellation. Please refer to section 9a for additional information. Notifications are sent out via KWWL, and Facebook.

Additionally, the designated building supervisors (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) on duty may make the decision 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.

g. Facilities will not be available for use on school holidays or on Sunday when no school employees are on duty unless special arrangements are made and overtime for staff is paid.

h. Facility rentals during a regularly scheduled school day for classrooms, student lounges, cafeteria/kitchens, high school gymnasiums and fields may require Board approval.

i. At the discretion of the District, additional staff may be assigned to supervise the use of the facility. The renter shall pay the cost for additional staffing, i.e. security.

6. If the request is denied, the requester will be informed with reason(s). He/she may appeal by calling, writing or meeting with the District designee and appropriate District Leadership Team member(s). If the District designed and District Leadership Team member(s) uphold the decision, the requester can appeal to the Superintendent or his/her designee, who will review the request and make a final decision.

7. Notification of Change/Cancellation

   The requester is responsible for notifying the District designee when his/her group wants to cancel or modify a confirmed request. This includes, but is not limited to cancelling a request, changing the arrival or departure time; changing areas of the building being used, etc.

   All groups who do not show for their scheduled time and who do not notify the District designee of cancellation 24 hours prior to their scheduled use or in the case of a weekend or holiday activity, not less than 48 hours in advance the applicant may be charged all costs of original contracted usage, including usage and personnel.

   In addition, if usage is granted at no cost and the group fails to follow procedures regarding notifications listed above, the group may incur charges or future rentals may be affected.

Facility Use Guidelines

1. The group representative must be an adult (18 years of age or older) and present during the time the facilities are being used.

2. The group's representative will be responsible for all the following regulations for facility usage by his/her group.

    a. Each group is responsible for the behavior of its members. Each group must designate one person (group representative) who serves as a group contact person with the District designee. The group representative is responsible for communicating the Facility Use Guidelines, usage procedures and other communication to the group members and for ensuring that group members understand and follow established communications, guidelines, and procedures.

    b. The group representative 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.

    c. 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. 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.

    d. 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 supervisor/custodian on duty.

    e. The facility must be used only for the purpose that it was originally intended as set forth on the Facility Use Request Form.

    f. Applicants agree that only those areas of the facility, as expressly stated in the agreement will be used and that the unauthorized use of any other area/premises will be billed at the current rate. In addition, bills will be computed based on the actual time the area(s) was used including set up and take down.

    g. All sponsorship of an activity held in a district facility must be communicated in advance and may be approved or denied for appropriateness. Sponsorship must be clearly identified on promotional materials, indicating that the district is not the activity sponsor.

    h. If the event or program is not sponsored by WCSD, any individual or organization planning to publicize an event or program using the name or address of any WCSD facility must include the following disclaimer on all promotional materials. **Required Disclaimer:**
    "This event/program is not sponsored or endorsed by the Waterloo Community School District."

After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by the entity. The fee charged to the entity for the use of the facility, site or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.

i. The group representative is responsible for knowing fire and tornado procedures in order to direct the group in the event of an emergency. Please refer to #9 – Emergency Procedures.

j. The group representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group representative shall be liable for any and all loss, damage and/or injury sustained by reason of negligence of the organization renting the facility. The group representative/organization shall indemnify and hold harmless the school district from any and all loss, damage and/or injury. (See Facility Use Agreement Form). The group representative should contact the District designee at 319/433-1846 within 24 hours. If injury occurs on a Saturday or Sunday, the representative must call first thing Monday morning or the first business day following the injury.

k. 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.

l. All individuals, including children, must remain within the designated areas approved for use. Children must be under the direct supervision of a responsible adult at all times. Unsupervised roaming, playing in hallways, or accessing unauthorized areas is strictly prohibited.
Entities are permitted to use only the specific areas of the school district facility and the equipment that has been explicitly authorized for their use. Access to other areas, facilities, or equipment within the school district property is not allowed.

m. Should a building's security alarm system be activated accidentally because a member(s) of the rental group is in an unauthorized area of the building, the renter will be responsible the payment of any costs associated with false alarms.

3. The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated as appropriate by the fire marshal. This notice is posted near an exit.

4. The district reserves the right to require police supervision at any event. The District will secure off-duty police personnel and the user will be responsible for all charges associated with the police supervision in accordance with the established wage rates (usually overtime). These charges will be listed on the approved Facility Rental Agreement.

5. The following specific regulations are to be maintained:

    a. Food and beverages are permitted in designated areas only. There shall be no other beverages or food brought into the buildings unless previously approved by the District designee.

    b. Drugs, alcohol or use of tobacco in any form are forbidden on all school district property. Gambling is not allowed on school property, except under the district's licensing authority. Possession of a weapon or look-alike weapon is not allowed on school property. Board Policies 502.06 and 502.07-R1.

6. Specific Room Regulations shall be as follows: (Users will be expected to leave all areas in the same condition as it was prior to use.)
    a. Auditoriums

    Groups requesting 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 Marshal. Absolutely no food/beverage allowed in the auditorium, without prior approval. Food/beverages will be allowed in the lobby.

    b. Kitchens

    Complete list of kitchen needs must be provided prior to approval. Additional costs may be included, dependent upon needs.

    - Use of production kitchens is contingent upon the availability of trained food service personnel who must be present at all times to supervise and/or operate all major equipment such as dishwasher, slicer, steam table, mixer, and convection oven.
    - Food service personnel will be paid for their service in accordance with the established wage rates (usually overtime).
    - Serving kitchens may be used when under the supervision of the building principal or designee. The facility shall be left clean and ready for the serving of meals. If food service workers must clean up before food service the following day, the group will be billed for hours required.
    - Prior arrangements shall be made with the food service manager for use of supplies and small equipment such as pans, knives, flatware, and trays, and may require a charge or user fee.
    - The individual or organization using the kitchen shall be responsible for costs of replacing or repairing any large or small equipment misplaced, lost, or broken.

    c. Classrooms

    Activities will be scheduled to appropriate classrooms. Teachers will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teachers' and students' equipment, supplies, and materials.

d. Labs

Labs will be defined as rooms which contain specialized equipment other than desks, tables or chairs. Use of lab facilities will be only for the purposes appropriate to the lab and by special permission. An additional charge may be made for lab equipment.

e. Libraries/Media Centers

Libraries/Media Centers may be used for approved programs, meetings and quiet study. Materials are not be used or removed from the libraries/media centers. A Librarian/Media Center supervisor may be assigned at the expense of the organization.

f. Multi-purpose rooms and/or Gymnasium

These rooms will be reserved for the purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- 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 or multi-purpose rooms.
- No slam dunking of any kind.
- 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, cleats, etc.
- No playing on gymnastic equipment when it is in the gym.
- No climbing or playing on bleachers (Custodians will take care of moving the bleachers in and out).
- For safety and fire code compliance, all doors must remain closed and may not be propped open at any time.
- No use of tape on floor unless gym tape is used and prior approval is given from the Operations Department.
- No pushing/pulling of tables, chairs, or other equipment across the gym floor.
- Return gym to the condition in which it was found (do not push in/pull out bleachers).
- Under NO circumstances will multi-purpose/gymnasiums be used for outdoor sport activities such as baseball, softball, soccer, football, etc.

g. Outside Areas

**All Requests may be subject to review by the District Insurance Carrier*

Groups are expected to clean up all trash, papers, or other litter in the fields or surrounding areas. Failure to provide appropriate clean-up will result in the district doing so at the expense of the organization. All secondary track and field, baseball fields, softball fields, and hitting facilities must be reserved. Cancellation of game/activity may be determined by the district to prevent damage to the fields.

- Parking Lots/Open Space

  Go-carts, motorcycles, motor scooters, mini-bikes, mopeds, snowmobiles and any other motorized vehicles will not be permitted on school playgrounds, school sidewalks, or school parking lots, except for parking and maintenance of property and as otherwise permitted by the district.

- Open space at all elementary schools is available on a first come, first serve basis.
- The West and East high school tracks are open for public walk/run as long as no scheduled activities are taking place
- District has the right to close any field for maintenance purposes. Examples include aerating, reseeding, draining, etc.
- Parking lots must be reserved if it is being used as a location for an event, but does not need to be reserved as part of parking for a building rental.

- The use of portable restrooms must be approved by the Operations Department prior to the event. The organization is responsible for obtaining and the expense for the portable restrooms.
- 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 organization's expense.

h. Concessions
The selling of concessions and a list of concession items needs to be approved prior to use.

i. Pool
- Swimming pool facilities will only be made available to non-school groups, as long as they do not interfere in any way with physical education, athletics, intramurals, afterschool programs, summer school and/or other school activities.
- The use of the pool shall not be granted to any group unless a certified lifeguard (proof of current lifeguard certificate will be required) is present and in charge of the pool. Leisure Services may be contracted to provide a lifeguard.
- No "pool parties" will be allowed due to the increased level of liability.

7. 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 Facility Use Request Form.

   a. Upon receiving a specific request, the District designee will clear the availability and use through the specific school building. Indication of which equipment usage is allowed will be listed on the Facility Usage Agreement. A fee may be charged, dependent upon request.

   b. The requestor will be responsible for the supervision and operation of requested equipment. Any loss or damage to the equipment shall be the full obligation of the requestor.

   c. The requestor will be responsible for returning the equipment to the proper location and in a manner in which it was found. Leaving equipment in an unsatisfactory manner may result in additional charges or denial of future use.

8. No modification to any facility shall be made by any user without the express permission of the Director of Operations. Any such modifications shall be done under the supervision of district maintenance personnel and

must comply with fire regulations. Any such modifications shall be restored to their original condition no later than the end of the rental period or as agreed upon in advance. The user agrees to pay for any such modifications and restoration.

Building keys will NOT be given to user groups. Custodial or other assigned personnel will be responsible for opening and closing buildings and/or rooms/areas within each building.

9. Emergency Procedures
   Through the building custodian, it is the responsibility of each user to familiarize themselves with safety features of buildings, including the location of fire extinguishers, telephones (if available), Automated External Defibrillator (if available) and evacuation, shelter in place or lock down procedures. Questions regarding these safety features should be directed to the building custodian who is available at the event. In case of an emergency, the building custodian will be responsible for directing facility users according to district emergency procedures. Should an emergency occur requiring emergency personnel, users are directed to call 9-911. (The first "9" accesses outside line)

   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. NO EXCEPTIONS!
      - If the weather takes a turn for the worse after school dismisses or on a Saturday/Sunday, the Director of School and Community Relations or designee in consultation with the Director of Operations or Superintendent may cancel all late afternoon, evening, or week-end activities.
      - The District designee will attempt to notify the group representative of any closing or delay in opening of schools. Group representatives or instructors will notify group members or students of the cancellation of activities.
      - Facility users may call 319/433-1846 prior to 4:30pm Monday through Friday, for their activity or class cancellation information.

   b. Fire Alarm/Tornado Siren will be adhered to and appropriate safety plans will be followed when sounded and failure to adhere to these guidelines may cause inability for future usage.
      1. During a fire alarm, all participants must follow posted building evacuation plans.
      2. If the tornado siren goes off, all participants must follow posted building tornado procedures.

10. Groups of similar nature (i.e. basketball teams) may be subject to usage limits of facilities. In order to provide opportunities to groups requesting facilities, groups may be limited to 2x per week and 1 ½ hour sessions. In addition, the end time for a facility rental is 10:00pm.

11. Overnight stays by local groups may be permitted but are generally discouraged by the District. Facilities may be used under emergency conditions or to house out-of-town visitors from a one-time use under the following conditions:

    a. The fire marshal's office shall be notified five (5) working days in advance any time the school facilities are to be utilized for sleeping quarters (i.e. areas to be used, time, number of participants).

b. The District will require a District employee or a paid Building Supervisor assigned by the District designee or a member of the District Leadership Team to be present in the building during use. Requestors will be charged for any personnel including building supervisors and/or custodians.

c. The visiting agency or group will have a roster of all participants available at all times and submit the roster to the District designee.

d. All guidelines for ordinary use also apply to overnight use (i.e. Board policies, Facility Use Guidelines, etc.).

e. The group will assume liability for any accidents that occur during the time school grounds and buildings are in use.

FEE SCHEDULE GUIDELINES

The Superintendent of Schools or a designated representative maintains a schedule of fees for the rental of school facilities that is reviewed annually along with the procedures outlined in this manual. All policy changes are approved by the Board of Education.

Charges reflect the size of the facility, personnel costs, equipment, and fee schedule. When appropriate, additional fees may include cleaning fee, replacement or repair for damage or theft and/or overtime or holiday pay for district employees.

All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage.

Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax-exempt identification number.

All groups must pay any/all additional costs incurred by the district for personnel due to the use of the facility. This may include costs for building supervisor(s), custodian(s), technician(s), food service worker(s), and overtime hours incurred as a result of the facility use.

Groups or individuals who make changes (cancellations, additions, or no shows) after a contract has been issued may be subject to facility use fees or additional facility use fees and/or future requests may be affected.

The requester is responsible for notifying the District designee when his/her group wants to cancel or modify a confirmed request. This includes, but is not limited to cancelling a request, changing the arrival or departure time; changing areas of the building being used, etc.

All groups who do not show for their scheduled time and who do not notify the District designee of cancellation 24 hours prior to their scheduled use or in the case of a weekend or holiday activity, not less than 48 hours in advance the applicant may be charged all costs of original contracted usage, including usage and personnel.

In addition, if usage is granted at no cost and the group fails to follow procedures regarding notifications listed above, the group may incur charges or future rentals may be affected.

Employees of the district are subject to all fees normally charged if the event is not district sponsored. Exceptions will be handled on an individual basis. The Superintendent or member of the District Leadership Team have the sole authority to waive any fees.

The following fee schedule is subject to revision.

FEE SCHEDULE – Category A

District-Affiliated and Public Benefit Use

Eligibility:

- School-sponsored events or programs
- District-related organizations (e.g., PTA/PTO, booster clubs, employee unions)
- City of Waterloo departments (e.g., Waterloo Recreation Department)
- Governmental use (e.g., elections, city council forums)
- Waterloo-based civic/service organizations where:
    - Event benefits the district or community, and
    - No admission is charged, and
    - No one is personally profiting

Examples:

- School plays or club meetings
- PTO family nights
- Rec Department Programming
- Local election polling or caucus site

Key Notes:

- No facility rental fees charged
- May still incur custodial, site manager and/or security charges if outside of regular hours
- Must adhere to all district facility rules and insurance requirements
- Indoor space will not be provided for outdoor league practices

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
Elementary Schools			
Gymnasium	**No Charge**	Elementary Fields	**No Charge**
Cafeteria	**No Charge**		
Classroom	**No Charge**		
Library/Media Center	**No Charge**		
Multi-Purpose Room	**No Charge**		
Playground	**No Charge**		
Restrooms	**No Charge**		
Middle Schools			
Gymnasium – Competition	**No Charge**	Bunger Football Field	**No Charge**
Gymnasium – Practice	**No Charge**	Bunger Track	**No Charge**
Cafeteria	**No Charge**	Carver Academy Football Field	**No Charge**
Classroom	**No Charge**	Carver Academy Track	**No Charge**
Library/Media Center	**No Charge**	Hoover Football Field	**No Charge**
Auditorium	**No Charge**	Hoover Track	**No Charge**
Kitchen	**No Charge**	Central Tennis Courts	**No Charge**
Competition Pool (Add'l $25.00/hr for Lifeguard)	**No Charge**		
Multi-Purpose Room	**No Charge**		
Locker Rooms	**No Charge**		
Wrestling Room	**No Charge**	Memorial Stadium	**No Charge**
High Schools		with lights/scoreboard	**No Charge**
Gymnasium – Competition	**No Charge**	East High Track	**No Charge**
Gymnasium – Practice	**No Charge**	East High Practice Field	**No Charge**
Cafeteria	**No Charge**	East Baseball Complex	**No Charge**
Classroom	**No Charge**	with lights/scoreboard	**No Charge**
Library/Media Center	**No Charge**	East Softball Complex	**No Charge**
Auditorium	**No Charge**	with lights/scoreboard	**No Charge**
Kitchen	**No Charge**	East Tennis Courts	**No Charge**
Multi-Purpose Room	**No Charge**	East Hitting Facility	**No Charge**
Locker Rooms	**No Charge**	West High Track	**No Charge**
Weight Room	**No Charge**	West High Practice Field	**No Charge**
Aerobic Fitness Room	**No Charge**	West Baseball Complex	**No Charge**
Wrestling Room	**No Charge**	with lights/scoreboard	**No Charge**
Waterloo Career Center (WCC)		West Softball Complex	**No Charge**
Reception / Commons	**No Charge**	with lights/scoreboard	**No Charge**
Conference Room	**No Charge**	West Tennis Courts	**No Charge**
Classroom	**No Charge**	West Hitting Facility	**No Charge**
Collaborative Room (4-8 person)	**No Charge**		

FEE SCHEDULE – Category B

Private Non-Profit & Student-Focused Activities with Limited Revenue

Eligibility:

- Non-profit individuals or small service groups offering educational, cultural, or enrichment activities
- At least 90% Waterloo Schools students must participate
- Activities may involve paid instructors, but are not-for-profit
- Events may charge fees to cover expenses, but are not profit-generating

Examples:

- Private tutoring or coaching (not affiliated with the district)
- Summer camps run by non-profits
- Individual music or art lessons
- Youth sports teams with outside-paid coaches

Key Notes:

- Reduced rental rates
- Additional costs may include custodial, site manager, tech support, or equipment usage
- Must adhere to all district facility rules and insurance requirements
- Note: Indoor space will not be provided for outdoor league practices

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
Elementary Schools			
Gymnasium	**$15.00**	Elementary Fields	**No Charge**
Cafeteria	**$15.00**		
Classroom	**$15.00**		
Library/Media Center	**$15.00**		
Multi-Purpose Room	**$10.00**		
Playground	**No Charge**		
Restrooms	**No Charge**		
Middle Schools			
Gymnasium – Competition	**$15.00**	Bunger Football Field	**$10.00**
Gymnasium – Practice	**$15.00**	Bunger Track	**$10.00**
Cafeteria	**$15.00**	Carver Academy Football Field	**$10.00**
Classroom	**$15.00**	Carver Academy Track	**$10.00**
Library/Media Center	**$15.00**	Hoover Football Field	**$10.00**
Auditorium	**$30.00**	Hoover Track	**$10.00**
Kitchen	**$15.00**	Central Tennis Courts	**$10.00**
Competition Pool (Add'l $25.00/hr for Lifeguard)	**$40.00**		
Multi-Purpose Room	**$15.00**		
Locker Rooms	**$10.00**		
Wrestling Room	**$15.00**		
High Schools		Memorial Stadium	**$150.00**
Gymnasium – Competition	**$35.00**	with lights/scoreboard	**$175.00**
Gymnasium – Practice	**$15.00**	East High Track	**$15.00**
Cafeteria	**$15.00**	East High Practice Field	**$15.00**
Classroom	**$15.00**	East Baseball Complex	**$15.00**
Library/Media Center	**$15.00**	with lights/scoreboard	**$25.00**
Auditorium	**$35.00**	East Softball Complex	**$15.00**
Kitchen	**$15.00**	with lights/scoreboard	**$35.00**
Multi-Purpose Room	**$15.00**	East Tennis Courts	**$15.00**
Locker Rooms	**$10.00**	East Hitting Facility	**$15.00**
Weight Room	**$35.00**	West High Track	**$15.00**
Aerobic Fitness Room	**$15.00**	West High Practice Field	**$15.00**
Wrestling Room	**$35.00**	West Baseball Complex	**$15.00**
		with lights/scoreboard	**$35.00**
Waterloo Career Center (WCC)		West Softball Complex	**$15.00**
Reception / Commons **(Plus $25 per hour for use of Sound/Video)**	**$35.00**	with lights/scoreboard	**$35.00**
Conference Room	**$15.00**	West Tennis Courts	**$15.00**
Classroom	**$15.00**	West Hitting Facility	**$15.00**
Collaborative Room (4-8 person)	**$15.00**		

FEE SCHEDULE – Category C

Private, For-Profit, or Non-District Activities

Eligibility:

- For-profit organizations or businesses
- Private individuals or groups not meeting the criteria for Categories A or B
- Events with open enrollment (not 90% Waterloo students)
- Activities where profits benefit private individuals or entities
- Fundraisers or events where admission is charged and proceeds do not support Waterloo Schools

Examples:

- Private club sports teams not majority-district students
- Commercial fitness or dance classes
- Political rallies or candidate events

Key Notes:

- Full rental fees apply based on space, time, and services
- Must adhere to all district facility rules and insurance requirements
- Note: Indoor space will not be provided for outdoor league practices

School – Facility	Fees listed are per hour	Outside School – Facility	Fees listed are per hour
Elementary Schools			
Gymnasium	**$50.00**	Elementary Fields	**No Charge**
Cafeteria	**$50.00**		
Classroom	**$30.00**		
Library/Media Center	**$50.00**		
Multi-Purpose Room	**$30.00**		
Playground	**No Charge**		
Restrooms	**No Charge**		
Middle Schools			
Gymnasium – Competition	**$50.00**	Bunger Football Field	**$50.00**
Gymnasium – Practice	**$50.00**	Bunger Track	**$50.00**
Cafeteria	**$50.00**	Carver Academy Football Field	**$50.00**
Classroom	**$30.00**	Carver Academy Track	**$50.00**
Library/Media Center	**$50.00**	Hoover Football Field	**$50.00**
Auditorium	**$70.00**	Hoover Track	**$50.00**
Kitchen	**$50.00**	Central Tennis Courts	**$50.00**
Competition Pool (Add'l $25.00/hr for Lifeguard)	**$70.00**		
Multi-Purpose Room	**$50.00**		
Locker Rooms	**$15.00**		
Wrestling Room	**$50.00**		
High Schools		Memorial Stadium	**$300.00**
Gymnasium – Competition	**$90.00**	with lights/scoreboard	**$375.00**
Gymnasium – Practice	**$60.00**	East High Track	**$50.00**
Cafeteria	**$50.00**	East High Practice Field	**$50.00**
Classroom	**$30.00**	East Baseball Complex	**$50.00**
Library/Media Center	**$50.00**	with lights/scoreboard	**$100.00**
Auditorium	**$100.00**	East Softball Complex	**$50.00**
Kitchen	**$50.00**	with lights/scoreboard	**$100.00**
Multi-Purpose Room	**$50.00**	East Tennis Courts	**$50.00**
Locker Rooms	**$20.00**	East Hitting Facility	**$50.00**
Weight Room	**$90.00**	West High Track	**$50.00**
Aerobic Fitness Room	**$50.00**	West High Practice Field	**$50.00**
Wrestling Room	**$90.00**	West Baseball Complex	**$50.00**
		with lights/scoreboard	**$100.00**
Waterloo Career Center (WCC)		West Softball Complex	**$50.00**
Reception / Commons **(Plus $25 per hour for use of Sound/Video)**	**$70.00**	with lights/scoreboard	**$100.00**
Conference Room	**$50.00**	West Tennis Courts	**$50.00**
Classroom	**$30.00**	West Hitting Facility	**$50.00**
Collaborative Room (4-8 person)	**$30.00**		

Additional Fees

Fees will be applied according to fee schedule; activity; location; date/time requested; and deposits if required.

Personnel Fees	Fees listed are per HOUR or noted	Additional Stipulations
Custodial Coverage	$30.00 $40.00 (Holidays)	2 hour minimum and some events may require a half hour before and half hour after the event additional charges
Auditorium Technician	$25.00 per hour	
District Personnel / Site Managers	$25.00 per hour	
Food Service Staff	Actual Costs	
Police / Security	Actual Costs	
Technology Use and Other Building Equipment	Charges dependent upon request	
Other _____	Charges dependent upon request	