

PROCEDURES EXHIBIT: 800.1B

Use of District Facilities Regulations

Organization is defined as the entity that is using the facility.

1. A custodian/engineer, employee, or assigned designee shall be present while the facility is being used. If a custodian(s) is needed during regular work hours, a \$30.00 per hour custodial/utility fee(s) will be charged if indicated in accordance with the Facility Fee Schedule. Any organization using District facilities on weekends or beyond the regular scheduled work hours will be required to pay fees of \$40.00 per hour per custodian if indicated in accordance with the Facility Fee Schedule.
2. District employees are not entitled to the free use of facilities or equipment when functioning as private entrepreneurs (e.g., private lessons, clinics, etc.).
3. The use of District facilities is not normally permitted on Sundays, recognized District holidays, school cancelations, or extended periods of instructional break. However, the superintendent may exercise judgment as to the Sunday use of school facilities contingent upon the availability of adequate personnel, the nature of the activity, and the physical well-being of the facilities.
4. The number of District employees necessary to protect school property at any function shall be determined by the Director of Buildings & Grounds and/or principals.
5. Organizations using District facilities must have responsible adult supervision. No organization shall be admitted to a building unless accompanied by or preceded by an adult supervisor. The adult supervisor must remain in the building until the last member of the organization is gone. Should the supervisor(s) leave early, the District employee or assigned designee shall require the organization to vacate the building.
6. The organization shall exercise reasonable care in the use of all facilities and shall be responsible to the District for any loss or damage to the building or its equipment arising from such use as determined by the District.
7. All persons on District property and or admitted to the buildings must refrain from the use of tobacco products and possession or use of alcohol or controlled substances on the premises and from the use of profanity and all vulgarity. They must not mark, cut, or mar the District buildings or other District property and must exercise reasonable care in the use of the same. They must be respectful to the District employees or the assigned designee and obey reasonable requests.
8. District buildings and grounds will be available only during the time listed on the contract. Likewise, only the facilities and equipment listed on the contract will be available to the organization. Activities should be confined to the stated area. The organization will be financially responsible for a function which extends beyond the

limits of the agreed contract, i.e, space, equipment, or time.

9. The District reserves the right to operate the concessions business for all organizations. Any other sale of merchandise or distribution of beverages or food of any kind shall be prohibited on District property. For those rentals the District chooses not to operate the concessions, the organization may operate the concessions business as per the fee schedule and in accordance with any applicable vendor contracts that may exist with the district.
10. The organization shall indemnify and hold the District harmless from any claims for personal injury or property damage by any person whomsoever in any way arising from the organizations use of any District facilities or property. The organization shall be required to carry public liability insurance in accordance with the current requirements of the District.
11. Payment for the use of facilities and equipment shall be made within thirty (30) days following the billing by the business office.
12. The Fort Dodge Community School District reserves the right to cancel or postpone any activity if circumstances dictate.
13. If a large crowd is expected, the organization shall be required, if requested, to hire security personnel for the protection of the public and District facility.
14. When classrooms are used, group leaders are responsible for the room being left in good condition (clean, lights off, materials put away, doors closed and locked where applicable). If District equipment (ie., projectors, P.E. equipment) is used, it must be returned to original location in building after usage.
15. Noise will be kept to a level that will permit others to work in the building.
16. Should any equipment or facility be damaged, the organization's representative shall report any such damage to the District. The business office shall assess such damages and bill accordingly. In addition, District employees noticing damages shall complete the form entitled "Additional Billing for Services or Equipment" form and forward it to business office.
17. Organizations are responsible to ensure persons who attend activities must confine themselves to the area of the facility requested.
18. Organizations must cancel 24 hours in advance or a fee may be charged. Any expenses incurred will be billed to the organization.
19. Use of the facility is on an "as is" basis. Any changes required will be at the organization's expense.
20. The intent of the District snow removal is to prepare facilities for normal school day operations, therefore the

District may be unable to maintain sidewalks, parking lots, during evening and weekend usage by outside groups in times of snow events.

21. The District may annually develop contracts with any organization as is determined appropriate.

Reviewed 04/23/08, 06/24/13, 10/14/13, 11/25/19