

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES & EQUIPMENT

The buildings and sites and equipment of the Fairfield Community School District will be made available as per the school board approved fee schedule (Code No. 905.1R1) to local nonprofit entities that promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the educational program or school-related activity, the use is consistent with state law, and will end no later than midnight unless given administrative approval for a later end time. It is within the discretion of the superintendent or designee to allow for-profit entities to use the school district buildings and sites as per the school board approved fee schedule. The superintendent or designee reserves the right to deny use of buildings and sites and equipment to any group and to waive rental fees for groups if deemed appropriate to do so. It will be within the discretion of the superintendent or designee to allow use of school district buildings and sites on Sundays.

Organizations, individuals, and other entities that wish to use the school district property must apply at the principal's office or activity director's office. It will be the responsibility of the principal or activities director to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It will be the responsibility of the principal or activities director to provide application forms, obtain proof of insurance, and draw up the contract for use of the school district property.

Sponsoring organizations must stay on site until all underage individuals are off the property.

An employee of the school district will supervise activities in the school district buildings and sites unless special prior arrangements are made with the superintendent or designee. The employee of the school district will not accept a fee from the nonprofit user for supervision duties performed; rather, if appropriate, the school district employee will be paid by the school district, and the user will be billed as per the rental agreement.

It will be the responsibility of the superintendent or designee to develop a fee schedule for the school board's approval and to develop administrative regulations regarding this policy.

Groups using the facilities will be classified in priority order A, B, C, D, E with Class A having the highest priority for use.

- I. Group A – School Groups Recognized by the Fairfield Community School District.
 - a. Groups included are:
 - i. School District recognized Boosters/Organizations supporting school sponsored activities or events, for example, athletic, fine art, and club boosters
 - ii. School District recognized Parent-Teacher Associations and Parent-Teacher Organizations

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- b. If custodial services or technical services are required beyond normal duties, then the group or organization will be billed according to the rate established on Policy 905.1R1
 - c. Use of facility will terminate at a time determined by the building principal or activities director.
 - d. A Certificate of Liability is required to be on file.
 - e. Group will be responsible for any damage to equipment or property that occurs during or as a result of the usage of the school district's facility.
 - f.
- II. Group B – Non-School Related Nonprofit Fairfield Community Organizations for Non-Fundraising activities.
- a. Groups included are:
 - i. Scout Organizations
 - ii. 4-H Organizations
 - iii. Fairfield Park & Recreation Department leagues and games
 - iv. Local civic groups and local political parties
 - v. Boys' and Girls' Club leagues (football, volleyball, basketball, wrestling, soccer, softball, baseball, etc.) games and practices that are eligible to all Fairfield resident students
 - b. If custodial services or technical services are required beyond normal duties, then the group or organization will be billed according to the rate established on Policy 905.1R1
 - c. Use of facility will terminate at a time determined by the building principal or activities director.
 - d. A Certificate of Liability is required to be on file.
 - e. Group will be responsible for any damage to equipment or property that occurs during or as a result of the usage of the school district's facility.
 - f. If event being held by the non-school related nonprofit organization generates income through admission or registration fees (youth tournaments, etc.) then rate schedule C will be followed.
- III. Group C – Non-School Related Nonprofit Fairfield Community Organizations for Fundraising Activities and/or Audience in Attendance.
- a. Groups included are:
 - i. Traveling Athletic Teams
 - ii. Church congregational meetings, worship services, and leagues
 - iii. Schools other than those comprising the Fairfield Community School District

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- b. If custodial services or technical services are required beyond normal duties, then the group or organization will be billed according to the rate established on Policy 905.1R1.
- c. Use of facility will terminate at a time determined by the building principal or activities director.
- d. A Certificate of Liability is required to be on file.
- e. Group will be responsible for any damage to equipment or property that occurs during or as a result of the usage of the school district's facility.

IV. Group D – Fairfield Community School District Residents

- a. Fairfield Community School District residents may have access to use school district
- b. facilities for individual non-profit activities when these facilities are not needed for school functions or for rate schedule A, B, or C group activities.
- c. If custodial services or technical services are required beyond normal duties, then the resident will be billed according to the rate established on Policy 905.1R1
- d. Use of facility will terminate at a time determined by the building principal or activities director.
- e. A Certificate of Liability or copy of the resident's homeowner's policy is required to be on file.
- f. Resident will be responsible for any damage to equipment or property that occurs during or as a result of the usage of the school district's facility.
- g. For large group D gatherings and events, the superintendent or designee reserves the right to charge resident schedule C or E rental rates so that the district expenses associated with event are covered.

V. Group E – Non-School Related For-Profit Organizations

- a. Non-School Related For-Profit Organizations may have access to school facilities under schedule E in order of date of application when these facilities are not needed for school functions or for rate schedule A, B, C, or D group activities.
- b. If custodial services or technical services are required beyond normal duties, then the resident will be billed according to the rate established on Policy 905.1R1
- c. Use of facility will terminate at a time determined by the building principal or activities director.
- d. A Certificate of Liability is required to be on file.
- e. Group will be responsible for any damage to equipment or property that occurs during or as a result of the usage of the school district's facility.

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- VI. Group F—School Related For Profit
- a. District teachers that are providing tutoring lessons to district students, other than their own students for profit.
 - b. Music lessons for pay.
 - c. Per handbook prior approval is needed by the superintendent and the time scheduled is to be submitted to the superintendent.
 - d. Group will be responsible for any damage to equipment or property that occurs during or as a result of the usage of the school district's facility.

Legal Reference: Iowa Code 276; 278.1 (4); 279.8; 288; 297.9-.11 (2011).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross-Reference: 704 Revenue

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