

ADMINISTRATIVE REGULATION 103.11
Community Relations

DAVENPORT COMMUNITY SCHOOL DISTRICT
FACILITY USE GUIDELINES
Revised November 2017

This document outlines policies and guidelines for community use of facilities in the Davenport Community School District. Because of limitations of time and space, administrative supervision and control requirements, and restrictions imposed by the Code of Iowa 297.9, the district cannot allow the use of district facilities for all interested organizations. Accordingly, the facilities are available only to the groups or organizations identified in this document.

SECTION 1: ADMINISTRATIVE POLICIES FOR COMMUNITY USE

CANCELLATION, CLOSING AND EMERGENCY PROCEDURES

"No shows" are all groups who do not show for their scheduled time and who have not amended their request electronically to show the cancellation 24 hours prior to their scheduled use (Friday by noon for Saturday and Sunday groups). "No shows" will still be responsible for all incurred costs including usage and personnel.

Weather related closings/cancellations: If school is cancelled for the day or part of the day, all community use of the buildings is cancelled. If school is held and not dismissed early, the schools will remain open for late afternoon and evening activities. If the weather takes a turn for the worse after 4:00 PM or on the weekend, administration may cancel all late afternoon, evening and weekend activities.

The DCSD reserves the right to conduct fire and tornado drills in all facilities without notice to participants. Participants are requested to participate in drills.

All school district facilities will be made available for emergency use by the American National Red Cross officials and/or Civil Defense officials in case of disaster or community type emergencies. Staff members will cooperate with those officials while retaining responsibility for all school district resources. All arrangements should be made through the Superintendent of Schools.

ELIGIBILITY

All local civic, religious, fraternal, political, patriotic and community welfare organizations, including any individual or group interested in promoting not-for-profit cultural, educational or recreational activities, are eligible to use school properties, providing the activities to be conducted are not contrary to public interest as determined by the Board of Education or as provided by law. . . .

The use of school facilities for partisan, political or sectarian purposes may be granted. Approval of a request does not imply the endorsement or sponsorship by the Superintendent, the Board, or the DCSD.

District facilities will not be used by any group or individual for private profit.

A for profit business can conduct not-for-profit events for which there is no charge to participants (e.g., businesses conducting training for their own employees).

KEYS OR ELECTRONIC ACCESS CARDS

Issuance of keys to other than DCSD employees is not permitted.

LIABILITY INSURANCE

The DCSD requires a signed contract and Hold Harmless Agreement from all users of DCSD facilities. All community groups are responsible for their own insurance coverage. The DCSD requires 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 Davenport Community School District as an additional named insured on the policy. This certificate is to be presented to the office of the Chief Financial Officer prior to the first scheduled event.

REQUESTING FACILITY SPACE

All requests for school facilities should be completed on-line. The link to the software can be found under "Our Schools"/"Use of Facilities" on the district's homepage of the Davenport Community School District's website at www.davenportschools.org. If the requester does not have access to an internet connection, a paper request may still be filled out. Requesters can obtain a paper request form either at the building or from the Administrative Service Center.

Whenever more than one group desires the use of the same facilities, the school principal shall arrange an equitable distribution of the facilities in demand. The school principal has prior rights to use of the building at all times. However, when requests of non-school groups have been approved as scheduled, such approval will not be withdrawn in order to allow use by school groups, except by mutual agreement of the groups involved. Variations in procedures outlined will be allowed in case of extreme emergency.

All users of DCSD facilities must comply with all federal, state and municipal laws including equal opportunity laws and regulations prohibiting discrimination. All users of DCSD facilities must comply with Board Policies, these Facility Use Guidelines and any other appropriate guidelines.

DCSD administrators, the designated building supervisor, or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are

violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be detrimental to people, buildings, or equipment.

Unauthorized use of school facilities will result in an automatic suspension of the right to use facilities for a length of time determined by Superintendent or designee. Abusive, offensive and obscene language or behavior will not be tolerated.

The Superintendent and/or designee 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 DCSD.

SCHEDULING

All meetings held in the evening shall terminate at or before 10:00 p.m., unless special permits are granted by the building principal extending the time. An exception will be made only in extreme emergencies. The time of the permit must be strictly enforced and the last person must be out of the building at the hour specified in the permit.

Limited use of facilities on Sundays and holidays may be granted when it can be demonstrated that such activities serve a critical need of the school or community and cannot be scheduled at a different time.

School and school-related events will be scheduled with top priority no matter when community use requests are received.

Gymnasiums

Space in gyms will be assigned based on specified timeframes and the availability of the requested facility. Davenport Community School District teams, organizations, and events will take precedence over all requests. Approved DCSD feeder teams will have the first opportunities to reserve facilities, based on the dates provided below. After the deadline for each sport; facilities will be assigned on a first-come, first-served basis. All reservations must be made using the DCSD SchoolDude account and may be subject to administrative/maintenance/rental fees. All requests may take 1 week to be approved. In the event of a scheduling conflict the building principal will have the final say on all usage. Gymnasium reservations typically begin at 6pm on school days.

FALL RESERVATIONS (August through October)

School Buildings will have their dates in SchoolDude by April 30th

Approved Reciprocal Partners — Registration begins May 1st

DCSD Feeder Teams—Registration begins June 1st

DCSD—Registration begins June 15th

Outside entities—Registrations begins July 1st

WINTER RESERVATIONS (November through February)

School Buildings will have their dates in SchoolDude by July 31st
Approved Reciprocal Partners — Registration begins August 1st
DCSD Feeder Teams—Registration begins September 1st
DCSD—Registration begins September 15th
Outside entities—Registrations begins October 1st

SPRING RESERVATIONS (March through May)

School Buildings will have their dates in SchoolDude by November 30th
Approved Reciprocal Partners — Registration begins December 1st
DCSD Feeder Teams—Registration begins January 1st
DCSD—Registration begins January 15th
Outside entities—Registration begins February 1st

SUMMER RESERVATIONS (June through July)

School Buildings will have their dates in SchoolDude by February 28th
Approved Reciprocal Partners — Registration begins March 1st
DCSD Feeder Teams—Registration begins April 1st
DCSD --- Registration begins April 15th
Outside entities --- Registration begins May 1st

Appeals to making reservations outside of the timeline can be made to the Associate Superintendents

(Updated 7/19)

Tennis Courts

When school is in session, the tennis courts will be available for public use at West and North Monday through Friday from 4:00-7:30 PM.

When school is out of session, the tennis courts will be available for public use at all DCSD facilities Monday through Friday from 8:30 AM to 3:00 PM.

The tennis courts may be available at other times upon request; these times would need to be requested through the DCSD SchoolDude account and may be subject to administrative/maintenance fees.

The DCSD reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances. The Iowa Code 276 states, “the schools are available for use by the community day and night, year-round or any time when the programming will not interfere with the elementary and secondary program”.

When conflicts arise every effort will be made to assist community groups in finding suitable alternative location and/or date.

Any emergency will have precedence over scheduled community events. In the case of inclement weather – snowstorm necessitates rescheduling of school performance—the school event will take precedence over community events. In the above instance, principals are asked to allow other community groups to remain scheduled in the building if they do not interfere with the school event.

If approval has been given to a group to use a facility and it is later determined that the facility will not be available, notice of cancellation should be given to the applicant as soon as possible.

SECTION 2: FEE STRUCTURE

FEES

The fees for the use of the property are fixed and determined by cost of light, heat and overtime custodial service. All fees for use of the building must be paid directly to the Accounting Office. **Only the Superintendent of Schools, Chief Financial Officer or the Executive Director of Administrative Services has the authority to waive a fee or establish a Reciprocal/Partnership Agreement.**

Under no circumstances is a fee to be paid to the custodian or any other school representative. Checks and money orders shall be made payable to Davenport Community School District. All groups will be billed for the building usage after the usage has taken place.

Failure to pay fees may result in the account being turned over to collections. If an account is past due, the requester will be blocked from any further usage of district facilities until the past due invoice is paid in full. Further usage may require that all fees be paid up front.

FEE DETERMINATION

A. The Superintendent of Schools or a designated representative will prepare a schedule of fees for the rental of school facilities.

B. When appropriate, additional fees may include:

- cleaning fees
- change or cancellation charges
- failure to cancel
- replacement or repair for damage or theft
- administrative costs (e.g., for tracking of unreported damage)
- overtime or holiday pay for district employees
- employment of an Event Manager

C. A deposit may be required if:

- There is reasonable doubt that the group will pay or be able to pay costs incurred.
- The group has the potential to incur excessive wear and/or damage to the facility.
- The district has no previous experience with the group.
- Previous damage has been caused by the group. A deposit will be required for subsequent use after the first incident of damage. This deposit is to be made before the next scheduled use by the group.

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

Administration may request a copy of the group's annual budget and/or the budget for the event.

E. All groups must pay all personnel costs involved before, during, and after the event. 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.

If permits are granted for groups to use the building during the hours when a custodian is not normally on duty, the organization shall pay a minimum of 4 hours at the current district rate.

The need for custodians to be on duty shall be determined by the principal of the building and the custodian. The need for security will be determined at this time. The facility users will pay the costs of any district personnel providing services related to the use of district buildings. District personnel may not accept any gratuities from facility users.

Whenever use of the building requires the return of the custodian the following day, not a regular work day, or before the regularly scheduled working hour of a regular work day, to clean up the building, an additional charge will be made at the current district rate.

FEE GROUPS

The District will charge fees for the use of DCSD facilities based on the classification of the organization or individual requesting use. Except as otherwise noted, the following schedule of fees shall be applicable to requesting groups:

Group A. No charge for usage of classrooms, gymnasiums, cafeterias. Organizations will not be charged rental fees but will be charged actual expenses such as custodial

overtime. A fee will be charged for use of auditoriums**, pools, specialty classrooms and Brady Street Stadium.

** The fine arts curriculum specialist will review all requests from Booster organizations for use of the auditorium and determine applicable fees, if any.

Groups B and C. Organizations placed in Groups B and C shall be subject to the fees as found in Appendix A.

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 use for out of district users, one time activity users or delinquent – slow payment users.

USER GROUP CLASSIFICATIONS

Central Office Administration will determine the classification and fees for each group requesting use of a facility. The classification of the group or organization is determined by the nature of the group and by the type and purpose of its activity. If a group/activity does not fall into an existing class, the Chief Financial Officer will set a fee based on type and function of group/activity. The Chief Financial Officer reserves the right to request information, including a financial statement and/or budget from a group to assist in determining the appropriate classification.

Groups using the facilities will be classified as:

Group A: DCSD, DCSD related, district co-sponsored activities, approved community partners (with a Reciprocal agreement completed), military, recognized Booster organizations and DCSD feeder programs

GROUP B: Non School related community organizations or community partners with no Reciprocal agreement, nonprofit/private interest groups, private interest groups sponsoring a fund raising benefit

Group C: Out-of-DCSD Groups or For Profit Groups.

Groups are designated as “DCSD” if the requester is a DCSD resident and at least 75 percent of group’s participants are current students in the DCSD. Requesters may be asked to provide a roster of participants, which includes the names and addresses of the group members, before the group is scheduled.

The following classifications are listed in priority order for scheduling. All classifications are subject to revision.

Group A: DCSD, DCSD related, district co-sponsored activities, approved community partners, military, recognized Booster organizations and DCSD feeder programs

School sponsored events or activities are defined as individual programs or activities which the district or a district related organization directly and completely coordinates,

funds, plans and operates. All profits from fundraising events in this classification are returned to the school or school related organization.

Co-sponsored events or activities are defined as individual programs or activities in which the district or district-related organization, through a joint arrangement with another agency, organization or individual receives mutual benefits from the event and assists in one or more of the following ways: funding, planning and/or operating.

Community partners are those groups that have an approved and signed "Reciprocal/Partnership Agreement" on file in the Chief Financial Officer's office.

The principal of each building has jurisdiction of the building. If an outside organization requests use of the school facilities during school hours, the organization must request a permit from the office of the Principal and be approved through the same process that governs after-hours usage. The principal assumes full responsibility for the conduct of these groups in the building. The principal has the authority to refuse usage to any group at any time.

When several groups desire the use of the same school building during a given week, it shall be the policy to concentrate as many of these groups as possible on the same night during the week instead of scheduling each small group on a separate night.

Employees of the district are subject to all fees charged if event is not district sponsored. Exceptions will be handled on an individual basis. Only the Superintendent of Schools, Chief Financial Officer or the Executive Director has the authority to waive any fees. Employees found using district facilities for non district related events without going through the proper scheduling procedures will be subject to disciplinary action.

Each organization shall be allowed a maximum of two money-raising activities each year. The funds accruing from such activities are to be applied to the work of the organization. Employees and students shall not be asked to participate in more than one such activity of each organization. If the activity consists of entertainment given on more than one successive evening, it will count as one activity. Rental fees will not be charged but actual expenses such as custodial overtime will be charged.

Group B: Non School related community organizations or community partners with no Reciprocal agreement, nonprofit/private interest groups, private interest groups sponsoring a fund raising benefit

Nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to school-related charitable or district purposes. Groups who charge fees for their own purposes or for profit may be charged as For Profit groups.

Examples also include Fraternal organizations and others operating for the benefit of a restricted group when they contribute the net proceeds to local community or civic improvements. Religious organizations so long as the group's purpose is extrinsic to the academic functions of the school and the use of school facilities would not be for religious instruction of school-aged children are also included in this group.

DCSD resident nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to charitable or DCSD purposes.

Group C: Out-of-DCSD Groups or For Profit Groups

Group C groups will be considered as those fraternal organizations and other operating for the benefit of a restricted group when they contribute the net proceeds to local community or civic improvements. At the district's discretion, a time limit may be established for the use of district facility.

SECTION 3: REGULATIONS CONCERNING USE

DAMAGES AND MAINTENANCE

Any person found willfully damaging or defacing property belonging to the school DCSD shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charges may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damage costs. If the group refuses to make payment, the group will not be allowed to use DCSD facilities again.

If the group does not report damage or theft, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred.

A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

FOOD, BEVERAGES, AND TOBACCO

Food and beverages are permitted in designated areas only.

“Possessing, using or being under the influence of any alcoholic beverage, controlled substance, look-alike or substitute or any substance represented to be an alcoholic beverage or a controlled substance (other than medication prescribed by the individual

student's physician) will be strictly prohibited while a student is on any school property or under school supervision. . . .

“The Davenport Community School District is tobacco free within and upon all district property. . . . Community members are asked to cooperate with this policy and refrain from using tobacco on district property. Persons who do not comply will be asked to leave the district premises. . . .”

The use of tobacco or intoxicating beverages shall not be permitted in the school buildings or on sites. School property shall not be used in such a way as to interfere with the comfort and health of the pupils or endanger the property of the district.

NOTIFICATION OF CHANGE/CANCELLATION

The district reserves the right to cancel or postpone any activity, due to conflict, disregard of policies, or other uncontrollable circumstances. 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 will be given to the applicant as soon as practicable with reasons for the cancellation. In such cases, the district will return any required deposit. The requester is responsible for notifying the CFO’s office when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time.

“No Shows” All groups who do not show for their scheduled time and who do not notify the CFO’s office of the cancellation 24 hours prior to their scheduled use will still be responsible for all incurred personnel costs and shall forfeit a deposit if required. Community groups who do not show for their scheduled time and who do not notify Community Education of cancellation 24 hours prior to their scheduled use shall be charged all costs of original contracted usage, including usage and personnel.

OVERNIGHT USE

Overnight stays are not permitted.

SEATING CAPACITY

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the fire marshal.

SPECIAL FACILITIES, AREAS AND EQUIPMENT

AUDITORIUMS: Auditoriums may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment requests for auditorium use. Special equipment will be operated by district audio/visual technicians at the user's expense. 10 working days must be allowed for appropriate staffing. No food or drink is allowed in auditoriums.

CAFETERIAS -- FOOD SERVICE GUIDELINES:

The kitchen facilities located in each Davenport Community School District building are licensed by the Scott County Health Department to be operated by Food & Nutrition Department staff. The equipment and supplies are the property of the Food & Nutrition Department and must be properly operated and maintained so they are always available and functioning.

Use of kitchen facilities and/or equipment before and after the regular school day requires the **presence of district food service personnel** when the following conditions apply:

- When any commercial equipment is used
- Need access to refrigerators, freezers, and/or storerooms
- Need use of serving line hot/cold units, ovens, dishwasher, garbage disposal, stove, warming units, or other electrical/mechanical appliances.

Presence of district food service personnel is NOT needed if the following apply:

- If the group plans to use only counters and sinks
- Need access to water
- Need access to electrical outlets

District and non-district groups requesting kitchen use will be charged fees according to the services requested. The catering manager shall be notified of all functions relating to the use of a school kitchen prior to the event. 10 working days must be allowed for appropriate planning.

At time of request, all kitchen needs will be identified. The catering manager will provide an estimate of fees for the services requested. The group representative shall provide information and/or account codes for billing purposes. District kitchen equipment must be operated by trained district food service personnel.

The group using the kitchen is responsible for leaving it completely clean and in order. The cost of replacing or repairing any equipment or supplies damaged or removed from the kitchen facility or lost due to unit being unplugged during an event will be charged back to the community/school group.

District and non-district groups may reserve school cafeterias for food-related events without the use of district kitchens. In these instances, food must be delivered ready-to-serve without the necessity of kitchen access. When kitchen access is not required, general cafeteria/building use fees shall apply.

CLASSROOMS: Classrooms in elementary and secondary schools may be scheduled for use by the public for purposes and activities appropriate to the room. School personnel will be notified prior to community use to ensure storage of materials. Users will be expected to respect teachers' and students' belongings as well as the DCSD's

equipment, supplies and materials. Users also will be expected to leave the classroom in the same, or better, condition than they found it.

School classrooms may be used for purposes and activities appropriate to the facility. The following guidelines are to be observed for classroom use:

No food or drinks are allowed in the classrooms, nor are adhesive stickers or tape on desks, tables, chairs, walls, windows, doors or floors including carpet. If markers are used, surfaces (desk, table, and floor) must be covered with several layers of newspaper. Children and leaders cannot use the contents of teachers or student, school materials (tape, paper, glue, scissors, paint, crayons, clay, etc.) and school computers. Children must remain in the classroom at all times unless accompanied by an adult. Upon arrival, please note the classroom layout and do not move desks and tables. Erase any markings made on chalkboards or whiteboards. Pick up all trash from the floor. If floor is tile -- dry mop. If there are spills -- wet spot mop. If carpet -- vacuum.

EQUIPMENT: When district-owned equipment is used by facility users within the Davenport Community School District facilities, personnel designated by the district may be assigned to operate or supervise the use of such equipment. Where a cost is involved, the facility user will pay the cost. Property belonging to the district may not be removed from the school premises.

All media equipment must be requested a minimum of two working days prior to requested use.

GYMNASIUMS: School gymnasiums may be used for purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- Non-marking gym shoes are required for participants in all sports and games.
- No food or beverages are allowed in or around the gym, this includes gum chewing.
- No dance enhancing products are to be used on gym floors, e.g., powder, wax.
- No slam-dunking. K-12 backboards are not built to sustain an adult's weight. Hanging on rims has caused damage to equipment.
- No bouncing balls in halls, off walls or on ceilings.
- Indoor appropriate balls only: indoor soccer balls, mush balls, tennis balls,
- No baseballs or softballs. No batting practice.
- No playing or sitting on gymnastic equipment when it is in the gym. If the group needs the equipment to be moved, the Group Representative must contact the Facility Use Coordinator to make moving arrangements. Improper movement has caused damage to the floor and equipment.
- No climbing or playing on bleachers. No pulling of bleachers. If group needs the bleachers pulled, the Group Representative must contact the Facility Use Coordinator to make the arrangements to have the bleachers pulled.
- No tape or markers on floor or walls.
- No pushing/pulling chairs, tables, or other equipment across the floors.

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 purposes appropriate to the lab and by special permission of the school principal or his/her designee.

LEARNING RESOURCE CENTER CONFERENCE ROOMS: The Learning Resource Center's conference rooms and computer lab can be reserved if they are not being used for district or district related activities.

MEDIA CENTERS: Media centers may be used for approved meetings and quiet study. A media center supervisor may be assigned at the expense of the requester.

MULTI-PURPOSE ROOMS/COMMUNITY ROOMS: Multi-purpose rooms/community rooms may be used for purposes and activities appropriate to the facility.

OUTSIDE AREAS: The use of outside areas (e.g., football, softball, baseball and soccer fields, tracks, parking lots) require a use request. The same request process and timeline used in scheduling and confirming use of inside areas will be followed. Organizations using outside areas will be expected to clean up all trash, papers, cups, or litter in the fields or areas surrounding the fields. Organizations not providing the clean-up will be charged for an operations fee to be determined by administration.

All non-DCSD outdoor practices, games and activities must be canceled when it rains to prevent damage to the fields. Portable rest rooms at the expense of the user may be required for activities and tournaments. Water and electricity may not be available from DCSD sources

POOL: Pools may be scheduled for use by the public for activities appropriate to the facility. Use of the pool locker rooms may be requested in association with pool usage. The following guidelines are to be observed for pool use:

- No one is to be in the pool area unless a lifeguard is on duty.
- Please shower before entering the pool.
- Please walk at all times on the pool deck.
- All participants that enter water must be wearing appropriate swimsuit (no street clothes).
- Swimmers who are not toilet trained must wear a swim diaper.
- Please keep food, drink and glass items out of the locker rooms and out of pool area.
- Please do not chew gum in the facility.
- Floaties and other watercrafts allowed if approved when making reservation.
- No throwing a street clothed person into the water.
- All clothing and other personal belongings are to be removed from the locker room. Nothing is to be left in any lockers.
- Adults must be present with children under 16 in the pool area.
- Safety devices are not to be used as toys.
- Please stay off the safety ropes and/or lane lines.

- Diving is permitted only in the designated area:
- Only one person at a time shall be permitted on a diving board and ladder.
- Divers shall not dive until the previous diver has reached the exit ladder.
- Diving shall not be permitted from the side of the diving boards.
- Excessive bouncing on boards is prohibited.
- Everyone using the diving boards must swim to exit ladder unassisted. Catching swimmers going off the board is not permitted.
- Running dives from the deck area are prohibited.
- No school pool equipment is to be used unless approved when reservation is made.
- Scuba equipment (except for a mask, snorkel and fins) is not allowed unless used as part of a supervised class.
- Fighting, pushing, dunking, horseplay or other dangerous play will not be allowed. Swimmers may not sit on each other's shoulders.
- Must abide by posted pool rules.

SPECIALTY ROOMS: Specialty rooms and areas will be negotiated individually as to use, usage fee and trained personnel needed to monitor the facility. DCSD personnel familiar with the particular rooms will be included in the negotiations. All labor costs incurred will be charged to the requesting group.

SELLING REFRESHMENTS: The High School Athletic Booster Club retains the right of first approval/disapproval of all items to be sold in concession stand or at any event held at DCSD facilities. Concessions stands usage is reserved for Booster Club and not available to community groups.

SUPERVISION:

The user group representative 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 Building Supervisor and the group he/she represents. The group representative is responsible for communicating usage procedures and other communication to the group members and for ensuring that group members understand and follow those DCSD guidelines.

- The group representative must be an adult and present during the time the facilities are being used. The group's representative will be responsible for the following regulations for facility usage by his/her group:
- 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.
- The facility must be used only for the purpose that it was originally intended as set forth on the facility request form.
- The group representative is responsible for communicating to the group members and for ensuring that group members understand and follow those guidelines and communications.

- 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 within 24 hours or as soon as possible if it is on a Saturday or Sunday.
- The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. Custodians/building supervisors on duty should also be notified.
- **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 use.**

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.

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 agreement. Upon receiving specific request, the building principal will clear the availability and use. Indication of which equipment usage is allowed will be listed on the facility usage agreement. A fee may be charged, dependent upon request. The supervisor will be responsible for returning all equipment to its proper place in the condition that it was found and cleaning all areas that were used so that they are in the same condition that existed prior to the activity. The requester 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 borrower.

The group representative is responsible for knowing fire and tornado procedures for directing the group in the event of an emergency. Guidelines are posted in every room.

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. 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.

SEE HOLD HARMLESS/INDEMNITY AND LIABILITY INSURANCE AGREEMENT.

The following specific regulations are to be maintained:

- Food and beverages are permitted in designated areas only.
- The use of alcoholic beverages or illegal drugs in any form shall be prohibited from all school grounds.
- **All School buildings, grounds, and vehicles of the district are tobacco-free. Persons failing to abide will be asked to leave school premises.**

Portable rest rooms 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.

Children are not allowed to roam or play in halls. They are to be supervised by adults in all places at all times.

Personnel costs associated with facility use will be the responsibility of the groups using those facilities. These costs include supervisory personnel, kitchen management, custodial services, A.V. technicians and other district personnel that are needed by the group.”

The DCSD reserves the right to require police supervision at any event as deemed necessary by the administration. The requester will pay this police supervision.

Revised May, 2015