

RENTAL of FACILITIES and EQUIPMENT

All local, civic, religious, fraternal, patriotic and community welfare organizations, including any individual or group interested in promoting cultural, educational or recreational activities are eligible to use school buildings, grounds and other school properties, providing the activities to be conducted are not contrary to public interest. The Board of Education and/or the school administration reserve the right to refuse rental of the facilities for meetings of a subversive or inflammatory nature.

School facilities will not be made available on Sunday morning prior to 12:30 pm without special approval from the Board of Education prior to the event.

Of necessity, priority must be given to school activities and programs. Should unusual situations arise, it may become necessary to withdraw an approved agreement.

Under circumstances deemed appropriate and acceptable by the Board of Education and/or the school administration, certain school facilities may be rented and used for private profit. Guiding principles for judging acceptability will be good taste, community welfare, timing, etc.

All organizations and persons must agree to reimburse the Oelwein Community School District for any and all injuries and damages occasioned or arising out of their use of school buildings, grounds and equipment.

Any organization or person who fails to abide by Board of Education policies and school rules and regulations may be denied use of school buildings, grounds and equipment. These policies and rules and regulations are on file in the office of the Business Manager and in the office of each building principal.

The school shall have first priority on the use of school facilities. Second priority shall go to other governmental units such as the City of Oelwein, Fayette and Buchanan Counties, State of Iowa, and their agencies. The third priority shall be local community organizations and the fourth priority will be all others on a first come basis. No organization should contract to use school facilities for a disproportionate amount of time. Such cases may be reviewed by the Board of Education and/or the school administration and adjustments may be made in organization requests or agreements.

The Board of Education directs the Superintendent to prepare a schedule of fees for the use of school facilities. This schedule shall be presented to the Board for their final approval.

The schedule of fees for the use of school facilities shall be reviewed periodically by the Board of Education.

Approved Nov. 22, 2004

Reviewed July 16, 2018

Revised August 20, 2018

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FEE SCHEDULE:

1. If custodians are needed, the rate will be time and a half unless the custodian is needed on a contract holiday in which case the rate will be double time.
2. If food service personnel are needed before or after regular hours, the rate will be time and a half.
3. Classrooms may be used for adult education classes without cost providing the classes are sponsored by college or vocational schools.
4. School facilities may be used for professional meetings without cost providing Oelwein school staff members are members of the professional organization. Custodial fees will be charged.
5. School facilities will not be made available on Sunday morning prior to 12:30 pm without special approval from the Board of Education prior to the event.
6. Equipment fees will be negotiated between the Superintendent and the renter.
7. No rental fees shall be paid by the Oelwein Recreation Commission, City of Oelwein, Fayette and Buchanan Counties, and the State of Iowa, including the Highway Commission, providing the request for facilities and equipment is for an activity that is:
 - a. Totally supported by tax money
 - b. Necessary or bonafide for their governmental function
8. No rental fee will be charged for activities or programs co-sponsored by the school (e.g., PTO, Fine Arts Guild, Husky Booster Club, etc.)
9. The Superintendent will determine fee schedules for exceptional or unusual circumstances concerning the rental of school facilities.

Fees Updated 04-24-06

The rates listed on the below are per session. A session is defined as a morning, an afternoon or an evening.

- **Schedule A** is the rate for organizations or individuals interested in promoting cultural, educational, and recreational activities, that are free of charge. Season long practice rental will not exceed \$100 for up to 3 uses per week.
- **Schedule B** is the rate for these organizations or individuals and non-profit organizations, clubs, using the facilities for profit, fundraising, and/or money-making purposes and admission and/or an entry fee is charged.
- **Schedule C** is the rate for businesses and profit-making organizations. The rates in this schedule do not include costs for personnel.

		Rates are Per Session		
		A	B	C
Gyms (MS & HS)	K-12 group	\$5	\$50	\$100
	All others	\$25	\$75	\$150
Multi-Purpose	K-12 group	\$5	\$25	\$50
	All others	\$25	\$75	\$50
Auditorium	K-12 group	\$5	\$25	\$50
	All others	\$25	\$75	\$150
Cafeteria and/or Kitchen	K-12 group	\$5	\$50	\$100
	All others	\$25	\$75	\$150
Classrooms	K-12 group	\$5	\$20	\$30
	All others	\$15	\$50	\$75
Competitive Athletic Fields	K-12 group	\$5	\$50	\$100
	All others	\$25	\$75	\$150
Practice Fields and Grounds	K-12 group	\$5	\$20	\$30
	All others	\$15	\$50	\$75

*The above rates do not include cost of school employees if they are required. (e.g. custodians, cooks, school personnel for supervision). *These fees will be determined on an individual basis.*

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I. Application Procedure

The application for the use of school buildings, grounds, and equipment shall be obtained and made through the office of the Activities Director. Payment in full, proof of insurance, and special circumstance shall all be made to the Superintendent. The application should be made at least one week in advance and organizations shall give the school forty-eight hours' notice in case of cancellation.

Before school buildings, grounds and equipment may be used, the organization representative or individual person will be required to sign an agreement, make payment, and provide proof of insurance. Copies of the agreement will be given to the organization representative, the building principal and the building custodian.

The availability of the space or equipment to be used shall first be approved by the building principal.

II. Specific Rules and Regulations

1. School buildings and grounds will be available during the time listed on the contract only. Likewise, only those buildings and grounds listed on the contract will be available and activities should be confined to the stated area.
2. A school custodian will be required to be present at activities for which an admission charge will be made.
3. Should any equipment or facilities be damaged, a written report shall be made to the principal by the organization representative and/or the custodian by the second business day.
4. Organizations or individuals sponsoring activities involving the public shall be required to furnish an insurance certificate naming the Oelwein Community School District as an additional insured in the amount of \$1 million. The insurance certificate must be submitted to and approved by the Business Manager before the agreement will be signed. The Board of Education liability insurance covers only the Board.
5. No alcoholic liquors or beverages may be brought to or consumed in the buildings or on the grounds.
6. Smoking or tobacco use will not be permitted in the building or on the grounds.
7. Payment for the use of facilities and equipment shall be made as specified by the Superintendent or promptly by the applicant following the billing by the business office.

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8. All groups using school facilities must have responsible adult supervision. No group 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 group has gone. Should the supervisor(s) leave early, the custodian shall send the group out of the building.
9. The kitchen equipment shall not be used for any food type activity that places the school in definite competition with our local business people, providing the business people have adequate facilities to provide such. If kitchen equipment is to be used, a food service staff person shall be present and will be reimbursed for his/her time.
10. Public dances will not be allowed. Service club organizations may sponsor student activities and dances with proper supervision and at least one police officer at dances for Senior High students.
11. All equipment used is to be returned to the proper storage. Only leaders shall be in equipment rooms or offices.
12. Nothing shall be sold, given away, exhibited or displayed without advanced permission from the Superintendent or the building principal.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY
AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Oelwein 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 with a minimum of \$1 million coverage 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.

Dated at _____, Iowa, this _____ day of _____, 20____.

_____ School District
(Entity)

By _____

By _____
Superintendent

Title _____

By _____
Secretary

Address _____
