

URBANDALE COMMUNITY SCHOOL DISTRICT FACILITY USE GUIDELINES

Introduction

The Board of Directors of the Urbandale Community School District promotes the concept of school facilities serving as a center for community activities. However, the District maintains its facilities primarily for educational purposes for District students, and such purposes shall always be granted the highest priority.

Application Process

A written application and agreement must be completed by the person or entity wishing to use the District's facilities at least seven (7) business days in advance of the use of the facility. The agreement must be approved by the Superintendent or by a designee of the Superintendent. If the Superintendent or the designee denies the use as requested, the entity may appeal by using the Complaint Procedure of Policy 229, starting at the Superintendent's level. The Board reserves the right to disallow a use approved by the Superintendent or designee.

If you wish to use the Urbandale Community School District facilities, go to www.urbandalecommunityed.com and complete the Application and Agreement for Use of Urbandale Community School District Facilities and Equipment. Ensure that all required information is provided, and that you have fully disclosed all activities that are to take place in or on District facilities. Note that you may be required to provide a certificate of liability insurance, naming the District as an additional insured. The Agreement will not be in effect until the certificate is presented to the District. You may be required to make payments in advance. If the Application is approved, you will be notified. The Agreement shall not be in effect until approved. **Note that the District reserves the right to cancel a use previously approved for any reason and without penalty.**

The person signing the Application and Agreement shall be responsible for payment of all usage fees and for payment of any damages resulting from the use of the facilities by the entity if the entity fails to make payment.

Charges for use of the facilities vary depending on the Category Group in which the entity is placed. See the attached Schedules of fees.

Liability Insurance

If liability insurance is required of a group, the insurance must be obtained from an issuer of recognized responsibility, licensed to do business in the State of Iowa. The policy must be comprehensive general liability insurance providing protection from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person or property due directly or indirectly to the use of District property by the insured or any one claiming through or under the insured. Liability policies shall have limits of not less than \$1,000,000 per occurrence and not less than \$1,000,000 annual aggregate, which limit can be met with a combination of primary and umbrella policies. Liability policies must name the Urbandale Community School District as an additional insured. The District reserves the right to alter the requirements for minimum coverage.

Supervision

Responsible adults must be present at all times and provide adequate supervision of the persons using the facility and of the activities being conducted. The responsible adults may not leave the facilities until they are certain all of the other attendees have left the facility.

Some events may require additional supervision assigned by the Urbandale Community School District to serve the group and oversee the usage of the building. District supervision costs will be the responsibility of the group using the facilities.

The District retains the right at all times to enter the facility and to have free access to all areas of the facilities. Only the District may pay District employees for services involved in use of the facilities, and there shall not be any "tipping" of employees.

Prohibited Items

No alcoholic beverages, controlled substances, substance paraphernalia or look-alikes for such substances are allowed anywhere on District property. Smoking and the use of tobacco products are also prohibited on District property.

Animals shall not be brought onto District property without approval of the District. Properly trained personal service animals may be brought onto District property.

Abusive, offensive and obscene language or behavior will not be tolerated.

Food and Beverages

Food and beverages are permitted in commons and lunch rooms only. Events serving food and beverage are required to rent commons or lunch rooms in accordance to the fee schedule for facility use. Unauthorized sale of food / beverage is prohibited.

Kitchen facilities may not be used unless a District food service employee is present. There will be a charge in such cases for use of the kitchen. In some instances, the kitchen may not be available.

Technology

For some events, the Performing Arts Center, the Stadium, or a gymnasium will not be allowed to be used unless a specially trained District employee is present to handle the lighting, public address system, sound system, scoreboard, or other technology system. There will be a charge in such cases for the personnel costs.

A District employee must be responsible for making all wiring connections for both light and sound systems in the Performing Arts Center and for the initial setting of the control panel. Students may be assigned to assist, but shall work under the direction of the District employee. The District employee does not have to be present after the initial setting of the control panel for rehearsals. However, no changes may be made by other persons. No unauthorized components may be added to the system. A District employee must be present in the Performing Arts Center during all performances.

Outdoor Facilities

While school fields and other outdoor facilities are generally open to all citizens, only groups with an approved use permit have exclusive and reserved use of school property.

The outdoor facilities at elementary and middle school campuses are available when not used for school activities or after school district activities. When available, these facilities are available on a first come first serve basis. No organization may claim exclusive use of school grounds. Regular school hours are 7:00 a.m. to 6:00 p.m. No vehicular traffic on the grounds will be allowed.

Use of the turf field at Frerichs Field is prohibited unless approved by the Urbandale Community School District. The track is available when not used for school activities. Hard sole shoes are not allowed on the track. All visitors must stay off the turf. Pets are not allowed in the facility. Children must be supervised at all times. Bicycles, strollers, roller blades, skates, skateboards, motor bikes, bicycles, tricycles are not allowed.

Agreement Guidelines

An Agreement is for specific rooms or areas of District facilities, at specific times, and for specific purposes. No furniture or equipment may be moved without District permission. No alterations may be made or decorations attached to the facilities without District permission. Using a portion of a facility not authorized, or at times not authorized, or for purposes not authorized will be considered unauthorized use of the facility. The District may take any action to remove persons engaged in unauthorized uses, to seek damages for any unauthorized use, and may also deny future use to that entity.

Urbandale Community School District administrators, building supervisors, or other on duty staff members have the right to terminate any activity in violation of Board policy, federal, state or municipal law, or activity deemed detrimental to buildings, people or equipment.

User Group Classifications

Category 1: District and District-Related Organizations

- Regular classroom and Adventuretime activities
- District-sponsored activities for students (e.g., athletics, fine arts, clubs)
- District-sponsored activities for parents (e.g., open houses, graduation meetings)
- Activities of District-related groups and organizations (e.g., PTO, Booster Club)
- District-sponsored activities for District staff (e.g., training sessions)
- Community Education activities

Category 2: Public Agencies / District Co-Sponsored Activities / Youth / Non-Profit / Civic Organizations

- Urbandale community social, civic and service organizations sponsoring fund-raising activities where all of the proceeds go directly to benefiting the District
- Official meetings of the City of Urbandale, the City of West Des Moines, the City of Johnston, the City of Windsor Heights, or the City of Clive, or a community activity sponsored by one of the city boards
- Meetings of human services organizations
- National, state and local elections
- Meetings of governmental units or committees
- Urbandale community social, civic and service organizations sponsoring educational, recreational or cultural activities
- Meetings and practices for non-profit, chartered youth groups and organizations sponsoring youth activities during their regular program season. Practice seasons will follow the Urbandale High School season. At least 75% of the participants must be residents of the District or of the City of Urbandale. Rosters/membership lists may be required. Outdoor leagues will not be provided indoor space for practices.
- Such groups include:
 - Urbandale Parks & Recreation
 - Urbandale Soccer Club
 - J-Hawk Soccer Club
 - Urbandale Girls' Recreation Association
 - Little J-Hawks Sports Association
 - Urbandale Little League
 - Boy Scouts
 - Girl Scouts
 - Lions Club

Category 3: Educational Institutions / Community Non-Profit / Private Interest Groups

- Educational activities of public and private college and universities
- Educational activities of public and private K-12 institutions
- Urbandale nonprofit organizations/community groups conducting fund-raising activities for their organizations or for charitable purposes
- Local churches, religious classes and activities
- Businesses located within and paying property taxes to the City of Urbandale for activities not conducted for profit
- Community Theater

Category 4: Out of District Private Interest Groups

- Businesses located outside of the District and outside of the City of Urbandale for activities not conducted for profit
- Out-of-District youth or adult groups or organizations with a membership of fewer than 75% District residents for activities not conducted for profit
- State or national organizations hosting workshops and or conferences for their memberships
- Local, state, and national groups hosting special events that enrich the community and provide a variety of lifelong learning opportunities for community members (e.g., national AAU, Junior Olympics, United States Volleyball Association tournaments)

SCHEDULE FOR USE OF DISTRICT FACILITIES

The following groups may use District facilities upon application and approval, in the following priority order. The District tries to schedule facilities so that it does not need to cancel a use that has been approved. *However, the District reserves the right without penalty to cancel an agreement even though the use has been approved.*

Facility – School	Category 1	Category 2	Category 3	Category 4
Elementary Schools				
Gymnasium	\$0/hour*	\$0/hour*	\$50/hour*	\$100/hour*
Commons/Lunchroom	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Classroom	\$0/hour	\$0/hour	\$25/hour	\$50/hour
Media Center	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Kitchen	\$0/hour*	\$0/hour*	\$25/hour*	\$100/hour*
Middle School				
Gymnasium	\$0/hour*	\$0/hour*	\$50/hour*	\$100/hour*
Commons/Lunchroom	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Classroom	\$0/hour	\$0/hour	\$25/hour	\$50/hour
Media Center	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Kitchen	\$0/hour*	\$0/hour*	\$50/hour*	\$125/hour*
Computer Lab/Room	\$0/hour	\$0/hour	\$50/hour	\$100/hour
High School				
Gymnasium	\$0/hour*	\$0/hour*	\$50/hour*	\$100/hour*
Commons/Lunchroom	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Classroom	\$0/hour	\$0/hour	\$25/hour	\$50/hour
Media Center	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Football Stadium	\$0/hour*	\$0/hour*	\$500/hour*	\$500/hour*
Softball/Baseball	\$0/hour*	\$0/hour*	\$250/hour*	\$250/hour*
Kitchen	\$0/hour*	\$0/hour*	\$50/hour*	\$125/hour*
Computer Lab/Room	\$0/hour	\$0/hour	\$50/hour	\$100/hour
Locker Room	\$0/hour	\$0/hour	\$40/hour	\$40/hour
Performing Arts Center	\$0/hour*†	\$0/hour*†	\$100/hour*†	\$225/hour*†
*There may be an additional charge for special events				
†Protective, vinyl flooring may be required				
Additional charges for personnel costs are as follows:				
May or may not apply in all cases / fees may be adjusted based upon the day of the event				
Event Supervisor		\$30/hour		3 Hour Minimum
Building Supervisor		\$25/hour		3 Hour Minimum
Custodial Fee		\$30/hour		3 Hour Minimum
Technology Use		Charges depend on Request – may include Personnel Charge as well		
Personnel Cost		\$30/hour		3 Hour Minimum