

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

Central Lyon Board Policy – Code No. 905.1

The buildings and sites and equipment of the Central Lyon school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, religious, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and sites. The board reserves the right to deny use of the buildings and sites and the equipment to any group. It shall be within the discretion of the superintendent to allow use of school district buildings and sites on Sundays.

Organizations, individuals, and other entities that wish to use the Central Lyon school district property must apply at the superintendent's office. It shall be the responsibility of the superintendent and/or his/her designee to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent or the specified designee to provide application forms, obtain proof of insurance, and draw up the contract for use of Central Lyon school district property.

Activities in the Central Lyon school district buildings and sites shall be supervised by an employee of the school district unless special prior arrangements are made with the superintendent. All district employees shall be paid for their hours at a set rate established by the district. The employee shall not accept a fee from the user. If appropriate, the school district employee will be paid by the school district.

The board may allow groups, such as the Boy and Girl Scouts, 4-H, River Valley Players, and Central Lyon Booster Clubs to use the buildings and sites without charge. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee.

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

Approved 10/09/95 Reviewed 4/15/09 Revised 4/15/09

USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT

Central Lyon Board Policy – Code No. 905.1E2

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the Central Lyon district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Central Lyon Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the Central Lyon district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

Organization: _____ Date: _____

Applicant's Signature: _____ Title: _____

Applicant's Address: _____

Superintendent's or Designee's Signature: _____

Approved 10/09/95 Reviewed 4/15/09 Revised 4/15/09

USE OF FACILITIES - APPLICATION FORM

The undersigned applicant makes application for the use of the school building designated below. Please refer to Policy 905.1 to determine the proper use of school facilities. The applicant is responsible for enforcing these regulations.

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Organization making application: _____

Person making application: _____ Date: _____

School Facility to be Used:

	<u>For Profit</u>	<u>Non-Profit</u>
<input type="checkbox"/> Activities Center Gym	\$60.00	\$40.00
<input type="checkbox"/> Activities Center Multi (seating for 60) – includes tables, chairs and refrigerator	\$90.00	\$60.00
<input type="checkbox"/> High School Auditorium	\$250.00	\$150.00
<input type="checkbox"/> High School Auditorium with Light and Sound System*	\$275.00	\$175.00
<input type="checkbox"/> High School Commons**	\$175.00	\$100.00
<input type="checkbox"/> High School Kitchen***	\$40.00	\$30.00
<input type="checkbox"/> Elementary/Middle School Kitchen***	\$40.00	\$30.00
<input type="checkbox"/> Elementary/Middle School Multi-Purpose Room*	\$175.00	\$100.00
<input type="checkbox"/> Classroom	\$45.00	\$30.00

* Includes light and sound system for 2 ½ hours. Additional charge of \$10.00 per hour for light and sound use after the initial 2 ½ hours.

** Includes tables, chairs, sound system

*** Includes stove, sink, freezer, refrigerator

The above fees do not include the custodial fee of \$15.00 per hour per custodian.

Purpose: _____

Date: _____ Hours: _____

I have read the policy "Community Use of School District Buildings & Equipment" and, as the person responsible for the group, agree to abide by the policies as stated. I realize failure to abide by the policies may result in suspension of facility use privileges.

(Signature of Applicant)

(Phone Number)

(Date)

The Central Lyon athletic facilities, including the high school gym, are not available for rent. Exceptions may be made by the superintendent of schools on a case by case determination. Fees will be set at the time of the determination.

Approved _____ Not Approved _____

Total Fee \$ _____ Superintendent's Signature _____

Fee is due when the above request is approved unless other arrangements are made. After action is taken, a copy will be returned to the applicant.

USE OF SCHOOL DISTRICT FACILITIES REGULATION

1. There shall be no alcoholic beverages, drugs, or tobacco products brought to, consumed or used in the building or on the grounds.
2. There shall be no smoking in school facilities or on school grounds.
3. A custodian or district employee may be present while the facility is being used.
4. After a school building has been used by an outside group, cleaning will be done by employees. Fees for such work will be paid by the group in addition to the rental fee charged (if applicable) for the use of the building.

USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT

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Dated at _____, Iowa, this _____ day of _____, 19____.

(Organization)

Central Lyon Community School District

By _____
Title _____
Address _____

By _____
Superintendent
By _____
Secretary/Business Manager