

School – Community Relations
Series 1000

Policy Title Regulations Governing the Use of School District Facilities Code No. 1004.6

All organizations using school district facilities will observe the following regulations:

- A. Groups shall arrive and leave the facilities at the contracted times.
- B. No extra work will be left for custodians and faculty members.
- C. The facilities used are to be left in the same condition in which the group found them.
- D. Groups are required to provide their own equipment (balls, towels, table service, etc.) unless previous arrangements have been made and a contract for use of these items assigned. If a request is made for such use, terms outlined in board Policy 1004.2 will apply.
- E. Folding chairs and other equipment used by the group are to be put away and stored as they were found.
- F. If tables are used, they are to be washed and cleaned to be ready for regular student use.
- G. Gym shoes are to be worn when groups are participating on gym floors.
- H. Telephones are to be used only in case of an emergency.
- I. Group participants are to remain only in their contracted area of the school.
- J. School age students must have adult supervision at all times.
- K. Any damage to school facilities is to be reported immediately to school authorities. Damage to property and equipment incurred during the time the facility was in use shall be paid for by the group using the facility.
- L. In accordance to Policy 902.8, titled "Tobacco Free Environment" all school district buildings, grounds and vehicles, shall be off limits for use of tobacco in any form. Persons failing to abide by this request shall be required to leave the school district building and grounds immediately.
- M. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
- N. No one is allowed in the building either before the custodian unlocks the door or after the organization's specified time of use is over.
- O. Violation of any of these policies may result in the loss of the privilege of further facility usage.

Date of Adoption:

Legal Reference: (Code of Iowa)

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Related Administrative Rules and Regulations: _____
