

SCHOOL-COMMUNITY RELATIONS – Series 1000

1003 Use of School Facilities

1003.01 Community Use of School Facilities

The Board of Education supports the philosophy that the school belongs to the public and should be available for public use by school district community groups which promote cultural, educational, community welfare or recreational activities, provided the activity is not contrary to public interest or to the safety, welfare and protection of the West Branch School staff, students or property as determined by the Board of Education, or as provided by law. Any community group or organization requesting use of the school building must have an adult (legal age not a student) in charge who will be responsible for the proper care and use of the building and who will be responsible for taking care of any cleaning, payment of fees and the settlement for any damages. The building must be left in the state of cleanliness and orderliness in which it was found. Any group or person using school facilities may be required to provide proof of sufficient insurance, or written verification that the group is covered under the District's insurance coverage.

When using school facilities, the use or possession of alcohol and/or illegal drugs is strictly prohibited, as referenced in Policy 502.04. Any individual or group violating this policy may be barred from future use of the facilities. Tobacco use is prohibited in the school buildings and on school grounds, as stated in Policy 1003.03.

Administrative regulations and fee guidelines have been established to differentiate user requests within the categories of non-profit and private profit. After filling out a school facility request, an applicant will be categorized and sent the appropriate documents by the superintendent's designee. The documents include, based on the category of the applicant, administrative regulations for building use and the fee schedules.

The board may allow groups to use the buildings and sites without charge. While such groups may use the building and sites without charge, they may be required to pay a custodial fee. (See fee schedule)

The following guidelines have been developed to support this philosophy, while not all scenarios or situations can be anticipated, the following are intended to guide in the appropriate application of fees as determined by the West Branch CSD.

A School-Sponsored Group is defined as a group sponsored by the school district and has an assigned supervisor or coach authorized (paid) by the district. (Group 1)

A Community Group is defined as a group not sponsored by the school and could include adult community groups or student community groups. Community groups shall not discriminate on the basis of race, sex, national origin, religion, sexual orientation, age, disability or gender identity. (Groups 2 – 6)

West Branch Youth Sports Teams (Non-School Offered or Sponsored – Group 5)

For-profit or non-profit youth sports teams and organizations that have been recognized by the WBCSD as contributors to youth development by providing specific activities that are not offered by the district. These organizations include: clubs, sports teams, performance groups, comprising of only enrolled WBCSD students.

Multiuse Building / Facility

Use of the district’s multiuse building, located on the campus of West Branch High School, will follow the same group scheduling and fees schedule outlined in this document. The Multiuse Building’s team / meeting rooms and storage areas are for district employee use only.

GROUP 1

Direct School Activities / School Sponsored

Members or Activities:

- School-sponsored and faculty organized clubs or activities for students such as Drama, music and instrumental music events and activities, speech and debate, National Honor Society, FFA, Newspaper, Yearbook, Student Council, after prom, etc.
- Sports and sports related activities including administratively approved summer camps.

Facility Use Fee:

- No fees for custodians, heating, ventilation and air conditioning
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.
- If auditorium is being requested, the activity will need to have a designated person to run equipment.

GROUP 2

District Related Activities

Definition: Direct School Activities and Indirect School Activities

Members or Activities: Direct School Associated Activities

- Parent Teacher Organization
- Booster Organizations or Clubs
- Fine Arts Connection
- FFA Alumni

Members or Activities: Indirect School Associated Activities

- West Branch grade-level teams (Does not include profit organizations, groups utilizing paid coaches, and/or invite only groups)
- Scouting – Normal meetings
- 4-H – Normal meetings
- Adult Education (sponsored by district)
**Election or Caucuses (no charges)*

Facility Use Fee:

- No fees for use custodians, heating, ventilation and air conditioning
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.
- If auditorium is being requested, the activity will need to have a designated person to run equipment.

GROUP 3

Local Tax Supported Organizations

Members or Activities:

- West Branch Parks and Recreations
- City Council or Local Government Agencies
- West Branch Public Library
- Individuals/Families

Facility Use Fee:

- Rental for all activities. Organization would be required to pay all custodial fees if needed. (See rate schedule)
- Heating, Ventilation and air conditioning will be provided at additional cost. (see rate schedule)
- If auditorium is being requested the activity will need to have a designated person to run equipment (See rate schedule)

GROUP 4

Local Non-Profit

Members or Activities: Civic

- Historic West Branch Community Development Group, Lions, American Legion etc.

Members or Activities: Charitable

- Benefits: police, fire, Marine Corp, etc.

Members or Activities: Local Religious Organizations

- All churches within the boundaries of the WBCSD boundaries and their youth groups

Members or Activities:

- Local Political Organizations

Facility Use Fees: (If not during school day)

- Rent, custodial and maintenance fees, equipment fees.
- Heating, ventilation and air conditioning fees.

- Users will be required to file a non-profit exempt documentation to the district.
- If auditorium is being requested the activity will need to have a designated person to run equipment (See rate schedule)

GROUP 5

West Branch Youth Sports Teams (Non-School Offered or Sponsored)

For-profit or non-profit youth sports teams and organizations that have been recognized by the WBCSD as contributors to youth development by providing specific activities that are not offered or directly sponsored by the district. These include organizations include: clubs, sports teams and youth performance groups comprising enrolled WBCSD students only. *(Gym use limits and time limits for the use of facilities will be determined by the superintendent / superintendent designee.)*

GROUP 6

Outside Groups

Definition: Industrial, Commercial or Profit Generating Organizations

Members or Activities:

- All other organizations, companies, groups or clubs that wish to use the facilities whether for their organizational meetings or for profit activities.
- Includes profit organizations, groups utilizing paid coaches, and/or invite only groups.

Facility Use Fee:

- Rent, custodial and maintenance fees, equipment fees. (see Facility Usage Fee Schedule)
- A minimum of 3 hours post-custodial fees will be charged, plus any additional hours necessary to clean up after event.
- Heating, ventilation and air conditioning fees.
- Users may be required to file a certificate of insurance to the district.
- If auditorium is being requested the activity will need to have a designated person to run equipment (See rate schedule)

FACILITY USE FEE FOR EVENTS AND TOURNAMENTS - GROUPS 2 - 6

Fees will be charged to this group for events and tournaments according to the following conditions.

- **Events / tournaments requiring (4) hours or less** of facilities time will be charged \$20 dollars for post-custodial cleaning (1 hour of custodial time).
- **Events / tournaments requiring (4) hours or more** of facilities time will be charged \$30 dollars per facility for facilities use, in addition to a \$30 fee for post-custodial cleaning (3 hour of custodial time) unless the District determines (size of event considerations) that the presences of a custodian is

required. If the presence of a custodian(s) is deemed necessary, Group 2 will be charged at a group 3 & 4 facilities rate. (See fee schedule)

- If **auditorium** is being requested the activity will need to have a designated person to run equipment at the group 3, 4 & 5 rates. (See fee schedule)

PRIORITY OF USE

The following shall dictate the priority for facility use:

1. School-Sponsored Activities shall take top priority, which includes open gyms and fields. (See open gym guidelines)
2. District Related Activities (Community groups composed of a majority of West Branch students in youth programs such as community sports programs, practices or service organization meetings.) Profit organizations, groups utilizing paid coaches, and/or invite only groups will be categorized as group 5.
3. Local Tax Supported Organizations (West Branch-based organizations that charge a fee for participation (Parks & Recs., adult recreation, etc.)
4. Local Non-Profit (Groups hosting a non-profit based activity (Lions Club, American Legion, etc.) WBCSD Youth Organizations / Sports Teams (See definition above)
5. West Branch Youth Sports Teams (Non-School Offered or Sponsored)
6. Outside Groups (Organizations/businesses from outside the West Branch community or any industrial, commercial or profit generating organizations)

REGULATIONS FOR USE OF SCHOOL FACILITIES

1. A Facilities Use Form must be completed and submitted for approval to the Superintendent's Office two weeks prior to the event.
2. Payment Procedure: All checks shall be made payable to the West Branch Community School District. Payment in full must be received before the initial date of facility usage.
3. If an activity involves use of the kitchen facilities, a school cook may be required, and fee for the employee to be present will be charged. Exceptions are use of the High School kitchen for a concession stand when food is being served from the kitchen but not prepared in the kitchen.

4. If an activity involves use of stage lighting or other technical equipment in the auditorium, the community group/organization shall be required to pay at the group 3 and 4 rates for an approved stage technician.
5. For Athletic Activities the following procedures will be used:
 - **Gym Use Sign Up:** There will be a designated sign-up period during the year for reserving the gym. The schedule of gym use can be found on the school's website. Changes will be made by the superintendent's designee. Any unscheduled activities or activities violating these regulations will not be allowed.
 - **Eligible Activities:** Activities that are eligible for the gym use are those that normally are played in a gymnasium such as basketball and volleyball. Other activities may use the gym provided there is no greater threat of damage to school property. Activities such as soccer, baseball and softball may use the gym provided safety and care of school facilities are considered. When kicking, batting or completing skill activities when participants are not under complete control of the ball, in no way should the ball make contact with the walls, bleachers or other permanent equipment. No rollerblade or bicycling activities are allowed in the gym. The school administration has the right to restrict activities and determine which additional activities will be approved for use.
 - **Facilities Use Coordination:** The superintendent's designee may request that the coaches turn in rosters with player's names and league. The superintendent's designee will provide each coach/team/organization with a set of rules for facility use.
 - **Varsity Competition Facilities/Fields:** Those WBCSD facilities used primarily for varsity competition have a unique need for maintenance and care to ensure quality playing facilities/surfaces and safety for athletes. Each facility is unique in its maintenance needs, accessibility, and potential for misuse, therefore, to ensure the best possible facilities for varsity competition, facilities used primarily for varsity competition will be under the direction of the Superintendent or superintendent's designee. The Superintendent or superintendent's designee will be responsible for determining accessibility and assigning use based on the maintenance needs of the facility, impact of use, and the potential benefit to the WBCSD. If, in the Superintendent or superintendent's designee's determination, the use presents the potential for damage, misuse, or undue wear and/or is not beneficial to the WBCSD programs, use may be denied in the interest of maintaining a safe and quality competitive facility. The High School Competition Gym will only be available for major competitions (i.e. Youth Wrestling Tournament, Youth Volleyball Tournament, etc) with prior approval of the WBCSD. The varsity softball and baseball diamonds are available to community organizations when not in use by school teams. The following guidelines must be followed:

- Fields are to be used when the infield is dry.
 - Equipment (including bases) is not to be used unless special arrangements are made with the High School coach.
 - High School teams have first priority for the use of the fields.
 - Lights may be used provided specific arrangements are made with the Superintendent or Superintendent's designee.
 - Softball – stakes must be placed back in peg holes, if removed.
 - Baseball – all pitching must be from the dirt mound. When finished, home plate and pitching mound are to be raked.
 - Fees for use of softball and baseball fields will be charged in order to cover the cost of utilities.
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- **Weeknight Availability:** Weeknight gym times are limited to 1 ½ hour sessions, between the hours of 6:00 p.m. and 9:00 p.m. at Hoover gym and 1 ¼ hour sessions, between the hours of 6:30 p.m. and 9:00 p.m. at the high school facilities. No youth activities will occur on Wednesday nights in respect of family activities, during the school year. The competitive middle and high school gyms will be restricted in availability for use by non-school activities as determined by the building principal and activities director. There will be no gym use on official holidays, when the school day has been canceled or dismissed early, or when there are evening school activities in which non-school activities would interfere with a school-sponsored activity.

 - **Saturday Availability:** Saturday use of the gym will be scheduled by the superintendent's designee with tournaments or games taking top priority over practice time. The gym may be used on Saturday between 8:00 a.m. and 9:00 p.m., or as determined by the superintendent's designee.

 - **Sunday Availability:** Sunday use of the gyms will be available between 12:00 p.m. and 9:00 p.m., or as determined by the superintendent's designee.

 - **Key Checkout:** Use of the gym requires checkout of a key card from the superintendent's designee. A \$10 deposit is required to receive a key card. The deposit would be forfeited in the event that the card is lost, damaged, loaned to someone other than the designated key card user or not returned. The key card is due back at the conclusion of the activity.

 - **Responsibility for Property:** Coaches, players, parents, siblings, etc. are restricted to the area of the building in which the activity is taking place. Typically, this would be one of the gyms. The coach in charge is responsible for monitoring traffic in the building and for supervising the gym and children in the program they sponsor. Any damage done to school property during practice, games, or open gym must be reported immediately to the custodian on duty or the building principal on the following school day. The coach/team/organization scheduled during the time in which the damage occurs will be responsible for reimbursing the school for any necessary repairs or replacement of equipment.

Failure of a coach/team/sponsor to report damage will result in the coach/team/sponsor's loss of use privilege until the beginning of the following school year (typically late in August).

6. **Local Non-Profit groups** may be required to provide proof of insurance.
7. **Profit groups** under the following conditions:
 - Businesses located in the West Branch Community School District and activities benefiting students of the West Branch Community School District will have priority. School functions will always be given priority when scheduling profit groups.
 - Programs/organizations must benefit or promote cultural, educational, or recreational activities and may not be contrary to public interest, as determined by the Board of Education or as provided by law.
 - Each profit group will be limited to the use of facilities twice during an academic school year.
 - Events may not be scheduled more than six weeks in advance. The West Branch Community School District reserves the right to reschedule events in case of an unforeseen school district conflict.
 - The district will not supply equipment such as balls, etc.
 - There shall not be any alcoholic liquor nor beverages brought to, or consumed on the premises. The West Branch Community School District is a non-smoking facility. Smoking is not allowed anywhere on school grounds.
 - The business may be required to furnish the district with a certificate of insurance with a combined single limit of bodily injury and property damage liability in the amount of \$500,000.
 - A West Branch Community School District custodian maybe required to be on duty during the time facilities are used, and business will be charged from the fee schedule accordingly.
 - Supervision of the scheduled activity shall be the responsibility of the group using the facility. A supervisory person must be designated at the time of application.
8. The District will attempt to schedule requested events by local businesses, civic groups and organizations in advance. (Limited to dates less than 1 year away at the time of the request.) The superintendent / superintendent's administrative designee (AD, HS Principal) will review district schedules and make a final determination. The District reserves the right to cancel local business, civic groups and organization's event dates for school related matters. The district will attempt to provide advance communications regarding cancellations when possible.
9. The District reserves the right to cancel facilities use on days in which inclement weather poses a hazard and facilities are closed.

10. The District reserves the right to refuse use of facilities that do not promote cultural, educational, civic, community, or recreational activities that correspond with the District's beliefs.

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May 8, 2017

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May 11, 2015
May 8, 2017

FACILITY USAGE FEE SCHEDULE

West Branch Community School District

School Board Philosophy: The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its total community, however, all school facilities have been primarily erected and maintained for the use of the students of the WBCSD and shall not be used for another purpose that will conflict with that use. Any costs incurred that are not determined by the district to directly and positively impact and enhance the education of our students will be passed along to the user as detailed in the fee structure below.

Exceptions to this fee structure must be approved by the Superintendent

Facility Rental	Group 1 & 2	Group 3, 4 & 5	Group 6
HS Auditorium	*Charge may apply	\$25/hr	\$50/hr
Classrooms, Band/Chorus Rooms	*Charge may apply	\$10/hr per room	\$20/hr per room
Library	*Charge may apply	\$10/hr	\$20/hr
Gyms	*Charge may apply	\$10/hr	\$20/hr
Locker Rooms	*Charge may apply	\$10/hr	\$20/hr
Commons	*Charge may apply	\$10/hr	\$20/hr
All-Purpose Room	*Charge may apply	\$10/hr	\$20/hr
Wrestling Room	*Charge may apply	\$10/hr	\$20/hr
Football/Track Complex	*Charge may apply	\$25/hr	\$50/hr
Baseball/Softball Fields	*Charge may apply	\$25/hr	\$50/hr
Practice Fields	*Charge may apply	\$25/hr	\$50/hr
Concession Stand	*Charge may apply	\$10/hr	\$20/hr
Kitchen **	*Charge may apply	\$10/hr	\$20/hr
*Events /Tournaments	\$20 – 4 hrs or less per facility \$30 – 4 hrs or more per facility		

ADDENDUM TO BOARD APPROVED FACILITY USAGE

West Branch Early Learning Center/
Kid's Club - per contract agreement for APR

EQUIPMENT USAGE

Athletic groups will provide their own volleyballs, basketballs, etc. unless special permission received from A.D. prior to activity

**District Food Service employee must be present for all kitchen usages when food is being prepared.

Personnel Fees	Group 1 & 2	Group 3, 4 & 5	Group 6
Custodian*	Charges will apply Less than 4 hrs – no charge per facility 4 hours or more - \$30 per facility	\$25/hr	\$30/hr
Food Service Supervisor	Charge may apply	\$15/hr	\$20/hr
Auditorium Technician*	Charge may apply @ group 3 & 4 rate	\$9/hr	\$15/hr
Police/Security	Actual Cost	Actual Cost	Actual Cost

Payment Procedure: All checks shall be made payable to the West Branch Community School District. Full payment must be received before the initial date of facility usage.