

GENERAL REGULATIONS FOR COMMUNITY USE OF  
BUILDINGS AND FACILITIES

APPLICATION FOR CONTRACT:

1. Request to use buildings and facilities must originate with an online application through the Clinton Community School District Website.
2. All requests for school facilities must be submitted at least two weeks in advance of the requested date. Whenever more than one group desires the use of the same facilities, the Chief Financial Officer shall arrange an equitable distribution of the facilities in demand.
3. The school has prior rights to use of the building at all times. However, when requests of non-school groups have been approved as scheduled, such approval will not be withdrawn in order to allow use by school groups except by mutual agreement of the groups involved. Variations in procedures outlined will be allowed in case of extreme emergency.
4. A deposit of \$100 or the estimated rental fee (whichever is less) must accompany a signed contract from Class IV & V groups.
5. The Facility Use Request must contain sufficient information to issue a contract. The information needed on the request is as follows:
  6. Name of organization;
  7. Name, address and telephone number of individual in charge;
  8. School or facility desired;
  9. Date and hours desired (including set up and/or rehearsal);
  10. Purpose of meeting or event;
11. 72 business hour's notice is required if it becomes necessary to make any changes in contract requirements. The business office must be notified to allow for proper notification of the staff and to change the records. The district cannot guarantee any requests made after this deadline.
12. Groups that have been granted contracts must give at least 72 business hour's notice of desire to cancel in order to secure refund of deposit.
13. Failure to notify the Business Office by 2:00 PM of cancellation of a meeting scheduled for any time after 5:00 PM of that day will render the application liable for payment of the rental fee.
14. Receipt of contract, deposit and certificate of insurance (when required) must be furnished before approval can be granted.
15. The District reserves the right to determine the staffing (including audio visual, food service, and custodial) necessary to adequately handle each event. Before issuing contracts, the District will estimate the staff needed and communicate this to the Lessee.
16. All uses of school facilities may be subject to rental fees as determined by the Board of Education and published in a separate fee schedule. Payment should be made to Clinton Community School District, 1401 12<sup>th</sup> Avenue North, Clinton, Iowa, 52732.
17. The District reserves the right to reject any or all applications and the right to rescind, modify or amend any or all rules or regulations or to make exceptions.

MEETING TIMES:

All meetings held in the evening shall terminate at or before 10:00 PM (9:00 PM at the Elementary Schools) unless:

- the building principal is present at the meeting, or
- special permits are granted by the Chief Financial Officer or the Superintendent extending the time. An exception will be made only in extreme emergencies. The time of the contract must be strictly enforced and the last person must be out of the building at the hour specified in the contract.

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SUNDAY AND HOLIDAY USE:

Limited use of facilities on Sunday and holidays may be granted for other than school-sponsored activities when it can be demonstrated that such activities serve a critical need of the community and cannot be schedule at a different time. Appropriate staffing charges will apply.

USE OF SCHOOL EQUIPMENT:

Use of school apparatus shall not be granted unless an instructor, approved by the District, is in charge of the room and apparatus. Wages for the District personnel shall be paid by the Lessee. No Audio Visual equipment or any other apparatus shall be brought into the building except by permission of the Chief Financial Officer. Neither shall school property be used in such a way as to interfere with the comfort and health of the pupils or endanger the property of the District.

Equipment of the District shall not be loaned or rented to any person or group for use off of District property.

KITCHEN USE (Employees must be present):

Groups in Classifications I and II may have limited use of kitchen facilities in each building provided the Head Cook in that building is notified in advance. In each case, the building principal must assume responsibility for the Groups.

Use is limited to coffee pots, service areas and sinks. Due to insurance requirements, absolutely no one who is not a member of the Food Service staff may use any other equipment including, but not limited to: stoves, ovens, dishwashers, garbage disposals, etc.

TOBACCO, CONTROLLED SUBSTANCES, AND ALCOHOL RESTRICTIONS:

The use of tobacco, controlled substances, or intoxicating beverages is not permitted on school grounds.

INSURANCE:

Organizations in Groups III, IV, and V shall provide evidence of liability insurance of not less than \$2,000,000 per occurrence for protection against accidental personal injury and property damage. School-related Groups may be required to provide such insurance coverage if deemed necessary by the Administration.

DAMAGES:

Organizations will be responsible for any damage caused by the Group or by others admitted.

WEATHER/EMERGENCY CANCELATIONS:

The use of buildings and/or facilities by outside organizations shall be automatically canceled when schools must close due to inclement weather or other emergency conditions. Non-school days will be decided mutually.