

**COMMUNITY USE OF SCHOOL FACILITIES
ADMINISTRATIVE GUIDELINES**

All facilities usage is subject to conditions outlined in policy 807.1 and 807.1R. The Superintendent or designee shall require reasonable assurance of the recovery of damages caused by the user, as well as evidence of sufficient injury liability insurance. Contracts for facility usage are required.

The Superintendent or designee has discretionary authority to alter the listed rental rates within the following set of conditions:

1. Additional facilities, arrangements or equipment are requested by a user not outlined in the rate schedule or guidelines.
2. Where long-term contracts are of sufficient length to make price alterations a feasible and reasonable consideration, such alterations are not to be below the estimated and reasonable maintenance and utility costs incurred by the District.
3. The District reserves the right to refuse rental or use of facilities to any person or organization.
4. After a school facility has been used by an outside group, cleaning will be done by employees assisted by a committee from the outside group. Fees for such work will be charged to the group as part of the rental fee charged to the group as part of the rental fee charged for the use of the facility. An additional charge will be made when school staff is used for excessive clean-up or if damages occur.
5. Only the Superintendent or CFO has authority to waive a fee. Under no circumstances is a fee to be paid to the custodian or any other school representative. Checks would be made payable to Clinton Community School District. All groups will be billed for building usage after the usage has taken place.

USE OF YOURD GYMNASIUM FOR ATHLETIC EVENTS

Use of Yourd gymnasium will be scheduled by the Activities Director of Clinton High consistent with the rules and regulations of the Clinton Community School District.

The Clinton Community School District, Clinton, IA, hereinafter called the Lessor, will rent Yourd Gymnasium to an outside organization, hereinafter referred to as Lessee, in accordance with the rules and regulations established by the Board and subject to the following conditions and supplemental rules.

- A. All rights to concessions belong to the Lessor. The Lessee shall notify the Lessor one week in advance if these services are desired.
- B. There shall be positively no smoking, use of controlled substances, or intoxicating beverages on school property.
- C. Lessee shall furnish all its own equipment except the electric scoreboard, timer and roster line-up boards, all of which shall be operated by Lessor. Lessee shall be charged per fee schedule.
- D. Lessee will furnish all ticket sellers, ticket takers, and ushers.
- E. Lessee shall furnish two uniformed policemen. They shall be on duty when the doors open and remain until the building is clear.

USE OF SCHOOL FACILITIES FOR CLINICS

- A. Coaches/sponsors will run all fees and expenses through district accounting as a school sponsored event and will not be assessed any fees.
If sponsor/coach chooses to privately sponsor a clinic or event, fees will be charged under Group IV.

USE OF VERNON COOK THEATRE AND COMMONS AREA

Use of a theatre will be scheduled by the principal/AD of the building consistent with the rules and regulations of the Clinton Community School District.

The Clinton Community School District, Clinton, IA, hereinafter called the Lessor, will rent the theatre to an outside organization, hereinafter referred to as Lessee, in accordance with the rules and regulations established by the Board and subject to the following conditions and supplemental rules:

- A. All rights to concessions belong to the Lessor. The Lessee shall notify the Lessor one week in advance if these services are desired.
- B. There shall be positively no smoking, controlled substances, or intoxicating beverages on school property.
- C. Lessee shall furnish all its own equipment except the lighting instruments, sound and light boards, all of which shall be operated by Lessor.
- D. Lessee will furnish all ticket sellers, ticket takers, and ushers.
- E. Lessee may be required to furnish two uniformed policemen. They shall be on duty when the doors open and remain until the building is clear.

SCHEDULE OF BUILDING/FACILITY USAGE FEES

Fees quoted are per hour:

School facilities are not available for private individual usage. Groups II through V must pay for employee incurred labor and any incurred expenses.

Elementary Schools (available only when custodian is on duty. Groups must be out by 9:00 PM.)

Gymnasium	\$50/hour or any part thereof.
Kitchen*	Not for rent
Classrooms	\$20/hour or any part thereof.

Middle School

Gymnasium	\$100/hour or any part thereof.
Locker Rooms**	\$40/hour or any part thereof. Only for competition events
Kitchen	Not for rent
Commons	\$100/hour
Classrooms	\$ 25/hour or any part thereof.

Clinton High School

Yourd Gymnasium, Practice Gym, Small Gym

Athletic Event	\$250/hour or any part thereof.
Performance	\$175/hour or any part thereof. Plus AV Personnel
Rehearsal	\$100/hour or any part thereof. Plus AV Personnel
Locker Rooms**	\$40/hour or any part thereof. Only for competition events.
Commons*	\$100/hour or any part thereof.
Classrooms	\$25/hour or any part thereof.

District

Any outside varsity fields/facilities (includes Athletic Complex, Durgin Complex and COAN Field)	\$100/hour
West, North and Franklin Fields	\$50/hr
Gymnasiums for clinics/events Under Group IV	\$60
Stadium (Includes press box, restrooms, scoreboard No concessions)	\$450/4 hour minimum
Tennis courts	No Charge

*District Personnel must be present to supervise all Groups.

**No towels furnished.

Incurred custodial charges at \$35/hour

VERNON COOK THEATRE/COMMONS

Group II organizations:

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| 1. Meetings (no admission) | No charge |
| 2. For scheduled rehearsals | \$20/hour |
| 3. For scheduled performances | \$50/hour |

Group III organizations:

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| 1. Meetings (no admission) | No charge |
| 2. For scheduled rehearsals | \$ 50/hour |
| 3. For scheduled performances | \$75/hour |

Groups IV and V:

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| 1. Meetings (no admission) | \$100/hour |
| 2. For scheduled rehearsals | \$ 75/hour |
| 3. For scheduled performances | \$100/hour |

District personnel must be used for lighting and sound at additional charge. Additional custodial charges at \$35/hour.

USE OF CLINTON HIGH SCHOOL POOL

Pool may be scheduled for use by the public for activities appropriate to the facility. Lifeguards will be scheduled with the Clinton Recreation Department. Facility supervisor will be provided at \$22/hour.

MINIMUM USE OF POOL: 2 HOURS

POOL

Pool may be scheduled for use by a non-school organization appropriate to the educational intent of the facility. Use of the pool locker rooms may be requested in association with pool usage. The following guidelines are to be observed for pool rental:

1. Lifeguards must be provided according to the regulations established by the Iowa Department of Health. Pool occupancy of 1-30 requires one lifeguard – 31-125 requires two lifeguards—Contact Clinton Recreation Dept. for life guards.
2. Facility Supervisor is provided for the event. Cost to be incurred by renter.
3. Rental of pool is not available when school is in session.
4. All Federal and State regulations will be adhered to.

POOL USAGE INSTRUCTIONS:

1. No one is to be in pool area unless a lifeguard is on duty.
2. Please shower before entering the pool.
3. Please walk at all times on the pool deck.
4. All participants who enter water must be wearing appropriate swimsuit (no street clothes).
5. Keep food, drink and glass items out of the locker rooms and out of the pool area.
6. Do not chew gum in the facility.
7. Please stay off the safety ropes and/or lane lines.
8. Adults must be present with children under 16 in the pool area.
9. Diving is permitted only in the designated area:
 - a. Only one person at a time shall be permitted on a diving board and ladder
 - b. Divers shall not dive until the previous diver has reached the exit ladder
 - c. Diving shall not be permitted from the side of the diving boards
 - d. Running dives from the deck area are prohibited
10. Fighting, pushing, dunking, horseplay or other dangerous play will not be allowed. Swimmers may not sit on each other's shoulders.
11. Must abide by posted pool rules.

FOR OUTSIDE GROUPS TO RENT A FACILITY

1. Obtain an application from the principal of the building you wish to use or the Business Services Office.

PHONE: 563-243-9600

OR STOP BY AT:

BUSINESS SERVICES OFFICE

1401 12TH AVENUE NORTH

CLINTON, IA 52732

2. Read the Policies and Regulations manual.
3. Have the building principal sign the application approving the time and date. Sign and return the approved application to the Business Services Office with deposit if applicable at least two (2) weeks prior to desired date. Certificate of insurance must be received before permission will be granted for building use.
4. Only an application approved by the Business Services Office grants outside groups permission for use of the facility.
5. The Board of Education 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.