

COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Code No. 1004.2

The Panorama Community Schools' buildings and grounds shall be made available to established community groups and organizations whose purpose and objectives contribute to the educational, civic, recreational, and cultural benefits of the school program or community.

The use of district facilities is not normally permitted on Sundays, recognized holidays, and school breaks. It is within the discretion of the superintendent or his/her designee to allow use of district facilities/grounds at these times, if such use doesn't interfere with maintenance and cleaning of property and contingent upon availability of adequate personnel. Employees are not permitted to use district facilities for personal gain or private purpose. The facilities are not to be rented to individuals for private purpose or to organizations for non-community use. **The Board also realizes there could be special/extenuating circumstances in which the use of the school facilities is desired for private use, for example a funeral. If it is determined by the superintendent or his/her designee that no other facility in the community would be able to accomodate the number of people that are anticipated to be in attendance then the school facilities may be made available.**

The Board of Directors recognizes that there are costs involved in non-school use of facilities. It is the policy of the Board to assess such rental charges as will compensate the district for use, basing the charges upon the purpose for which the property is to be used to help defray costs associated with non-school use of the facilities. The board reserves the right to deny use of the facilities and equipment to any entity.

The Board directs the Superintendent of Schools to develop a fee schedule and regulations governing the use and rental of school facilities to protect the regular educational program, those who use the facilities, and the facilities that taxpayers have provided primarily for educational use. The fee schedule and regulations will be reviewed and revised periodically by the Board of Directors.

Following is the priority order that will be given to all facility use requests:

1. All school-sponsored activities supervised by school personnel and approved by the building principal and/or activities director
2. School district use (e.g., staff inservice, school board meetings)
3. School-related use (e.g., Booster Club, School Foundation)
4. Local government units/agencies
5. Community youth groups
6. Non-profit community organizations
7. For-profit community organizations

This priority system might also mean that even though permission is given to an outside group to use a certain facility, that permission may be withdrawn at a later date because of unforeseen circumstances, which necessitates the use of the facility by Panorama Schools.

Use of Panorama Community Schools' buildings and grounds by outside groups is subject to the parameters listed below. Use shall be allowed if it is determined that the proposed use:

- Is for occasional or temporary, but not regular or ongoing use
- Does not create an undue burden on the workload of district staff (e.g., custodians, principals, activities director, sponsors/coaches)
- Is consistent with the educational mission or extra-curricular programs/ activities of the school
- Poses no unreasonable risk of harm to attendees or participants
- Poses no substantial risk of illegal activities or damage to school property
- Will not result in unusual or excessive wear, damage, or depreciation of Panorama facilities, grounds, or equipment
- Is restricted to use by a community group or organization within district boundaries or by a governmental unit/agency
- Must be determined to be beneficial to the school district if used by a commercial or for-profit organization

- Is granted only to groups or organizations that have been responsible caretakers of school facilities and property in the past

Facility Fees

1. School-sanctioned student activity groups that are sponsored and supervised by school personnel and school-related groups (e.g., Booster Club, School Foundation) will not be charged for use of facilities.
2. Community groups wishing to host fundraiser for local or state charity purposes (e.g., Relay for Life, benefit for individual with life-threatening illness, Blood Drive) will not be charged for use of facilities.
3. No gratuities shall be paid to school personnel by the organization using the facility. The cost of service personnel furnished by the school will be assessed to the party using the facilities. Such costs will include, but are not limited to, set-up, tear down, supervision, technical expertise, and cleaning needed as a result of the event.
3. Community organizations may use the facilities for meetings, fundraising, practices, and other activities with the approval of the building principal or activities director. The rental rate will be directly tied to the category of organization or group making the request. The categories are as follows:
 - A. Community non-profit organizations for fund raising or tournaments
 - B. Community for-profit and commercial organizations
 - C. Community youth groups for general use, 4-H, scouts, youth groups, clubs, non-school sanctioned/sponsored practices, camps, & clinics
 - D. Community non-profit organizations and governmental agencies for public use
4. General Facility Guidelines For Use are as follows:
 - A. Use does not interfere with school education programs/activities.
 - B. Use is consistent with state law; the activity is lawful and conforms to district regulations.
 - C. The presence of a custodian or some other school employee may be required while facility is being used; the distribution of keys to individuals not employed by the school is strictly prohibited.
 - D. Organization renting the facility is responsible and will exercise care in its use.
 - E. The activity is supervised by adequate number of adult sponsors
 - F. The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
 - G. Meetings or events will end by midnight.
 - H. A written application and agreement is executed and approval is received in advance through the district or building office.
 - I. Proof of liability insurance is provided prior to use of facilities
 - J. All rental or other charges must be paid in advance prior to the event being scheduled on the calendar. For groups reserving multiple dates on a contract, arrangements for fees and payment will be made when contract is signed.
5. When a group reserves a date for an activity, the fees may not be refunded if they do not use the facility and do not contact the school to cancel at least one week in advance of the event.
6. Groups wishing to use kitchen facilities must have a district employee who is familiar with the kitchen equipment during use of the kitchens. Cost of the supervising employee is in addition to other fees.
7. Groups wishing to use sound and/or lighting equipment in the auditorium must employ technicians trained by the district in each technical function. Access to this equipment will depend upon availability of technicians. Cost of each technician (sound or lighting) is in addition to other fees.

Equipment Fees

Equipment of the school district may be loaned to a person or a group for use if deemed appropriate by the superintendent or his/her designee. When any equipment is used at a school site or in a school building, appropriate school personnel shall operate or supervise the use. Where a cost is involved to cover normal wear and tear on equipment, it shall be paid by the organization using the equipment.

No equipment shall be removed from any school without prior approval of the Superintendent or his/her designee. Any damage to the equipment rented will be repaired and the entire charge for the repair or replacement will be the responsibility of the renting group. School-owned equipment is not for normal private use of either school employees or individuals within the community.

LEGAL REFERENCE: Iowa Code Sections: 278.(4); 297.9 through 297.12, 721.2 (5)

Approved: 9-17-1990

Reviewed: 1999, 2002, 2007, 2011

Revised: 09-10-2018