

## COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT

1. The facilities of the Bondurant-Farrar Community School District are for the primary use of students for curricular and extracurricular activities. The Board believes school facilities should be available for the community when such use does not conflict with school activities, maintenance projects or create any additional cost to the District.
2. Local groups and organizations including any group interested in promoting cultural, educational or recreational activities are eligible to use gymnasiums, cafeterias, auditorium and select other locations, providing the activities are not contrary to laws or district policies.
3. Organizations interested in using school facilities should make such requests through Community Education using the on-line facility scheduler. Community Education will approve applications and requests based on availability and appropriate usage of the facilities. Completion of the on-line application and request form is required.
4. While organizations using school facilities must provide appropriate adult supervision, District staff will also be on site for any usage. District personnel shall not be responsible or liable for supervising the activity or usage. The extent of district staff (supervisors, custodians, technicians and food service, etc.) needed for an activity utilizing district facilities will be determined by Community Education.
5. After approval by Community Education is received for a request for facility use, the representative of the Organization will sign the Facility Use Agreement.
  - a. It is the responsibility of the representative to read the Facility Use Manual (Policy 905.1R1) and be aware of all guidelines for usage, as well as any specific guidelines set forth by Community Education. Failure to follow guidelines may result in loss of facility use privileges.
  - b. By signing the Agreement, the representative of the organization agrees to indemnify, defend and hold harmless the District and its directors, administrators, staff, and faculty for any claims, loss or damages arising out of the organization's use of the District's facilities or equipment.
  - c. Organization agrees to provide proof of insurance (Policy 905.1E2) prior to facility use.
  - d. Community Education reserves the right to cancel or postpone any activity due to unforeseen conflict, disregard of policies or other uncontrollable circumstances, including Class 1 activities. (Facility Fee Schedule) If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible, but no later than twenty-four (24) hours prior to the usage, except in cases of emergency, with reasons for the cancellation or change of venue. District personnel on site, (supervisor, custodian, technician, food service, etc.) on duty have the right to terminate any activity at any time due to violations of Board Policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

6. The Board authorizes the Superintendent or designee to develop additional guidelines for facility use to articulate program details. Updated guidelines will be shared with the Board.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 297.9-.11 (2013).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

**Adopted:** 04/13/1998

**Reviewed:** 01/08/2000; 04/12/2004; 04/09/2007; 07/13/2015

**Revised:** 02/06/2001; 05/10/2004; 05/14/2007; 07/13/2015