

## SCHOOL - COMMUNITY RELATIONS

### Series 900

#### **Policy Title: Use or Rental of Facilities**

#### **Code No.: 915**

The Carroll Community School District encourages the use of school facilities by local organizations, agencies, or groups for activities of an educational, cultural, civic, social, recreational, or governmental nature.

#### **Prohibited Use(s):**

- Any purpose in conflict with Carroll Community School District activities or district policies and procedures.
- Activities that promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental changes by violence.
- Any activity that may violate good morals, manners, taste, or be injurious to buildings, grounds, or equipment.
- Activities which are discriminatory in the legal sense.
- Advertising of any kind unless specifically approved by the Superintendent or unless part of the Carroll Community School District approved advertising program.
- No banners of any kind may be affixed to district facilities unless prior approval is received from the activities director.
- District facilities will not be rented for boxing or wrestling matches where the participants are paid.
- District facilities and music instruments will not be rented for purpose of providing music lessons.
- No tobacco, alcohol, or drug use is permitted within or on school property. If an organization or group renting a school facility does not enforce this policy, the rental fee for that organization or group is increased fifty percent (50%) for that rental and future rental requests will be denied.

#### **Scheduling:**

- Requests to use Carroll Community School District facilities must be made through the on-line facility scheduler which can be accessed at:  
<http://www.carroll.k12.ia.us/index.php?id=19> A link is also available on the district's website.
- All facility usage requests should be made at least seven (7) calendar days in advance of the activity.
- A facility usage request will should not be considered approved until confirmation is received from the Activity Director or the Superintendent and all applicable rental fees have been paid. The Director of Business Affairs may waive the pre-payment of rental fees upon request.

**Cancellations/Conflicts:**

- Cancellations of facility usage agreements must be received at least three (3) working days prior to the date of usage.
- Failure to cancel shall obligate the organization or group to pay one-half of the agreed upon rental fees.
- The Carroll Community School District reserves the right, in the event of an emergency requiring the use of the facility for a school event or adverse weather condition, to cancel the facility usage agreement without penalty to the school district and will refund any rental and custodial fees.
- Use of facilities will be cancelled when the Carroll Community School District is closed due to inclement weather or other conditions. The Superintendent will make the decision to cancel evening activities by 2:00 p.m. whenever possible and communicate that decision to local media.

**Facility Usage Fees:**

**Carroll Community School District:**

Activities sponsored by the Carroll Community School District and approved by the administration, and school sponsored student clubs will not be subject to facility usage fees. In addition, activities sponsored by District Parent/Teacher Organizations, the Carroll High School Foundation, and the Carroll Booster Club will also be exempt from facility rental fees. The Carroll Booster Club will be charged a fee for use of concessions facilities.

**Carroll Community-Based Organizations:**

Any organization, agency, or group within the boundaries of the Carroll Community School District will be charged facility usage fees based on the following schedule:

Classroom	\$7.00/hour (\$15 min/\$35 max)
Commons Area	\$10.00/hour (\$20 min/\$50 max)
Library/Media Center	\$10.00/hour (\$20 min/\$50 max)
Kitchen**	\$15.00/hour (\$30 min/\$60 max)
Gymnasium (non-athletic use)	\$20.00/hour (\$60 min/\$100 max)
Gymnasium (youth athletic practice)*	\$10.00/hour (\$10 min/\$50 max)
Gymnasium (athletic practice)	\$10.00/hour (\$10 min/\$50 max)
Gymnasium (competition)	\$35.00/hour (\$100 min/\$210 max)
Gymnasium (competition + lockers)	\$50.00/hour (\$150 min/\$300 max)
Batting Cage (in Adams gymnasium)	\$15.00/hour (\$15 min/75 max)
Wrestling Room (youth practice)*	\$10.00/hour (\$10 min/\$60 max)
Auditorium	\$25.00/hour (\$75 min/\$150 max)
Softball Field (practice)	\$20.00/hour (\$30 min/\$100 max)
Softball Field (competition)	\$50.00/hour (\$125 min/\$300 max)
Grass Soccer/Football Field (practice)	\$10.00/hour (\$15 min/\$50 max)
Grass Soccer/Football Field (competition)	\$20.00/hour (\$40 min/\$100 max)
Carroll Athletic Field (practice)	\$35.00/hour (\$70 min/\$140 max)

Carroll Athletic Field (youth competition)	\$35.00/hour (\$70 min/175 max)
Carroll Athletic Field (soccer comp. east stands)	\$75.00/hour (\$150 min/\$300 max)
Carroll Athletic Field (soccer competition)	\$125.00/hour (\$375 min/\$625 max)
Carroll Athletic Field (track competition)	\$125.00/hour (\$375 min/\$625 max)
Carroll Athletic Field (football competition)	\$200.00/hour (\$500 min/\$900 max)

- \* Rental fees for youth teams may be waived for teams whose active roster consists of at least 75% of Carroll Community School District enrolled students.
- \*\* Rental of kitchen facilities require a food service employee to be present during the rental period. The cost of this employee will be \$30.00 per hour. Kitchen equipment and utensils may be available by arrangement with the Food Service Director.

**Organizations Not Based within the District:**

Organizations not based within the Carroll Community School District boundaries may rent district facilities with approval from both the Activities Director and the Superintendent. Such organizations must follow the same procedures and are subject to the same regulations as community-based organizations. Fees charged to organizations not within district boundaries will be charged fees at one and a half times fees charged to community-based organizations.

**General Rental Requirements:**

- Requests may be made for a specific facility, however, the Carroll Community School District reserves the right to assign the facility to be used.
- Carroll Community School District activities or events will receive preference in dates and times.
- No rent will be charged for meetings when the proceeds go to the district without profits to any individual or non-school sponsoring group, or meetings where the primary purpose is improvement of instruction, or a school program of the community, city, or state.
- Rental of Carroll Community School District facilities for Sunday use is discouraged. Any requests for Sunday usage, with the exception of practices, must be approved by the Superintendent.
- The Carroll Community School District reserves the right to require a staff member to be on duty when school facilities are rented.
- No custodial fees will be charged when custodial staff is scheduled to be on duty. When custodial staff are not scheduled, a fee of \$30.00 per hour will be charged. One hour of custodial time will be added to the rental usage time to allow for opening the facility and cleanup at the conclusion of the activity.
- Gymnasium rental for competition purposes will include the use of the scoreboard and bleachers. Use of the scoreboard is only available if the operator has been trained and certified by Carroll Community School District staff. Use of the video board in the high school gymnasium is not included.
- The only group permitted to use the concessions area at Carroll High School is the Carroll Booster Club. No changes in the concessions area will be allowed without

- prior approval from the Buildings and Grounds Supervisor and the Superintendent.
- Auditorium rental includes the use of the wired sound system and projection screen. Other audio visual and stage equipment may be available at an additional fee.
  - Rental of the softball field includes the use of the softball field and the batting cages. Rental of the softball field for competition also includes use of the press box and lighting. Use of the scoreboard is only available if the operator has been trained and certified by Carroll Community School District staff. Use of field maintenance equipment is not included in the rental and is available only with permission from the Buildings and Grounds Supervisor.
  - Rental of the Carroll Athletic Field requires approval from the Activities Director and sign-off from the Superintendent and Buildings and Grounds Supervisor.
  - Rental of the Carroll Athletic Field for practice includes the use of the field turf or track and use of restroom facilities on the east side.
  - Rental of the Carroll Athletic Field for youth competition is for students under the age of 14 involved in a non-school sponsored athletic competition. Rental includes the use of field turf or track, use of the restroom facilities on the east side, and scoreboard. Use of the scoreboard is only available if the operator has been trained and certified by Carroll Community School District staff.
  - Rental of the Carroll Athletic Field for competition includes the use of the field turf or track, all restroom facilities, locker rooms, press box, field lighting, and scoreboard. Use of the scoreboard is only available if the operator has been trained and certified by Carroll Community School District staff. Use of the video board and track timing system is not included. Use of the concessions area is limited to the Carroll and Kuemper Booster Clubs. No changes to the concessions area will be allowed without prior approval from the Buildings and Grounds Supervisor.
  - Any damage to district facilities or equipment incurred during a rental will be reimbursed by the group or organization renting the facility. If equipment is damaged beyond repair, the depreciated value of the item(s) as determined by the Director of Business Affairs will be charged to the group renting the facility. Failure to provide damage reimbursement will prohibit future rentals to that group or organization.
  - The Carroll Community School District may require a certificate of insurance before a facility usage request is approved.
  - When calculating rental fees all times will be rounded to the nearest half hour.

**Equipment:**

District equipment is typically not included in a facilities rental agreement. Any equipment desired as part of a rental of district facilities should be requested at the time the facilities rental agreement is filed. Equipment may be rented with the following understanding:

- The district is under no obligation to rent equipment. Equipment will only be rented with prior approval from the Activities Director in consultation with

building principals, the Buildings and Grounds Supervisor, and the Superintendent.

- The Carroll Community School District may require trained district personnel to assist in operating certain electronic equipment. The hourly rate for this service will be provided by the Activities Director.

Date of Adoption/Revision