



West Delaware

RENTAL POLICY

COUNTY COMMUNITY SCHOOL DISTRICT

CONTACT THE DISTRICT'S BUSINESS OFFICE - 927-3515

Code No. 1004.01 - Philosophy Statement for Facility & Equipment Usage

It is the intent of the Board to make school facilities available to district patrons whenever feasible. In addition, the Board intends to cooperate with other community agencies to share information, to plan, to program, to utilize the various facilities of those cooperating agencies, thus avoiding the costs of duplicated buildings, personnel and programs. School functions have first priority. Every effort will be made to ensure that no school revenues are used to support the costs of non-school activities that occur on school property.

Outside use of district equipment is discouraged due to wear/tear and potential scheduling conflicts with school events. However, the Superintendent or designee may approve use of equipment on a limited basis. The Superintendent shall establish the necessary regulations governing the use of the school buildings and school owned equipment. These regulations shall be consistent with the laws of the state of Iowa.

Legal Ref.: Iowa Code Sections 278.1 (4); 297.9; 297.11 Attorney General Rulings: 1940, p.232; 1936, p.196

Code No. 1004.02 - Facility Utilization

Individuals or groups may utilize facilities as described in this policy and attached fee schedule.

School events have first priority.

Scheduled events with approved rental contracts have second priority.

For indoor facilities, school employees and their immediate family may use facilities without charge and school employee must be in attendance.

Outdoor facilities and grounds, except those state below, may be used by individuals or groups under 25 in number without permission realizing any scheduled rental has priority. Groups of 25 or more must have a rental contract. Rental contracts are always required for use of Brown Field, Exide Diamond, and soccer field, regardless of group size.

The district reserves the right to refuse to rent or grant use of any facility, equipment, or property to any individual or group.

Profit and non-profit organizations renting school facilities shall supply a certificate of liability insurance prior to completion of a rental contract.

Indoor rentals may be limited during the summer months to facilitate maintenance projects.

The school may request a damage deposit.

Code No. 1004.02R - Facility Utilization Regulations

Adherence to the regulations of this policy is required. Failure to do so may result in the loss of use of the facilities. The renter should have the rental contract in their possession while using school facilities. Renters shall only use the areas designated on the contract. Renters agree to hold the school district harmless from any and all liability arising out of the renter's negligence or omissions while using school facilities.

Renters are responsible to keep the facility clean. Equipment, furniture, lights, thermostat settings and windows are to be returned to their original location/setting.

The renter must be in attendance at all times to unlock, supervise, lock the facility and report any damages or problems to the Business Manager and appropriate principal.

The cost of school personnel furnished by the school will be charged to the party or parties renting the facilities according to the established fee schedule.

Necessary keys will be issued by the Central Office to the renter responsible for the rental supervision. That renter shall return the keys the next working day to Central Office. Keys shall not be given to other persons.

There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.

Smoking and the use of tobacco products (including any nicotine products) shall be banned in all district buildings and grounds. Refer to Policy 1008 for details.

Any school equipment needed must be requested at the time and made a part of the rental contract. The renter may be assessed an additional fee if the rented equipment must be transferred from one facility to another.

Renters will be responsible for any damages to equipment and/or buildings.

Legal Ref.: Iowa Code Sections 98A2; 98A3; 123.46; 297.9-11

Code No. 1004.07 - Supervision By School Personnel

Supervision is the responsibility of the renter. In determining appropriate supervision, renters need to consider the nature of the activity, the age and maturity of the participants, and any other pertinent factors.

The school district is not responsible for supervision of non-school sponsored events or activities.

Legal Ref.: Iowa Code Section 300.1

Code No. 1008 - Smoking & Other Tobacco Use in School District Facilities

All tobacco use including "nicotine products" is prohibited at all

times on school district premises, including but not limited to: buildings, grounds, parking lots, school vehicles, personal vehicles while on the grounds, athletic fields/stands, and dock areas. "Nicotine products" mean any product containing nicotine or any other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine." "Nicotine products" does not include any cessation product specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence. Tobacco products include, but are not limited to: cigarettes, cigars, pipes, electronic cigarettes and various smokeless tobacco products including chew and snuff. This requirement extends to employees, visitors and students. The policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to extinguish and/or dispose of tobacco product or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Fee Schedule - 2015

Room	Group I - School District		Group II - Non-Profit Groups		Group III - For Profit Groups	
	Group IA	Group IIB	Group IIA	Group IIB	Group IIA	Group IIB
Lambert Commons	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$100/hr	\$100/hr
Middle School Commons	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$100/hr	\$100/hr
High School Sill Commons	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$100/hr	\$100/hr
Lambert Commons with Kitchen*	Charges May Apply	Charges May Apply	\$40/hr + Kitchen Staff	\$40/hr + Kitchen Staff	\$150/hr + Kitchen Staff	\$150/hr + Kitchen Staff
Middle School Commons with Kitchen*	Charges May Apply	Charges May Apply	\$40/hr + Kitchen Staff	\$40/hr + Kitchen Staff	\$150/hr + Kitchen Staff	\$150/hr + Kitchen Staff
High School Commons with Kitchen*	Charges May Apply	Charges May Apply	\$40/hr + Kitchen Staff	\$40/hr + Kitchen Staff	\$150/hr + Kitchen Staff	\$150/hr + Kitchen Staff
Class Room	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$50/hr	\$50/hr
Computer Lab	Charges May Apply	Charges May Apply	\$35/hr	\$35/hr	\$120/hr	\$120/hr
Lambert Gym	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$50/hr	\$50/hr
Middle School Gym	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$50/hr	\$50/hr
High School Gym (Upper)	Charges May Apply	Charges May Apply	Charges May Apply	\$15/hr	\$50/hr	\$50/hr
High School Seedorff Gym	Charges May Apply	Charges May Apply	Charges May Apply	\$25/hr	\$150/hr (3 hr min)	\$150/hr (3 hr min)
High School Multi-Purpose Room	Charges May Apply	Charges May Apply	Charges May Apply	\$10/hr	\$50/hr	\$50/hr
ICN Room	Charges May Apply	Charges May Apply	\$12.50/hr State Reg	\$12.50/hr State Reg	\$12.50/hr State Reg	\$12.50/hr State Reg
High School Library	Charges May Apply	Charges May Apply	\$35/hr	\$35/hr	\$140/hr	\$140/hr
Track / Soccer Field	Charges May Apply	Charges May Apply	Charges May Apply	\$75/hr (3hr min)	\$150/hr (3 hr min)	\$150/hr (3 hr min)
Practice Fields	Charges May Apply	Charges May Apply	Charges May Apply	\$25/hr	\$50/hr	\$50/hr
Cancel/Add/Change	Charges May Apply	Charges May Apply	Charges May Apply	Charges May Apply	Charges May Apply	Charges May Apply
*Special permission required for kitchen use.						
Personnel Fees						
Event Supervisor **	Group I	Group IIB	Group IIA	Group IIB	Group IIA	Group IIB
	\$35/hr (3 hr min)	\$35/hr (3 hr min)	\$35/hr (3 hr min)	\$35/hr (3 hr min)	\$70/hr (3 hr min)	\$70/hr (3 hr min)
Cancel/Add/Change	Charges May Apply	Charges May Apply	Charges May Apply	Charges May Apply	Charges May Apply	Charges May Apply
Custodian	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$60/hr	\$60/hr
Food Service Staff	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$60/hr	\$60/hr
Police / Security	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Liability Insurance						
Profit and non-profit groups and organizations renting school facilities shall supply a certificate of liability insurance for a minimum of \$1,000,000.00 prior to completion of a rental contract. Under certain circumstances West Delaware support groups may be required to supply liability insurance.						
Event Supervisor **						
An Event Supervisor may be required and a fee assessed to have a district employee supervising the event on behalf of the district when the event will have more than 30 people in attendance. The requirement for an event supervisor will be at district discretion.						
Hanson Auditorium Rental						
The District has separate policy for the rental of Hanson Auditorium due to the large capital expense of maintaining the facility. Please contact Central Office for information on Hanson Auditorium rental.						

Group I: School district and groups created solely to support the West Delaware School District. For example: WDABC, Athletic Booster Club, and Friends of Music

1. School district and district support group events or activities are defined as individual programs or activities which the district or group directly and completely coordinates, funds, plans, and operates. All profits from fundraising events in this classification are returned to the school or district support group.
2. Public agencies in coordination with district co-sponsored activities. Co-sponsored activities or events are defined as individual programs or activities in which the district or district-related organization, through a joint arrangement with another agency, organization or individual receives mutual benefits from the event and assists in or more of the following way: funding, planning, and/or operating.

Fees may be charged to such organizations when meetings are not co-sponsored by the district.

Group II: Non-Profit Groups

1. Group IIA: Nonprofit All-inclusive
Nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or if a charge is made, the net proceeds go entirely to the charitable or non-profit purposes. For purposes of determining non-profit organizations, a tax exempt identification number may be required an annual organizational or event budget may be requested.
2. Group IIB: Nonprofit Exclusive
Nonprofit groups from within the West Delaware County Community School District with selected (tried-out, auditioned, selected) student participants.

Group III: All Other

All other groups using school facilities, including profit making groups.

RENTAL CONTRACT

West Delaware County Community School District
701 New Street
Manchester, IA 52057

Group Name: _____
Renter: _____
Address: _____
Phone: _____
E-mail: _____

Facility Requested: _____
Date: _____
Start Time: _____ End Time: _____
Please include set up and clean up.
Purpose: _____

Group Affiliation:

Is this event solely supporting the WD School District or District Support Group ___ Yes ___ No
Are you a Non-Profit Group ___ Yes ___ No Are you a For-Profit Group ___ Yes ___ No
Is this event open to anyone or only select tryout/hand picked participants _____

Fundraising:

Will all the funds raised be returned to the WD School District or District Support Group ___ Yes ___ No ___ No funds will be generated
What are funds being raised for _____
Will admission be charged ___ Yes ___ No
If yes will the net proceeds go entirely to non profit charitable purposes ___ Yes ___ No

Custodial:

Is a custodian needed or required for this event ___ Yes ___ No
Services Needed _____

Equipment:

___ Basketball Hoops ___ Volleyball Nets ___ Tables/Chairs ___ Bleachers
Other Equipment _____

Contract is void if not signed renter and returned to Business Office one week prior to scheduled event. I have read and will abide by the rental policies of the West Delaware County Community School District.

Profit and non-profit groups and organizations renting school facilities shall supply a certificate of liability insurance for a minimum of \$1,000,000.00 prior to approval of the rental contract. Under certain circumstances West Delaware support groups may be required to supply liability insurance.

You must have Business Office signature or rental contract is not valid and may result in the loss of the use of the facilities or equipment.

***Please keep off the stages in the gyms. Failure to do this will result in loss of rental space.**

Key cards will now be used to enter the high school. These cards will need to be returned with in 1 week of your completed rental or a fee of 25.00 will be charged.

You will need to enter in the back "horseshoe" area. The card will only work at your designated rental time.

Cancellation Policy: You must cancel 1 week prior to your schedule rental time or you will be charged for the space.

I accept responsibility for maintaining compliance with Governor Reynolds's current or future orders allowing facilities to open including: supervision of required capacity limits, supervision of required social distancing practices, mask requirements, sanitization, and hygiene requirements.

Masks are required when interacting with West Delaware staff and in public spaces shared by others not in your rental group

Renter's Signature _____

Date _____

Approved By _____

Date _____