

## **ADEL DESOTO MINBURN COMMUNITY SCHOOLS**

### ***FACILITY USAGE GUIDE 2019-20***

The following guidelines will apply for groups wishing to use the facilities of the ADM Community School District. Please review completely prior to submitting a request to use district facilities. All users of district facilities are responsible for the information in these guidelines.

#### **APPLICATION AND APPROVAL PROCESS**

The district requires at least a two-week notice in order to process a facility request other than for gym use (see below). Please submit your request a **minimum** of two weeks in advance of the event. District staff meets weekly to process the requests. Facility conflicts will be communicated weekly so requesters can re-submit for available dates in a timely fashion.

#### **GYM USE SPECIAL INSTRUCTIONS**

Gym use requests must be submitted by Monday at 5:00pm in order to be reviewed for use the following week. Requests will be reviewed on Tuesdays.

Once the weekly gym use schedule is set, there will be no additions to the schedule for the next week. The weekly schedule will be considered set by noon each Friday for the next week.

All changes or additions to gym use requests FOR APPROVED USERS need to be submitted via email Lisa Wilken by 9:00am Friday.

All requests will be submitted via the rSchool on-line facilities request system.  
<http://fs-admcscd.rschoolday.com/authentication/credential/requesterlogin>

No paper applications will be considered.

The facility request form will be reviewed to:

1. Determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable).
2. Determine estimated cost of requested facilities and personnel.

**PLEASE NOTE:** Requests that include use of district kitchens, auditorium, and other requests that require extensive custodial coverage or other such needs may involve a meeting with pertinent district employees prior to approval and a contract being issued.

#### **LIABILITY INSURANCE**

The District may require a signed Certificate of Liability Insurance from some types of requests. The District requires a signed Contract and Hold Harmless Agreement from all requesters. The renter shall be liable for any and all loss, damage or injury sustained by any person that by reason of negligence of the renter. All community groups are responsible for their own insurance coverage and the District shall require a certificate of insurance to demonstrate liability insurance of at least \$1,000,000 of coverage with ADM Community School District named as an additional named insured on the policy. This certificate is to be presented to the AD, with the Facility Request Form prior to the first scheduled event. A certificate of insurance is not required from District employees or District volunteers when the activity is a District event.

## **CLASSIFICATIONS**

### ***Facilities Classifications***

Classifications will be used when groups wish to use the district facilities. The classifications will be as follows: A, B, C, D, E and F. Class A will have the highest priority for use when developing the school calendar. After the school calendar, City Parks and Recreation will be given second priority. The Tiger Athletic Club girls basketball organization will then schedule gym space. All other requests are processed on a first come, first served basis.

The district facility use committee will determine the classification of each group requesting use of a facility as outlined below. Should there be any questionable organizations or uses, the Superintendent will complete determination.

Status, purpose and activity determine the classification of the group or organization. The classification criteria listed below in priority order should be followed for the use of all facilities. Dependent upon use, adjustments may be made as to the class a group or organization comes under.

### ***Facility Availability***

Facilities are generally available for non-school use after 4:00 pm – 9:00 pm Monday through Friday. Weekend times are generally 8:00 am – 10:00 pm. Facilities generally are not available for non-school use during all legal holidays observed by the district, and all school breaks including winter break, spring break, and summer break. Any time school is canceled or dismissed early due to weather conditions, no facility usage will be permitted and any activities scheduled will be canceled immediately. The district reserves the right to cancel or postpone any activity, including weekend activities, due to conflicts, disregard of policies, or other uncontrollable circumstances including weather.

All youth sports practices using gym space are limited to a maximum of 150 minutes of facility use per week. Gym use for students in grades 6-8 will be limited to 180 minutes per week.

Generally, once dates, facilities, and times have been assigned to external groups no revision, alterations, or additions to dates, times, and facilities will be accepted or processed. A new facility request will need to be submitted and the two-week notice will be in effect. Facility Use committee will meet weekly to process requests. Please see notes regarding gym use changes on page 1.

External groups who will not be utilizing all requested times and dates are asked to contact the Activities Office so the facility reservation can be removed from the calendar to allow other potential external groups access.

## **FACILITY CLASSES**

Examples of primary users are given in each class. These serve as examples only.

### **CLASS A**

#### **SCHOOL ACTIVITIES AND SCHOOL RELATED ORGANIZATIONS\***

Regular classroom activities

School activities for students (Athletic events, Fine Arts events, etc.)

School related groups and organizations (PTO, Fine Arts, Athletic Boosters, etc.)

District sponsored activities for staff (Training, Professional Development, etc.)

Community Education Activities (Adult Education, Intramural, etc.)

\*School-sponsored events or activities are defined as individual programs or activities, which the District or a District-related organization directly and completely coordinates, funds, plans, and operates. All profits from fundraising events in this classification are returned to the school or school-related organization.

## **CLASS B**

### **PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES\*\***

Adel, DeSoto, Minburn government units or committees

Public agencies and city sponsored youth sports team/clubs, i.e. City of Adel Parks and Recreation.

Requests for National, State and Local elections.

\*\*Co-sponsored events or activities 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 one or more of the following ways: funding, planning and/or operating.

## **CLASS C**

### **YOUTH/NON-PROFIT ORGANIZATIONS**

Meetings and practice sessions for District residents belonging to non-profit, chartered youth groups or organizations sponsoring youth activities during their regular season or year. Any activity that generates a profit will be considered on an individual basis. Such groups may include the following:

Boys and Girls Scouts

Camp Fire

4-H

ADM Soccer Club

ADM Falcon Football

ADM Wrestling Club

ADM Youth Church Activities

### **NON-PROFIT CIVIC, SERVICE AND SOCIAL GROUPS OFFERING EDUCATIONAL, RECREATIONAL, AND COMMUNITY BUILDING ACTIVITIES**

Community organization meetings of civic or service nature.

Adult groups whose members reside in the District for regularly scheduled meetings or recreation (e.g. basketball groups, volleyball groups, community singing groups.)

Community groups sponsoring money-making activities with all proceeds directly benefiting the schools.

Local non-profit organizations conducting profit-making activities for charitable purposes.

## **CLASS D**

**Local youth teams not affiliated with city-sponsored programs (75% or greater ADM youth can qualify for rent-free access).**

**PLEASE NOTE: Rosters including names and addresses of all players are required before access will be granted. In instances where a roster is not provided by user prior to access, users will be classified as Class E until roster is submitted and rental fees will apply.**

## CLASS E

### FOR PROFIT CAMPS BY DISTRICT EMPLOYEES

Camps conducted for profit by school district employees with proceeds going to employee.

### NON-PROFIT/PRIVATE INTEREST GROUPS

Adult religious services

Businesses conducting not-for-profit events for which there is no charge to participants (e.g. businesses conducting training for their own employees)

Nonprofit in-District groups using the facilities for private purposes

**Local youth teams not affiliated with city-sponsored programs (less than 75% ADM youth)**

## CLASS F

### OUT OF DISTRICT PRIVATE INTEREST GROUPS OR FOR-PROFIT ACTIVITIES

Out of district youth or adult groups with less than a majority of ADM residents as participants.

Activity, sport camps, clinics, etc. which are done by non-school district employees.

Meetings that are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged or items are sold.

Businesses holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g. rehearsals, ceremonies, performances).

NOTE: The Superintendent and/or Board may, by discretion, approve other uses and set fees accordingly.

NOTE: Upon approval by the Activities Department, service hours may take the place of usage fees.

NOTE: The school district facilities will not be available for individual private parties such as birthdays, family reunions, weddings, graduation receptions, etc.

## FEE STRUCTURE

### ***Determining Fees***

The facility use committee will determine the appropriate classification for the use of District facilities. The fee will be based on the classification. **Necessary additional fees** may include such things as custodial fees, failure to cancel charges, replacement or repair for damage or theft, failure to return keys and/or key fobs and other pertinent administrative costs.

PLEASE NOTE: set-up times for facilities are subject to billing per the fee structure along with the actual event time(s).

### ***Key/Fob System Deposit***

Buildings are usually open during the evenings throughout the school year. However, a key may need to be checked out if the use of the facility is at a time when staff is not on duty. If a key needs to be checked out, a \$50 key deposit will be held until the key is returned.

All keys and fobs issued must be returned within two weeks of final use of facility. No additional use of

facilities will be approved until all keys and fobs are returned.

### ***Damage Deposit (Excluding Auditorium)***

In case of damage caused by a group, the district may charge a fee when it deems to be appropriate. A deposit will be required after the first incident of damage. The group will make the deposit before the next scheduled use. The Activities Director and/or Superintendent will determine the amount of the deposit or additional fees.

### ***Damage Deposit (Auditorium)***

A \$500 damage deposit will be required of all groups wishing to use the auditorium.

A walk through will be conducted by a designated district employee prior to and immediately following use of the auditorium. Following the final walk through the damage deposit will be refunded minus any damages caused to the facility.

### ***Waived Fees***

On occasion, a fee may be waived or reduced, dependent upon use and organization. This would be done with approval of the Superintendent through the Activities Director.

### ***Agreement Length***

All yearly facility usage agreements will run from July 1<sup>st</sup> through June 30<sup>th</sup>.

## **2019-20 Rental Fees**

<b>FACILITY</b>	<b>CLASS A, B, C, D</b>	<b>CLASS E</b>	<b>CLASS F</b>
Auditorium	NC	\$20 hr. w/ a \$100.00 max	\$40 hr. w/ a \$300 max
Board Room	NC	\$20 hr. w/ a \$50.00 max	\$20 hr. w/ a \$150 max
Meeting Rooms	NC	\$20 hr. w/ a \$50.00 max	\$20 hr. w/ a \$150 max
District Commons	NC	\$20 hr. w/ a \$50.00 max	\$20 hr. w/ a \$150 max
District Media Centers	NC	\$20 hr. w/ a \$50.00 max	\$20 hr. w/ a \$150 max
Fields/Day	NC	\$20 hr. w/ a \$50.00 max	\$30 hr. w/ a \$200 max
Fields/Night	NC	\$40 hr. w/ a \$100.00 max	\$60 hr. w/ a \$400 max
All District Gyms	NC	\$20 hr. w/ a \$50.00 max	\$30 hr. w/ a \$150 max
*Kitchen	NC	\$20 hr. w/ a \$50.00 max	\$30 hr. w/ a \$200 max

## **FEES ARE PER DAY**

\*Must have a district kitchen employee present

### ***Specific Facility Availability Information***

In-door baseball and softball practices are allowed in the District Administration Center and Minburn Gym only. Use of in-door baseballs/softballs only in order to protect the gym floor surface.

In-door soccer is allowed in the following gyms: Adel Elementary Gym, Administration Center Gym, South Gym, and Minburn Gym.

Competition varsity spaces are generally not available: North gym, varsity baseball and softball, stadium field.

Track is generally not available for outside group use for events. Community use for walking/running will be allowed during posted dates and times.

MS baseball and MS softball fields.

Generally limited to teams with 75% or more ADM students.

Use allowed prior to middle school practices starting.

Groups required to provide field maintenance after use.

**Additional Charges if Needed:**

Custodian	\$40 hr.
Auditorium Tech	\$40 hr.
Kitchen Supervision	\$30 hr.
Security Check*	\$20
Unlock/Lock Fee	\$25 for unlock; \$25 to lock (if necessary)
Activity Supervision	\$20 hr.

*\*When security check is required following an activity or if school employee is called back to secure a building*

NC = No Charge

Note: All charges are per occurrence.

- When a group requests to reserve a facility, the duration of time allowed in that facility will be based on the number of requests and availability for that particular facility.

**FACILITIES REGULATIONS**

The following conditions must be followed when a group uses facilities of ADM Community School:

- A) The use in no way interferes with the student educational and/or activity program of the ADM Community School District.
- B) The use is consistent with state law.
- C) The group or organization is responsible for and will exercise care in the use of the facilities.
- D) The activity is supervised by an adequate number of adult sponsors.
- E) Use of or possession of alcoholic beverages and/or controlled substances within school or on school grounds is prohibited.
- F) Smoking/tobacco use is prohibited in school building and on school grounds.
- G) When appropriate, a key is checked out from the Activities Office to an adult sponsor, who shall not lend it to any other person. A \$50 key deposit will be made until the key is returned. Said sponsor shall open and close the facility, being the first person to arrive and the last person to leave, assuring that all lights and equipment are turned off.
- H) The District reserves the right to charge a fee for any damage or excessive cleaning that needs to be done after a group has used a facility. A facility usage agreement must be completed before any group may use a facility.
- I) The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
- J) All use of district kitchen areas requires food service staff to be present during the event.