



**FACILITY USE
DEPARTMENT**
WDMCS Community Education



Facility Use Guidelines

West Des Moines Community Schools

Facility Use Guidelines

West Des Moines Community Schools

Table of Contents

I	Introduction.....	1
II	Eligibility.....	1
III	Scheduling.....	1
IV	Client Group Classifications.....	2
V	Reservation Process.....	3
VI	Expectations.....	3
VII	Fees.....	4
VIII	Billing/Payment Procedures.....	4
IV	Notification of Change/Cancellation.....	4
X	Supervision.....	5
XI	Food, Beverages, and Prohibited Substances.....	5
XII	Cancellation, Closing, and Emergency Procedures.....	5
XIII	Damages and Maintenance.....	6
XIV	Special Facilities, Spaces, and Equipment.....	6
XV	Maximum Occupancy.....	8
XVI	Commercial Use.....	8
XVII	Review and Revision.....	8

OVERVIEW

West Des Moines Community Schools (WDMCS) has a long tradition of sharing school facilities with community groups. Over a thousand different groups can be found in district schools each year. Groups and activities such as sports and recreation, educational classes, conferences, churches, scouts, and more call WDMCS their “home.”

WDMCS Community Education ensures that community groups, operations staff, school administrators and teachers work together. It is the hope that all community groups enjoy and respect school property.

I. INTRODUCTION

The Board of Education of the West Des Moines Community Schools “recognizes that the schools belong to the people” and that the schools can be used “day and night, year round including weekends for educational, recreational, cultural, and other community services and programs for all ages, ethnic and socioeconomic groups residing in the community.” (Iowa Community Education Act, 1978. Section 10)

“Spaces in district facilities deemed appropriate for community use may be scheduled for use by community members any day or time when such use will not interfere directly or indirectly with district programs or activities.” West Des Moines Community Schools Board of Education Policy 907.01 (hereafter referred to as Board Policy).

II. ELIGIBILITY

“All local civic, religious, fraternal, political, patriotic and community welfare organizations, including any individual or group interested in promoting not-for-profit cultural, educational or recreational activities, are eligible to use school properties, providing the activities to be conducted, are not contrary to public interest as determined by the Board of Education, or as provided by law.” Board Policy 907.01

The use of school facilities for partisan, political or sectarian purposes may be granted. Approval of a request does not imply the endorsement or sponsorship by the Superintendent, the Board, or WDMCS.

“District facilities will not be used by any group or individual for private purpose and profit to the detriment of the district.” Board Policy 907.01

III. SCHEDULING

“Individuals or groups interested in using school facilities must make such arrangements through the Community Education office, which will follow the established scheduling guidelines. The administration will develop and execute appropriate guidelines for the maximum use of school facilities to enhance a fully coordinated effort between the K-12 program and community use of the facilities.” Board Policy 907.01

WDMCS Community Education will process requests for use of all WDMCS facilities before and after the regular school day, as well as weekends and non-school days. School and school-related events will be scheduled with top priority no matter when community use requests are received.

Community Education will schedule meetings, as needed, with appropriate WDMCS personnel and community users to coordinate the use of WDMCS facilities (e.g., gyms, fields, pool, and summer usage).

WDMCS reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances. The Iowa Code 276 states “the schools are available for use by the community day and night, year-round or any time when the programming will not interfere with the elementary and secondary program.” When conflicts arise, every effort will be made to assist community groups in finding a suitable alternative location and/or date.

Any emergency will take precedence over scheduled community events. In the case of inclement weather—i.e. a snowstorm necessitates rescheduling of school performance—the school event will take precedence over community events. In the above instance, principals are asked to allow other community groups to remain scheduled in the building if they do not interfere with the school event.

If approval has been given to a group to use a facility and it is later determined that the facility will not be available, notice of cancellation will be given to the applicant as soon as possible.

IV. CLIENT GROUP CLASSIFICATIONS

Groups using the facilities will be classified as 1) Youth Sports/Clubs/Teams/Groups; 2) Educational, Adult, Civic, Public, Charitable, Youth Games/Tournaments, and Nonprofit; 3) For-Profit Groups; 4) District Employees. The classification of the group or organization is determined by the nature of the group and by the type and purpose of its activity. If a group/activity does not fall into an existing class, the Director of Community Education and the Facility Use Coordinator will set a fee based on the type and function of group/activity. The Director of Community Education and the Facility Use Coordinator reserve the right to request information, including a financial statement and/or budget from a group to assist in determining the appropriate classification. Community Education will determine the classification and fees for each group requesting use of a facility.

A description and examples of users in each classification are listed. All classifications are subject to revision.

A. Youth Sports/Clubs/Teams/Groups

Meetings and practice sessions for non-profit youth groups or organizations sponsoring youth activities:

- AAU
- Little League
- Boy’s and Girl’s Clubs
- Youth athletic practices
- Scouts
- 4-H
- Swim teams
- YMCA

B. Educational, Adult, Civic, Public, Charitable, Nonprofit Organizations, and Youth Games/Tournaments

Cities of West Des Moines, Clive, Urbandale and Windsor Heights meetings and recreational activities, official meetings or community activities by city boards, parks & recreation and human services; charitable organizations conducting meetings or fundraisers; and county, state & federal government meetings or elections.

Nonprofit civic, service and social groups offering educational, recreational and community-building activities:

- Community organization meetings of civic or service nature
- Adult groups
- Private parties (e.g., family/company picnics, birthday or graduation parties)
- Religious services, religious classes and activities.
- Youth tournaments
- Public and private institutions of higher education

C. For-profit Groups

Any for-profit organization that uses WDMCS facilities or any group that does not align with the previous categories or hold non-profit status.

D. District Employees

All district staff using the facilities for their own personal use. District staff are not allowed to use District spaces to provide tutoring or lessons for private pay.

- Family events
- Practices

V. RESERVATION PROCESS

A person requesting use of WDMCS facilities may be asked to complete a facilities request form through Community Education.

Upon receipt of the facilities request form, Community Education will determine classification and availability. Once determined, the request will be scheduled and a facilities agreement will be issued to the requestor. The agreement will include scheduled facilities, equipment needs, personnel, and estimated fees; a checklist for group usage of the facility, and a Hold Harmless Agreement which absolves the District from liability. The user will sign the agreement and return one copy to Community Education.

All community groups are responsible for their own insurance coverage. WDMCS may require a certificate of insurance indicating liability insurance coverage with the minimum amount of \$1,000,000 combined single limit of bodily injury and property damage liability with West Des Moines Community School District as an additional named insured on the policy. This certificate is to be presented to the Facility Use Coordinator prior to the first scheduled event.

If a request is denied, the requester will be informed with reason(s). He/she may appeal by contacting the Director of Community Education. If the Director upholds the decision, the requestor can appeal to the Superintendent, who will review the request and make a final decision.

VI. EXPECTATIONS

All users of WDMCS facilities must comply with all federal, state and municipal laws, including equal opportunity laws and regulations prohibiting discrimination. All users of WDMCS facilities must comply with Board Policies, these Facility Use Guidelines and any other appropriate guidelines.

WDMCS administrators or the designated building supervisor, have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board

Policies and rules, or federal, state or municipal laws, or if the activity is deemed to be detrimental to people, buildings, or equipment.

Unauthorized use of school facilities will result in an automatic suspension of the right to use the facilities for a length of time determined by Superintendency or designee. Abusive, offensive, and obscene language or behavior will not be tolerated.

The Board and/or designee reserves the right to grant or deny any or all facility use requests at its sole discretion when such action is deemed in the best interest of WDMCS.

VII. FEES

“The Superintendent or his/her designee will prepare a schedule of fees for the rental of school facilities. This schedule will be presented annually to the Board of Education for approval.” Policy 907.01

The current fee schedule can be found on the Community Education website or by contacting Community Education.

Community Education will determine the fees for the use of WDMCS facilities based on the classification of the organization or individual requesting use, the space requested, personnel costs, and equipment needs. When necessary, additional fees may include custodial fees, cancellation or failure to cancel charges, replacement or repair for damage or theft, administrative costs (e.g., for tracking of unreported damage), or holiday pay.

VIII. BILLING/PAYMENT PROCEDURES

Estimated usage and personnel fees for all events will appear on the facilities agreement.

Fees are required to be paid in advance for single use agreements and out-of-district use agreements. Exact fees will be adjusted according to actual usage, and the difference billed or refunded after usage.

Long term facilities agreements require an initial deposit and will be invoiced on a monthly basis. Unpaid invoices may result in the cancellation of previously scheduled reservations.

If payments are past due, WDMCS may refer the unpaid amount to an external collections agency. Anyone with an outstanding payment will not be allowed to make new reservations and may be required to pay in advance for any future reservations.

IX. NOTIFICATION OF CHANGE/CANCELLATION

The requester is responsible for notifying Community Education when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time.

“No shows” are all groups who do not show up for their scheduled time and who do not notify Community Education of cancellation 24 hours prior to their scheduled use (By noon on Friday for Saturday and Sunday groups). They will still be held responsible for all incurred costs including usage and personnel.

Community Education reserves the right to charge a cancellation fee equal to one hour rental time to any group that cancels with less than two weeks notice.

X. SUPERVISION

Community Education will assign a building supervisor to serve the group and oversee the usage of the building.

Each group must designate a group representative who serves as the contact person with the Facility Use Coordinator, building supervisor, and the group he/she represents. Each group representative is responsible for the behavior of its members. The group representative is responsible for communicating usage procedures and other relevant communication to the group members and for ensuring that group members understand and follow WDMCS policies and guidelines.

WDMCS reserves the right to require security or police supervision at any event as deemed necessary by the administration or Community Education. The requestor will be responsible for all fees related to this supervision.

WDMCS employees are given the opportunity to supervise their own events. The WDMCS employee agrees to the responsibilities and duties of a building supervisor as outlined in the Building Supervisor Description of Duties. (A copy of duties will be supplied to the employee.) As the designated building supervisor, the WDMCS employee must remain on site, in the scheduled rooms or adjacent hall, during the entire time their group is in the building. The employee is not responsible for any other groups who may be using the building during their reservation time.

XI. FOOD, BEVERAGES, AND PROHIBITED SUBSTANCES

Any activities or events that include food or beverages (other than water) should discuss arrangements with Community Education. Food and beverages are permitted in designated areas only. The Valley High School Athletic Booster Club has first right of refusal at Valley High School, Tiger Field and Valley Stadium for all concessions opportunities.

Community members are expected to cooperate with District policies that prohibit the use of alcohol, tobacco/nicotine, and controlled substances on District property, including buildings, parking lots, athletic fields, and other grounds. Persons who do not comply, will be asked to leave the District premises and their reservation will not be refunded.

XII. CANCELLATION, CLOSING AND EMERGENCY PROCEDURES

If school is canceled for the day or released early due to weather conditions, all community use of the buildings will be canceled. If school is held and not dismissed early, the schools will remain open for late afternoon and evening activities. If the weather deteriorates after 4:00 pm or on the weekend, Community Education, in consultation with WDMCS administration, may cancel evening and/or weekend activities. Community Education will attempt to notify the group representative of any closing or delay in opening of schools. Group representatives will notify group members of the cancellation of activities.

Facility users may call Community Education between 8:00 AM and 4:30 PM, Monday through Friday, for their activity or class cancellation information. Outside of business hours, users may call the facilities on-call phone for information. (515-240-3168) WDMCS reserves the right to conduct fire and tornado drills in all facilities without

notice to facility users. Facility users are requested to participate in the drills. In the event of an actual emergency, all group members must follow the directions of the assigned building supervisor.

XIII. DAMAGES AND MAINTENANCE

Any group found responsible for damaging or defacing property belonging to WDMCS will be held responsible for the replacement or repair of such property and all costs will be the obligation of the offender. Criminal charges may be filed if the damage was intentional. If an individual offender is not known, the group/requester is liable for damage costs. If the group refuses to make payment, the group may not be allowed to reserve WDMCS facilities again.

If the group does not report damage or theft, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred.

XIV. SPECIAL FACILITIES, SPACES, AND EQUIPMENT

AUDITORIUMS: WDMCS auditoriums include the Valley Performing Arts Center, and auditoriums at Indian Hills, Stilwell, and Rex Mathes. Auditoriums may be used for purposes and activities appropriate to the facility. All reservations for the Performing Arts Center at Valley are made through the PAC manager.

Groups requesting use of an auditorium are asked to provide a detailed explanation of their equipment needs. Special equipment will be operated by district audio/visual technicians at the user's expense. Ten working days must be allowed for appropriate staffing. No food or drink is allowed in auditoriums.

CAFETERIAS — FOOD SERVICE GUIDELINES: Use of kitchen facilities and/or equipment before and after the regular school day is not permitted without nutrition service personnel present. This is required each time a school kitchen is used by both WDMCS and non-WDMCS groups. Fees for such personnel will be charged to those groups. The nutrition service director will be notified of all functions relating to the use of the kitchens prior to the event. Ten working days must be allowed for appropriate staffing.

CLASSROOMS: Classrooms in elementary and secondary schools may be scheduled for use by the public for purposes and activities appropriate to the room. School personnel will be notified prior to community use to ensure storage of materials. Users will be expected to respect teachers' and students' belongings, as well as, WDMCS equipment, supplies and materials. Users also will be expected to leave the classroom in the same, or better, condition than they found it.

School classrooms may be used for purposes and activities appropriate to the facility. The following guidelines are to be observed for classroom use:

- No food or drinks are allowed without prior arrangements.
- Do not use adhesive stickers or tape on desks, tables, chairs, walls, windows, doors or floors, including carpet.
- If markers are used, surfaces must be covered with paper.
- Teacher and student supplies may not be used.

- Computers may not be used.
- Children must remain in the classroom unless accompanied by an adult.
- Do not move any tables or chairs.
- Erase any markings you made on white boards. Do not erase anything left by the teacher.
- Pick up all trash and clean up the floor.

EQUIPMENT: When district-owned equipment is used by facility users within the West Des Moines Community School District facilities, personnel designated by the district may be assigned to operate or supervise the use of such equipment. Where a cost is involved, the facility user will pay the cost.

GYMNASIUMS: Scheduling of gymnasiums for all non-district program use shall be the responsibility of Community Education.

School gymnasiums may be used for purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

- Non-marking gym shoes are required for participants in all sports and games.
- No food or beverages (other than water) are allowed in or around the gym, this includes gum chewing.
- No dance enhancing products are to be used on gym floors, e.g., powder, wax.
- No slam-dunking. K-6 backboards are not built to sustain an adult's weight. Hanging on rims has caused damage to equipment.
- No bouncing balls in halls, off walls or on ceilings.
- Indoor appropriate balls only: indoor soccer balls, mush balls, tennis balls.
- Batting practice with hard bats and balls is not allowed. Wiffle balls and plastic bats may be used.
- No playing or sitting on gymnastic equipment when it is in the gym. If the group needs the equipment to be moved, the Group Representative must contact the Facility Use Coordinator to make moving arrangements. Improper movement has caused damage to the floor and equipment.
- Use of bleachers must be arranged through the Facilities department prior to the usage date. No climbing or playing on stacked bleachers. No tape or markers on floor or walls.
- No pushing/pulling chairs, tables, or other equipment across the floors.

LEARNING RESOURCE CENTER CONFERENCE ROOMS: The Learning Resource Center's conference rooms and computer lab can be reserved if not being used for district or district related activities.

MEDIA CENTERS: Media centers may be used for approved meetings and quiet study.

MULTI-PURPOSE ROOMS/COMMUNITY ROOMS: Scheduling of multi-purpose rooms/ community rooms for all non-district program use shall be the responsibility of Community Education. Multi-purpose rooms/community rooms may be used for purposes and activities appropriate to the facility.

OUTDOOR AREAS: The use of fenced outdoor areas, other than playgrounds (e.g., stadium, football, softball, baseball and soccer fields, tracks, parking lots) require a facilities agreement.

Organizations using outdoor areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean-up will be charged for an operations fee to be determined by Community Education.

All non-WDMCS outdoor practices, games and activities may be canceled when it rains to prevent damage to the fields. Portable restrooms or “kybos” at the expense of the user may be required for activities and tournaments. Water and electricity may not be available from WDMCS sources.

POOL: The Valley swimming pool may be scheduled for use by the public for activities appropriate to the facility. Use of the pool locker rooms may be requested in association with pool usage. A certified lifeguard must be present at all times and the cost is the responsibility of the group.

SPECIALTY ROOMS: Specialty rooms and areas will be negotiated individually as to use, usage fee and trained personnel needed to monitor the facility. WDMCS personnel familiar with the particular rooms will be included in the negotiations. All labor costs incurred will be charged to the requesting group.

XV. MAXIMUM OCCUPANCY

The maximum number of people permitted in any school facility shall be restricted to the maximum occupancy indicated appropriate by the fire marshal.

XVI. COMMERCIAL USE

The request for use of WDMCS properties for commercial filming must be received by the facility scheduling department a minimum of ten (10) working days prior to the use. The requests must include the date(s), time(s), location, facilities and equipment needs. The requested use cannot conflict with school activities, operations department's scheduled or any previously scheduled community use.

The usage classification and charges are based on the nature of the group and the use of the product. The requester is required to pay for all WDMCS personnel used in production of their product including a building supervisor on-site for the entire use. Nothing identifiable as the WDMSC may be included. A copy of the content will need to be approved by WDMCS administration.

XVII. REVIEW AND REVISION

These administrative guidelines will be reviewed as needed by the Facilities Use Coordinator and the Director of Community Education. It is the responsibility of the Director of Community Education to notify the Superintendent and the Board of the changes.

Revised - July 1990, July 1993, July 1994, July 1996, June 1999, May 2012, June 2019