

Facility Usage Manual

Statement of Guiding Principles

The Johnston Community School District (“District) schools are owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, recreational and cultural needs of its entire community through resources of all schools in the district. However, all school facilities have been primarily erected and maintained for the use of the students of the District and shall not be used for another purpose that will conflict with that use.

1. Any activity connected with approved school programs will take precedence over any request for use of the facilities for any other purpose.

2. It is understood that the District will make its facilities available for use by certain local, social, civic, or service organizations when use does not conflict with the school program. Such use shall be for community purposes or the promotion of community activities and shall be of educational, recreational, or cultural value to the community. The District will typically not allow extended usage that utilizes an entire facility or the auditorium, large gyms, or similar space.

a. This policy is not intended to create a limited open forum pursuant to the Equal Access Act, 20 U.S.C. §4071-74. All student-initiated groups that wish to meet on District property during non-instructional time must be approved by the District, and the subject of the group related to the curriculum of the District.

b. All users of District facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. All users of District facilities must comply with Board Policies, this Facility Usage Manual, and Group Representative Responsibility’s Agreement.

c. Approval of a facility use request does not imply the endorsement or sponsorship by the Administration, the Board of Education or the Johnston Community School District.

Section I: Administrative Policies for Community Use

Administrative Procedures for Determining and Allowing Use of School Facilities will be as follows:

1. Organizations interested in using the school facilities should make such requests through Community Education. Community Education then will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required by the organization no later than seven (7) days before the date of requested usage.

2. Community Education will schedule meetings, as needed, with appropriate District personnel and community users to coordinate use of the District's facilities. The extent of supervision needed by outside groups renting school facilities will be determined by the Director of Community Education.

3. Community Education will clear the event on the master building calendar. All non-routine or questionable requests for facility usage will be cleared with the Superintendent and/or Board of Education.

4. Permission granted for facility usage by Community Education shall be made in writing through the signing of a contract with the representative of the group making the request.

a. It is the responsibility of the representative to read this manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the Community Education Director.

b. Two copies of the signed contract shall be required. One to be retained by Community Education and the representative of the group requesting use of the facility will retain the second copy.

c. A signed hold harmless agreement must be submitted to the Community Education Office at least forty-eight (48) hours prior to rental.

d. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class A activities. (See User Group Classifications) 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 shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor, facility coordinator, or the custodian on duty have the right to terminate any activity at any time. This termination shall be made if, in the District representative's judgment, there are 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.

e. No school personnel shall accept gratuities from organizations that utilize school facilities.

5. Requests for the following school year will be accepted beginning June 1 and will be held in the order they are received until after the school district calendar has been set. At that time, availability of facilities for usage will be determined.

6. All District facilities will be closed and not available for use on legal holidays observed by the District. If a holiday falls on a Saturday, the District observance of that holiday will be on the preceding Friday. If a holiday falls on a Sunday, the following Monday will be the day of observance. The following is a list of the legal holiday observed by the Johnston Community

School District on which all facilities will be closed. Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day.

Section II: User Group Classifications

Groups using the facilities will be classified as A,B,C,D,E, or F with Class A having the highest priority for use when developing the annual master calendar. Thereafter; priority is on a first-come, first-serve basis. However, Class A activities will take precedence and may bump other previously scheduled uses by groups in other classifications.

Community Education will determine the classification of each group requesting use of a facility as outlined below. Should there be any questionable organizations or uses, determination will be made by the Superintendent and/or Board of Education. All classification determinations, or any subsequent modifications of a classification made by the District, will be final.

The classification of the group or organization is determined by its status, purpose and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities. Examples of primary users in each classification have been listed; however it is not an all inclusive list. Dependent upon the use, adjustments may be made as to the class a group/organization comes under.

The Facility Coordinator reserves the right to request an audited financial statement from a group to assist in determining the appropriate classification. Failure of a group or organization to provide said financial statement may result in the denial of use of the Districts facilities.

Johnston Community School District facilities are not intended to be a location for profit-making enterprises.

CLASS A- SCHOOL DISTRICT AND DISTRICT- RELATED ORGANIZATIONS

- Regular classroom activities
- School activities for students (e.g. clubs, athletics)
- School activities for parents (e.g. plays, open houses)
- School-related groups and organizations (e.g. PTO, Johnston Booster Club, Johnston Vocal Music Parents, Johnston Dollars for Scholars, Band Parents, etc.)
- School and District-sponsored activities for District staff (e.g. training sessions, wellness)
- Community Education activities (e.g. before/after school care program, adult education classes, youth enrichment programs, intramurals, camps/clinics)

CLASS B - PUBLIC AGENCIES and DISTRICT CO-SPONSORED ACTIVITIES

-Community, social, civic or service organizations sponsoring money-making activities with all proceeds directly benefiting the District's schools

-Johnston City government units or committees

-Request for National, State and Local elections or caucuses.

-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/CIVIC ORGANIZATIONS

-Community, social, civic or service organizations for purposes which have educational, recreational or cultural purposes which bring educational, recreational or cultural value to the community.

-Meetings and practice sessions for District residents belonging to non-profit, chartered youth groups, or organizations sponsoring youth activities during their regular program season or year.

-Practices for youth activities will follow the season of the high school. Groups must have 75% of group as District residents. Rosters/membership lists will be required. Outdoor leagues will not be provided indoor space for practices. Practices not associated with an approved youth program will be charged a seasonal fee.

Such groups may include the following:

AAU, Boys and Girls Club, Boy Scouts, Camp Fire, 4-H, Girl Scouts, Little League, Girls Softball Association, Johnston Youth Football, Johnston Volleyball Club, Johnston Soccer Association, USVBA, Lions Club, Kiwanis, Rotary

-Local nonprofit organizations/community groups conducting moneymaking activities for their organizations or for charitable purposes may be charged a daily fee or moved to Class E.

CLASS D - EDUCATIONAL INSTITUTIONS

Use by educational institutions for purposes of holding a class. Cost to educational institutions depends upon institution's charge to students per credit hours and amount of usage. All other uses will fall under Class E.

-Des Moines Area Community College

- Public universities
- Heartland Area Education Agency 11
- Private higher educational institutions
- Other K-12 institutions

CLASS E - NONPROFIT/PRIVATE INTEREST GROUPS

- Local church services, religious classes and activities
- Business entities located within and paying property taxes to the Johnston Community School District, for activities not conducted for profit. Special events charging a fee or needing a space not otherwise available in the community, may incur additional charges.

CLASS F - OUT-OF-DISTRICT PRIVATE INTEREST GROUPS AND ORGANIZATIONS

- Business entities located outside the Johnston Community School District that wish to use the building for activities not conducted for profit.
- Out-of-District youth or adult groups or organizations with less than 75% JCSD residents as participants. Rosters will be required and must be submitted prior to first usage. If it is determined that false information was given, further usage will be denied.
- State or National Organizations hosting meetings, workshops and/or conferences.
- Special Events-The District welcomes local, state, and national groups hosting special events that enrich the community and provide a variety of lifelong learning opportunities for community members. Such groups might include national AAU Junior Olympics, National Amateur Radio, United States Volleyball Association tournaments, etc.
- The District may grant use of facilities for short term rentals that provide a unique opportunity to the community, or for a rental needing a space not otherwise available. Additional fees may apply.

In scheduling such events, the District will ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines have been developed.

1. Guidelines for giving access to local, state, and national groups hosting special events in District facilities:
 - a. People (adults and children) in the District are participating in the events, as well as being observers.

- b. The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
- c. Additional workload incurred for District staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
- d. The facilities are able to sustain the additional usage (i.e. a field seeded for fall cannot sustain a major summer soccer event; a school being prepared for an open house could not sustain a week of national basketball playoffs the week before).
- e. Summer usage does not prohibit major cleaning and repair projects from being accomplished.
- f. The nature of the event does not conflict with previously scheduled groups.

2. Guideline for establishing fees:

- a. For-profit groups will pay class F rates.
- b. Groups may be eligible for Class E rate only if they provide proof of non-profit status and a tax exempt identification number and proceeds go back to local group charity.
- c. Community Education department may request copy of group's annual budget and/or the budget for the event.
- d. All groups must cover all personnel costs involved before, during, and after the event. This may include costs for building supervisors, custodians, technicians, and food service.
- e. A damage deposit may be required.
- f. Even if groups are non-profit they must pay personnel and they may be asked to cover direct costs of usage (electricity, water, air-condition, heat).

NOTE: The Superintendent and/or Board of Directors may, in its discretion, approve other uses and set fees accordingly.

Section III: Fee Structure

Once the classification has been determined Community Education will determine the appropriate charges for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required.

When necessary additional fees may include such things as cleaning fees, failure to cancel charges, replacement or repair for damage or theft, other pertinent administrative costs. All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage.

The District reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. This police supervision will be paid by the group using the District facility.

The District will review the facility use fee schedule yearly and make any recommendations to the Board of Education, for its approval.

In the case of damage caused by a group, a deposit will be required after the second incident of damage (or after the first incident if damage is significant as determined by the District). The deposit is to be made before the next scheduled use by the group. Community Education/Superintendent will determine the amount of the deposit.

The full rental fee will be paid at the Community Education Office upon receipt of invoice, unless different arrangements are made. Partial payment at time of contract signing may also be requested.

There will be a cancellation fee of 20% or a minimum of \$10.00, if notification is given less than 48 hours prior to the scheduled use.

Note: Upon occasion, a fee may be waived or reduced, dependent upon the use and organization(s) involved. This would be done with approval of the Superintendent and/or Board of Directors through Community Education.

Section IV: Regulations Concerning the use of School Facilities

1. The group representative must be an adult and present during the entire time the facilities are being used.
2. The group's representative will be responsible for the following of all regulations for facility usage by his/her group.
 - a. The group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.

- b. The facility must be used only for the purpose that it was originally intended as set forth on the facility request form.
 - c. The group representative is responsible for communicating to the group members and for ensuring that group members understand and follow those guidelines and communications.
 - d. The group representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group representative should contact the Community Education Office 278-0552 within 24 hours. If it is on a Saturday or Sunday and there is no answer at the number above, then the representative is to call first thing Monday morning.
 - e. The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. Custodians/building supervisors on duty should also be notified.
 - f. If a supervisor is on duty, the group representative should make himself or herself known to that person. If no supervisor is on duty, then the group representative should make himself or herself known to the custodian on duty. The group representative is responsible for seeing that all debris is picked up from the area and that all is returned to the way it was prior to use.
3. The group representative should make a preliminary-use check of the facility prior to its group's use. If anything that will be used is damaged, contact the custodian/supervisor on duty.
 4. All equipment used or moved must be returned to the proper place in original condition.
 5. The group representative is responsible for knowing fire and tornado procedures for directing the group in the event of an emergency. Guidelines are posted in every room
 6. The group representative assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
 7. The group representative shall be liable for any and all loss, damage or injury sustained by any person as a result of the negligence of the group representative or others in the group. The group representative and all others in the group, including the group itself if it is its own legal entity, shall indemnify and hold harmless the District from any and all loss, damage or injury. SEE HOLD HARMLESS/INDEMNITY AND LIABILITY INSURANCE AGREEMENT.

8. The following specific regulations are to be maintained:

- a. Food and beverages are permitted in designated areas only. There shall be no other beverages or foods brought into the buildings unless previously approved by Community Education.
- b. The use of alcoholic beverages or illegal drugs in any form shall be prohibited from all District grounds.
- c. All District buildings, grounds, and vehicles of the District are tobacco-free. This also includes inside private vehicles on District grounds. Persons failing to abide by these rules will be asked to leave school premises. Policy 905.2
- d. No guns/weapons shall be brought on District grounds except as may be allowed by law, upon approval of the Superintendent. Policy 502.6
- e. Sex Offender. No registered sex offender may be on District grounds without the express written permission of the Superintendent.

9. Specific Room Regulations shall be as follows:

a. Auditoriums-Groups requesting use of an auditorium will need to list in detail their equipment requests for auditorium use. An auditorium manager or tech supervisor is required any time the auditorium is used, and will be at the user's expense. The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the fire Marshal. Any additional guidelines for the auditorium will be provided to the user by the auditorium manager.

Absolutely no food/beverages are allowed in the auditorium, without prior approval.

Food/beverages will be allowed in the lobby.

b. Kitchens-Use of a kitchen will be a Community Education/School Building determination. Complete listing of kitchen needs must be provided prior to approval. When a kitchen is used, a kitchen supervisor is required. Additional costs may be included, dependent upon needs. See Addendum A.

c. Classrooms-Activities will be scheduled to appropriate classrooms. Teachers will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teachers' and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same condition as they found it.

d. Labs- Labs will be defined as rooms which contain specialized equipment other than desks, tables or chairs. Use of lab facilities will be only for purposes appropriate to the lab and by special permission. An additional charge may be made for lab equipment.

e. Media Centers-Media Centers may be used for approved meetings and quiet study. Materials are not to be used or removed from the media centers. A media center supervisor may be assigned at the expense of the user.

f. Multi-purpose rooms and/or gymnasiums-These rooms will be reserved for purposes and activities appropriate to the facility. The following guidelines are to be observed for gym use:

1. Gym shoes are required for participants in all sports and games
2. No food or beverages in the gym, without prior approval
3. No dance enhancing products are to be used on gym floors or multi-purpose rooms.
4. No slam-dunking
5. No bouncing balls in halls or off ceiling
6. No leaning into volleyball nets
7. No wearing shoes that mark any floor, such as rollerblades, shoes with wheels or cleats. Groups will be charged for professional floor finishing in such cases.
8. No playing on gymnastic equipment when it is in the gym
9. No climbing or playing on bleachers. Custodians will take care of moving the bleachers in and out.
10. No baseballs or softballs unless especially made for indoor use
11. No propping open doors...for fire code purposes
12. No use of tape on floor, unless gym tape, and prior approval is received from Community Education.
13. No pushing/pulling of tables, chairs, or other equipment across gym floors
14. Return gym to condition it was left in-do not push in/pull out bleachers

f. Outside Areas-Organizations are expected to clean up all trash, papers, or other litter in the fields or surrounding areas. Failure to provide appropriate clean-up will result in the school District doing so at the expense of the user. Outlines of outdoor facilities use will be determined by Community Education and the Athletic Director, copies of which will be available. High School/ Middle School/Summit track and field, baseball and softball fields must be reserved. Cancellation of a game/activity may be determined by the District to prevent damage to the fields.

1. Parking Lots/Open Space: Go-carts, motorcycles, motor scooters, mini-bikes, mopeds, snowmobiles and other motorized vehicles will not be permitted on school playgrounds, school sidewalks or school parking lots, except for parking and maintenance of property and as otherwise permitted by the Board of Education.

a. open space at all elementary schools and Summit Middle School are available on a first come, first serve basis.

b. Flying of drones on any District property must follow District policy. Policy 906

c. District has the right to close any field for maintenance purposes. Ex: aerating, reseeding, draining, etc.

d. Parking lots must be reserved if it is being used as a location for an event (does not need to be reserved as part of parking for a building rental)

2. Stadiums:

a. Dragon Stadium(JHS) is reserved for school district activities only. Any use outside of District activities will require special approval.

b. Johnston Stadium (JMS) is available for community use and must be approved through the facility rental process.

2. Portable rest rooms or kybos, at the expense of the user, may be required for activities and tournaments. Water and electricity may not be available from district sources. Special arrangements must then be made for both.

3. Use of any tents, temporary structures or signage where stakes are driven into the ground must be pre-approved. All cost associated with electrical searches will be at the user's expense.

g. Concessions-The selling of concessions needs to be approved prior to use. Type of concessions sold will be dependent upon use.

h. Administration Conference Rooms

Public agencies are scheduled when space is available and is limited to two consecutive days and at sometimes of the year one (1) day, in order to reserve the space for district use.

Non-profit agencies cannot schedule usage Monday through Friday from 7:30 a.m. to 6:00 p.m. between August and May, unless a district administrator makes the request.

As with all classrooms, conference room space used is expected to be returned to the same/better condition than it was found.

i. Pool- The following guidelines are to be observed for pool use:

1. No one is to be in the pool area unless a lifeguard is on duty.
2. Please shower before entering the pool.
3. Please walk at all times on the pool deck.
4. All participants that enter water must be wearing appropriate swimsuit (no street clothes).
5. Swimmers who are not toilet trained must wear a swim diaper.
6. Please keep food, drink and glass items out of the locker rooms and out of pool area.
7. Do not chew gum in the facility.
8. Floaties and other watercrafts allowed if approved when making reservation.
9. All clothing and other personal belongings are to be removed from the locker room. Nothing is to be left in any lockers.
10. Adults must be present with children under 16 in the pool area.
11. Safety devices are not to be used as toys.
12. Please stay off the safety ropes and/or lane lines.
13. Diving is permitted only in the designated area:
 - a. Only one person at a time shall be permitted on a diving board and ladder.
 - b. Divers shall not dive until the previous diver has reached the exit ladder.
 - c. Diving shall not be permitted from the side of the diving boards.
 - d. Excessive bouncing on boards is prohibited.
 - e. Everyone using the diving boards must swim to exit ladder unassisted. Catching swimmers going off the board is not permitted.
 - f. Running dives from the deck area are prohibited.
14. No school pool equipment is to be used unless approved when reservation is made.
15. Scuba equipment (except for a mask, snorkel and fins) is not allowed unless used as part of a supervised class.
16. Fighting, pushing, dunking, horseplay or other dangerous play will not be allowed. Swimmers may not sit on each other's shoulders.
17. Must abide by posted pool rules.

10. The primary purpose of equipment in a school is the education of students by District staff, however, the use of school equipment may be allowed. All requests are to be made on the facility use request form.

- a. Upon receiving specific request, Community Education will clear the availability and use through the local school building. Indication of which equipment usage is allowed will be listed on the facility usage agreement. A fee may be charged, dependent upon request.
- b. When any equipment is to be used at a school site or in a school building appropriate school personnel shall operate or supervise the use. Where a cost is involved, it shall be paid by the organization using the equipment.
- c. Equipment of the District shall not be loaned to any person or group for use off District property.

11. Children are not allowed to roam or play in halls. They are to be supervised by adults in all places at all times.

12. If special arrangements need to be made concerning keys/security cards, the Community Education Office will notify the group representative as to where to pick them up and when. The group representative will be responsible for them and will be required to sign them in and out.

13. Emergency Procedures

a. Weather related closings/cancellations

1. If school is canceled for the day or dismissed early, all rentals/usage for that day are cancelled.
2. If the weather takes a turn for the worse after school dismisses or on a Saturday or Sunday, Community Education, in consultation with the director of building/grounds, and or superintendent, may cancel all late afternoon, evening or weekend activities.
3. Community Education will attempt to notify the group representative of any closing or delay in opening of schools. Group representatives or instructors will notify group members or students of the cancellation of activities.
4. Facility users may call 278-0552 prior to 4:15 p.m., Monday through Friday, for their activity or class cancellation information. After 4:15 p.m. on weekdays and any time on Saturday or Sunday users may call the weather hotline at 252-8488 and a recording will speak to cancellations.

The group representative will also be given the cell phone numbers of the Facility Coordinator.

b. Fire Alarm/Tornado Siren will be adhered to when sounded. During a fire alarm all participants in the building are REQUIRED to leave the building until the fire department, custodian, or building supervisor gives the all clear. Even if known that it is false alarm, participants must leave the building. If a tornado siren goes off, participants must take shelter in appropriate locations, marked on map of the school which is located in each usage area. Failure to adhere to these guidelines may result in the denial of future usage.

14. For groups of similar nature (i.e. basketball teams) usage limits of facilities may be established. See Addendum B.

15. Overnight stays by local groups may be permitted but are discouraged by the District. Facilities may be used under emergency conditions or to house out-of-town visitors for a one-time use under the following conditions:

a. The fire marshal's office shall be notified five (5) working days in advance any time the school facilities are to be utilized for sleeping quarters (ex: areas to be used, time, number of participants)

b. The District will require a District employee or a paid Building Supervisor assigned by Community Education to be present in the building during use. Requestors will be charged for any personnel including building supervisors and/or custodians.

c. The visiting agency or group will have a roster of all participants available at all times and submit the roster to Community Education.

d. All guidelines for ordinary use also apply to overnight use (ex: Board policies, Facility Use Guidelines)

e. The group will assume liability for any accidents that occur during the time school grounds and buildings are in use.

Addendum A

Kitchen Use Policies/Procedures

1. At time of request, all kitchen needs must be identified.
2. Community Education Office will work with the food service department as to the particular needs in the kitchen. (Make sure to include refrigerator/freezer space if requested)
3. When the kitchen will be used, a kitchen supervisor will be required. This person will assist in obtaining kitchen needs and providing proper procedures for preparation. They will also make sure that the kitchen is clean and ready for the next day.
4. Group representative will be notified that no food or paper items that belong to the district can be used. Group representative will need to bring in all of that type of materials or make arrangements to purchase them through the District catering department.
5. Each school kitchen supervisor will take efforts to make sure the group representative follows food safety and sanitation procedures according to local and state health department guidelines.

Addendum B

Youth Athletic Team Practices

To provide equal opportunity to various athletic teams, only indoor sports will be provided indoor facility space for practices.

In season sports following the school sports schedule and/or youth sport season shall have first priority usage among sport teams.

To ensure all teams have equal opportunity, indoor/in season teams may utilize a gym once per week for 1 hour. This rule will be in effect from November 1 until the end of the Johnston Community Education Youth Basketball League. Thereafter, practices times will be allowed as available. Practices not associated with an approved youth program will be charged a seasonal fee, this payment is due prior to the teams first practice.