

Board Policy Document

SCHOOL-COMMUNITY RELATIONS

Series 1000

Policy Title: Community Use of School Facilities

Code Number: 1004.1

DEFINITIONS

SCCSD – Sioux City Community School District.

Coordinator – The Coordinator for SCCSD Elementary and Middle Schools will be their Principal or the Principal’s designee. The Coordinator for the High Schools will be their Activities Director.

Facility Use Permit – Written agreement between SCCSD and the Use Permit Holder that specifies a Use Permit Holder’s conditions and schedule of use of SCCSD facilities.

Use Permit Holder – Individual or organization with a designated responsible individual named on the Facility Use Permit who, together with the named group, is personally responsible for all activities authorized by that permit and for all costs related to or resulting from activities that take place under their Permit.

Community Use Of School Facilities

The overriding purpose of the school facilities is to support the implementation of the instructional programs of the SCCSD. The accomplishment of the educational mission of the District shall be considered to have first priority in all decisions concerning any use of any facility under this policy. The District’s Board of Directors believes that school facilities are community resources intended to be used to the maximum, including making

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them available for non-school functions. The Board of Directors encourages the use of school facilities by public and private organizations/individuals that share in the health, welfare and educational interests of the community.

The Board of Directors recognizes that there are costs involved in the use of facilities not directly related to school activities that should be reclaimed. The Superintendent or his/her designee shall develop a fee schedule together with regulations regarding the orderly scheduling of facilities usage by the Coordinator. The proposed fee schedule shall be reviewed by the Board Finance Committee before being adopted by the Board of Directors as a part of District administrative regulations.

School buildings and facilities may be used to assist civil authorities in the case of civil disasters or emergencies and the Superintendent is given the right to work with such authorities to make school buildings and facilities available as particular needs or emergencies arise. The Superintendent may enter into formal agreements to prescribe and assign the use of facilities in the event of emergencies.

Certain events, as specified by Iowa statutes, will be provided without cost (such as political caucuses or elections). Other political events (such as rallies or campaigns) may be approved when a Facilities use Agreement is issued.

No use permit shall be issued for a period of longer than one year at a time.

Guidelines to Priority of Use

- A. School activities, which include instructional, co-curricular and extra-curricular and professional development shall have the highest and first priority. Such activities extend to PTAs, PTOs and recognized parent and activity booster groups are included in this category.
- B. Programs or events directly serving youth of the District with no expectation of profit for personal benefit shall have the next priority.
- C. Programs or events serving adults, or a combination of youth and adults, through a 28E or other formal agreement or event(s) with expectation of profit for personal benefit, shall have the third priority.
- D. Events not referenced above shall be welcomed when school calendars permit.

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NOTE: Categories B, C, D need to request and be issued a Facility Use Agreement irrespective of whether or not a usage fee applies.

School activities (Category A) and programs or events directly serving youth of the District with no expectation of profit for personal benefit (Category B) shall not be expected to pay a basic usage fee, although for Category B overhead such as additional custodial, set-up, supervision services, or the provision of specialized equipment may be charged as requested and incurred or as must be provided to restore a facility to its original, usable condition. Where a formalized cooperative agreement is mutually agreeable/beneficial to the District and another entity (Category C), fees for such agreements may be negotiated by the Superintendent or his/her designee.

A Coordinator, as defined in board Policy 1004.1, may approve a request, which must include a Facilities Use Agreement, for up to ten days (consecutive or non-consecutive days in one year) for Category B programs or events. If a request for facilities usage by groups in Category B extends beyond those parameters, the issuance of a Facilities Usage Agreement must also be approved by the District Business Office.

Employees of SCCSD are subject to all provisions of this policy including but not limited to the scheduling of space and equipment and the payment of applicable fees and charges. Employees must have a Facility Use Permit to use SCCSD facilities for any activities unrelated to their professional assignments and not directed by their supervisor.

Priority of use shall not be interpreted to mean that any classification has an exclusive right to a single school, playing field, or multiple District facilities. The Coordinator weighs and balances all needs and schedules in deciding which requests can be approved, keeping in mind the Board's purposes for the use of school facilities.

The District's Superintendent and administrators are directed to manage the facilities in a way that provides reasonable access to any community user who accords or intends to accord to the attached regulations.

This policy should not be interpreted to replace or supersede the District's Equal Access Policy.

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Non-Discrimination Policy

Sioux City Community School District's Nondiscrimination Policy

It is the policy of the Sioux City Community School District not to discriminate on the basis of race, sex, national origin, religion, age, marital status, disability or veteran status in its educational programs, activities and employment practices. All groups or agencies, whether private or public, must comply with all applicable American With Disabilities Act rules and regulations. Inquires or grievances regarding compliance with Title II, Title IV, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act may be directed to the Director of Educational Equity, Education Service Center, Sioux City Community Schools, 1221 Pierce Street, Sioux City, IA 51105-1497, (712) 279-6075.

Disclaimer: The District assumes no obligation or responsibility for the activities of the person or group using District facilities pursuant to this policy unless otherwise specified by written Agreement. The District does not endorse or sponsor any particular message or group by enacting or implementing this policy.