

MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

900.14 Community Use of School District Facilities and Equipment

School district facilities and equipment will be made available to local nonprofit entities that promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Any district employee using district-owned property or facilities for a use outside their duties as an employee is doing so as a community member, and not as a district employee. Prior to using district resources for activities outside the scope of their job duties, employees must meet the requirements to be considered a qualifying entity. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny the use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow the use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at <https://fs-muscatinecsd.rschoolday.com/authentication/credential/login>. It is the responsibility of the superintendent or designee to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent or designee[1] [2] to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

The use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent or designee[3] [MOU4] [5] . The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

It is the responsibility of the superintendent or designee[6] [7] to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11.