

CLARKSVILLE COMMUNITY SCHOOL DISTRICT  
Building and Room Request and Statement

Date Requested: \_\_\_\_\_

Door Unlock Time: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Door Lock Time: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Door(s) to be Used: \_\_\_\_\_

Doors will be programmed to unlock and lock with the time specified above.

**All requests need to be made 10 days prior to the event.**

Requested by: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Requested for (Organization): \_\_\_\_\_

Building and Room(s) Needed: \_\_\_\_\_

Purpose: \_\_\_\_\_

Other Information: \_\_\_\_\_

Damages connected with the use of facilities and/or equipment will be paid by the person renting the facility.

The use of drugs or alcoholic beverages cannot be used by people using the facilities. Smoking, use of tobacco products, or look-a-likes is prohibited in the school district facilities.

Person in charge of event is responsible for clean-up. If clean-up is not done to school specifications, a janitorial fee of \$25 per hour will be assessed or the hourly wage of the school personnel required to clean-up the facility.

The group using the facility shall be responsible for any damages incurred.

School personnel may schedule voluntary recreational activities **after 12:00 noon on Sunday**. Facility in use must be open to all parties and must be under the supervision of an authorized school employee.

Approved community groups may be allowed use on **Sunday after 12:00 noon**. Such groups must be supervised by someone approved by the administration.

Rental Amount: \_\_\_\_\_

\_\_\_\_\_  
Person in charge of event

Will there be a fee or admission charge? ( ) Yes ( ) No

Paid: ( ) Yes ( ) No

Approved ( ) Yes ( ) No

- Copies to: ( ) Business Manager
- ( ) Building Principal
- ( ) Building Custodian
- ( ) Head Cook
- ( ) Athletic Director
- ( ) Other

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Superintendent

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Clarksville Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Clarksville Community \_\_\_\_\_ School District  
(Entity)

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
Superintendent

By \_\_\_\_\_  
Secretary

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

Groups wishing to use the physical plant or fields must first secure calendar clearance from the secondary principal. Final approval will be granted by the Board of Education or their appointed school officer. This is to be the superintendent, unless otherwise specified.

School functions will always be given priority in scheduling events.

Policy regarding such use:

1. Alcoholic beverages will not be brought to or consumed in the school district facilities or grounds.
2. Smoking, use of tobacco products, or look-a-likes is prohibited in school district facilities.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. After school district equipment has been used by an entity, the equipment must be returned to the school district in the condition it was in prior to its use. The fee charged to the entity for the use of the equipment will include these costs. However, if excessive costs are involved in restoring the equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
8. Wednesday night is designated as Church Night by the Board of Education. No student activity is to continue past 6:00 p.m.
9. School practices are not to be scheduled for Sunday. The scheduling of programs will be approved by administration and Board of Education, if students are involved.
10. School personnel may schedule voluntary recreational activities after 12:00 noon on Sunday. Facility in use must be open to all parties and must be under the supervision of an authorized school employee.

11. Approved community groups may be allowed use on Sunday after 12:00 noon. Such groups must be supervised by someone approved by the administration.
12. In accordance with judicial rulings, facility use by religious groups will not be allowed, unless such use does not violate the laws of the state.
13. Charges for use of physical plant facilities are set by the board and are to be reviewed every five years, to update.
14. When kitchen is to be used, a school-employed cook must be present.
15. Daily time limit may be issued by the Board of Directors or designee.

The Board of Education and administration shall not be responsible for any articles of clothing, equipment or money that is left in rooms, closets, lockers or other areas of the building. The board further will not be responsible for any article borrowed or voluntarily loaned to the district, its employees, agents or pupils, unless the borrowing or loan be specifically approved by the superintendent or the board.

The Board of Directors directs the Superintendent of Schools to prepare a schedule of fees for the use of school facilities. This schedule shall be reviewed every five years by the Board of Directors for updating and revision.