



FACILITY USAGE MANUAL

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FACILITY REQUEST PROCESS

1. Organizations interested in using school facilities should make such requests through Community Education. Community Education will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required by the organization. A Facility Request Form must be submitted to the Community Education office a minimum of (30) working days prior to the reservation.
2. Upon receipt of a request, Community Education will determine an organization's classification based on the Fee Schedule. Once classification is 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.
3. The extent of district staff (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) needed by groups reserving school facilities will be determined by Community Education.
4. Permission granted for facility usage by Community Education shall be made in writing through the signing of a Facility Use Agreement with the representative of the organization making the request.
 - a. It is the responsibility of the representative to read the Facility Usage Manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by Community Education.
 - b. Two copies of the signed Facility Use Agreement shall be required. Community Education will retain one copy and the representative of the group will retain the second copy.
 - c. A signed Facility Use Agreement, including proof of insurance must be submitted to the Community Education Office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 and show coverage dates.
 - 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. 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 or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue. The designated building supervisors (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) on duty have the right to terminate any activity at any time due to 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.



FACILITY USE GUIDELINES

1. The group representative must be an adult and present during the 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 (515) 266-6795 within 24 hours. If this happens on a Saturday or Sunday, then the representative must 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. District personnel 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 you should make yourself 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 their 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.
 - a. The group representative is responsible for knowing fire and tornado procedures for directing the group in the event of an emergency.
5. The renter 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.
6. The renter shall be liable for any and all loss, damage or injury sustained by any person that by reason of the negligence of the renter. The renter shall indemnify and hold harmless the school district from any and all loss, damage or injury. See Facility Use Agreement.

7. 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 school grounds.
- c. All School buildings, grounds, and vehicles of the district are tobacco-free. Persons failing to abide will be asked to leave school premises. Policy 906.4

8. 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. Any required audio/visual technicians 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 Marshall. Absolutely no food/beverages allowed in the auditorium, without prior approval. Food/beverages will be allowed in the lobby.
- b. Kitchens-Use of kitchen will be a Community Education/School Building determination. Complete listing of kitchen needs must be provided prior to approval. Additional costs may be included, dependent upon needs.
- 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 programs, 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 requester.
- 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 beverages in the gym
 - 3. No dance enhancing products are to be used on gym floors or multipurpose 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
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 propping open doors (fire code)
11. No use of tape on floor unless gym tape and prior approval is received from Community Education
12. No pushing/pulling of tables, chairs, or other equipment across gym floors
13. Return gym to condition it was left in (do not push in/pull out bleachers)

g. Outside Areas-Groups 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 district doing so at the expense of the renter. High School 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, minibikes, 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 District.

- a. Open space at all elementary schools is available on a first come, first serve basis.
- b. The High School track is open for public walk/run as long as no scheduled activities are taking place.
- 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. Portable restrooms 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 costs associated with electrical searches will be at the renter's expense.

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

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. Please do not chew gum in the facility.
8. Floaties and other floatation devices allowed if approved when making reservation.
9. No throwing a street clothed person into the water.
10. All clothing and other personal belongings are to be removed from the locker room. Nothing is to be left in any lockers.
11. Adults must be present with children under (16) in the pool area.
12. Safety devices are not to be used as toys.
13. Please stay off the safety ropes and/or lane lines.
14. 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.
15. No school pool equipment is to be used unless approved when reservation is made.
16. Scuba equipment (except for a mask, snorkel and fins) is not allowed unless used as part of a supervised class.
17. Fighting, pushing, dunking, horseplay or other dangerous play will not be allowed. Swimmers may not sit on each other's shoulders.
18. Must abide by posted pool rules.

9. 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 completed on the Facility Use Request.

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. The requester will be responsible for the supervision and operation of requested equipment. Any loss or damage to the equipment shall be the full obligation of the borrower.

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

11. 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.

12. Emergency Procedures

a. Weather related closings/cancellations

1. If school is canceled for the day, dismissed early, or all PM activities are canceled, all rentals/usage for that day are canceled.
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 (515) 266-6795 prior to 4:30 p.m., Monday through Friday, for their activity or class cancellation information.

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 tornado siren goes off, then 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 cause inability for future usage.

13. Groups of similar nature (i.e. basketball teams) usage limits of facilities may be established.

14. 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.

15. Notification of Change/Cancellation-All groups who do not show for their scheduled time and who do not notify Community Education of cancellation 24 hours prior to their scheduled use shall be charged all costs of original contracted usage, including usage and personnel.



FEE SCHEDULE

CLASS A

School District and District-Related Organizations

- Regular classroom activities
- District-sponsored activities for students (e.g., athletics, activities, clubs)
- District-sponsored activities for parents (e.g., open houses, graduation meetings)
- District-related groups and organizations (e.g., PTO/PTA, Booster Club)
- District-sponsored activities for staff (e.g., training sessions)
- Community Education activities
- District-related status may be determined by district tax identification number

SCHOOL – FACILITY	FEE/HOUR	SCHOOL – FACILITY	FEE/HOUR
Elementary Schools		Sixth-Grade Center	
Gymnasium	\$0/hour	Gymnasium	\$0/hour
Cafeteria	\$0/hour	Cafeteria	\$0/hour
Classroom	\$0/hour	Classroom	\$0/hour
Library/Media Center	\$0/hour	Library/Media Center	\$0/hour
Kitchen	\$0/hour	Kitchen	\$0/hour
Computer Lab	\$0/hour	Computer Lab	\$0/hour
Junior High		High School	
Gymnasium 1	\$0/hour	Gymnasium 1	\$0/hour
Gymnasium 2	\$0/hour	Gymnasium 2	\$0/hour
Cafeteria	\$0/hour	Classroom	\$0/hour
Classroom	\$0/hour	Library/Media Center	\$0/hour
Library/Media Center	\$0/hour	Kitchen	\$0/hour
Kitchen	\$0/hour	Computer Lab	\$0/hour
Computer Lab	\$0/hour	Pool	\$0/hour
Auditorium	\$0/hour	with life guard	\$0/hour
Pool	\$0/hour	Multi-purpose Room	\$0/hour
with life guard	\$0/hour	Commons Area	\$0/hour
		Auditorium	\$0/hour
		Fitness Center	\$0/hour
		Indoor Track	\$0/hour
Outside Facilities			
Elementary Outdoor Fields	\$0/hour	HS Baseball Complex	\$0/hour
Parking Lot	\$0/hour	with lights/scoreboard	\$0/hour
HS Press Box	\$0/hour	HS Track	\$0/hour
HS Football Field	\$0/hour	with lights/scoreboard	\$0/hour
with lights/scoreboard	\$0/hour	HS Tennis Courts	\$0/hour
HS Softball Complex	\$0/hour		
with lights/scoreboard	\$0/hour		
*Additional Fees may apply depending on the reservation (see at end of Fee Schedule)			



FEE SCHEDULE

CLASS B

Public Agencies and District Co-Sponsored Activities

- Southeast Polk community civic and service organizations sponsoring fund-raising activities where all of the proceeds go directly to benefiting the District
- Official meetings of the City of Runnells, the City of Altoona, the City of Mitchellville, the City of Pleasant Hill, and the City of Des Moines, or a community activity sponsored by one of the city boards
- National, state, and local elections
- Meetings of governmental units or committees

SCHOOL – FACILITY	FEE/HOUR	SCHOOL – FACILITY	FEE/HOUR
Elementary Schools		Sixth-Grade Center	
Gymnasium	\$0/hour	Gymnasium	\$0/hour
Cafeteria	\$0/hour	Cafeteria	\$0/hour
Classroom	\$0/hour	Classroom	\$0/hour
Library/Media Center	\$0/hour	Library/Media Center	\$0/hour
Kitchen	\$0/hour	Kitchen	\$0/hour
Computer Lab	\$0/hour	Computer Lab	\$0/hour
Junior High		High School	
Gymnasium 1	\$0/hour	Gymnasium 1	\$0/hour
Gymnasium 2	\$0/hour	Gymnasium 2	\$0/hour
Cafeteria	\$0/hour	Classroom	\$0/hour
Classroom	\$0/hour	Library/Media Center	\$0/hour
Library/Media Center	\$0/hour	Kitchen	\$0/hour
Kitchen	\$0/hour	Computer Lab	\$0/hour
Computer Lab	\$0/hour	Pool	\$0/hour
Auditorium	\$0/hour	with life guard	\$0/hour
Pool	\$0/hour	Multi-purpose Room	\$0/hour
with life guard	\$0/hour	Commons Area	\$0/hour
		Auditorium	\$0/hour
		Fitness Center	\$0/hour
		Indoor Track	\$0/hour
Outside Facilities			
Elementary Outdoor Fields	\$0/hour	HS Baseball Complex	\$0/hour
Parking Lot	\$0/hour	with lights/scoreboard	\$0/hour
HS Press Box	\$0/hour	HS Track	\$0/hour
HS Football Field	\$0/hour	with lights/scoreboard	\$0/hour
with lights/scoreboard	\$0/hour	HS Tennis Courts	\$0/hour
HS Softball Complex	\$0/hour		
with lights/scoreboard	\$0/hour		
*Additional Fees may apply depending on the reservation (see at end of Fee Schedule)			



FEE SCHEDULE

CLASS C

Youth/Non-Profit/Civic Organizations

- Southeast Polk community civic and service organizations sponsoring educational, recreational or cultural activities
- Meetings and practices for non-profit, chartered youth groups and organizations sponsoring youth activities during their regular program season. At least 75% of the participants must be residents of the District. Rosters/membership lists may be required. Outdoor leagues will not be provided indoor space for practices.
- Such groups include but are not limited to: Boy Scouts, Cub Scouts, Girls Scouts, Lions Club, Kiwanis Club, Rotary Club of East Polk County, Altoona Campus, The Orange Planet, Elks Club, 4-H Groups, Fellowship of Christian Athletes, Granny Basketball, Relay for Life, Salvation Army, Camp Fire, AAU, Four Mile Youth Recreation Leagues

SCHOOL – FACILITY	FEE/HOUR	SCHOOL – FACILITY	FEE/HOUR
Elementary Schools		Sixth-Grade Center	
Gymnasium	\$0/hour	Gymnasium	\$0/hour
Cafeteria	\$0/hour	Cafeteria	\$0/hour
Classroom	\$0/hour	Classroom	\$0/hour
Library/Media Center	\$0/hour	Library/Media Center	\$0/hour
Kitchen	\$0/hour	Kitchen	\$0/hour
Computer Lab	\$0/hour	Computer Lab	\$0/hour
Junior High		High School	
Gymnasium 1	\$0/hour	Gymnasium 1	\$0/hour
Gymnasium 2	\$0/hour	Gymnasium 2	\$0/hour
Cafeteria	\$0/hour	Classroom	\$0/hour
Classroom	\$0/hour	Library/Media Center	\$0/hour
Library/Media Center	\$0/hour	Kitchen	\$0/hour
Kitchen	\$0/hour	Computer Lab	\$0/hour
Computer Lab	\$0/hour	Pool	\$0/hour
Auditorium	\$0/hour	with life guard	\$0/hour
Pool	\$0/hour	Multi-purpose Room	\$0/hour
with life guard	\$0/hour	Commons Area	\$0/hour
		Auditorium	\$0/hour
		Fitness Center	\$0/hour
		Indoor Track	\$0/hour
Outside Facilities			
Elementary Outdoor Fields	\$0/hour	HS Baseball Complex	\$0/hour
Parking Lot	\$0/hour	with lights/scoreboard	\$0/hour
HS Press Box	\$0/hour	HS Track	\$0/hour
HS Football Field	\$0/hour	with lights/scoreboard	\$0/hour
with lights/scoreboard	\$0/hour	HS Tennis Courts	\$0/hour
HS Softball Complex	\$0/hour		
with lights/scoreboard	\$0/hour		
*Additional Fees may apply depending on the reservation (see at end of Fee Schedule)			



FEE SCHEDULE

CLASS D

Educational Institutions

- Educational activities of public and private colleges and universities
- Educational activities of public and private K-12 institutions
- Such groups include but are not limited to: Des Moines Area Community College, Public Universities (e.g., Iowa State University, University of Iowa, University of Northern Iowa), Heartland Area Education Agency 11, Private higher educational institutions (e.g., Drake University, Simpson College)

SCHOOL – FACILITY	FEE/HOUR	SCHOOL – FACILITY	FEE/HOUR
Elementary Schools		Sixth-Grade Center	
Gymnasium	\$30/hour	Gymnasium	\$35/hour
Cafeteria	\$35/hour	Cafeteria	\$35/hour
Classroom	\$15/hour	Classroom	\$20/hour
Library/Media Center	\$25/hour	Library/Media Center	\$25/hour
Kitchen	\$20/hour	Kitchen	\$25/hour
Computer Lab	\$40/hour	Computer Lab	\$45/hour
Junior High		High School	
Gymnasium 1	\$40/hour	Gymnasium 1	\$45/hour
Gymnasium 2	\$40/hour	Gymnasium 2	\$45/hour
Cafeteria	\$35/hour	Classroom	\$20/hour
Classroom	\$20/hour	Library/Media Center	\$25/hour
Library/Media Center	\$25/hour	Kitchen	\$40/hour
Kitchen	\$25/hour	Computer Lab	\$45/hour
Computer Lab	\$45/hour	Pool	\$35/hour
Auditorium	\$35/hour	with life guard	\$15/hour
Pool	\$30/hour	Multi-purpose Room	\$50/hour
with life guard	\$15/hour	Commons Area	\$50/hour
		Auditorium	\$50/hour
		Fitness Center	\$50/hour
		Indoor Track	\$50/hour
Outside Facilities			
Elementary Outdoor Fields	\$15/hour	HS Baseball Complex	\$150/hour
Parking Lot	\$25/hour	with lights/scoreboard	\$200/hour
HS Press Box	\$25/hour	HS Track	\$75/hour
HS Football Field	\$100/hour	with lights/scoreboard	\$125/hour
with lights/scoreboard	\$150/hour	HS Tennis Courts	\$25/hour
HS Softball Complex	\$150/hour		
with lights/scoreboard	\$200/hour		
*Additional Fees may apply depending on the reservation (see at end of Fee Schedule)			



FEE SCHEDULE

CLASS E

Community Non-Profit/Private Interest Groups

- Southeast Polk nonprofit organizations/community groups conducting money-making activities for their organizations or for charitable purposes.
- Such groups include but are not limited to: local churches, religious classes and activities
- Businesses located within and paying property taxes to the Southeast Polk Community School District for activities not conducted for profit

SCHOOL – FACILITY	FEE/HOUR	SCHOOL – FACILITY	FEE/HOUR
Elementary Schools		Sixth-Grade Center	
Gymnasium	\$30/hour	Gymnasium	\$35/hour
Cafeteria	\$35/hour	Cafeteria	\$35/hour
Classroom	\$15/hour	Classroom	\$20/hour
Library/Media Center	\$25/hour	Library/Media Center	\$25/hour
Kitchen	\$20/hour	Kitchen	\$25/hour
Computer Lab	\$40/hour	Computer Lab	\$45/hour
Junior High		High School	
Gymnasium 1	\$40/hour	Gymnasium 1	\$45/hour
Gymnasium 2	\$40/hour	Gymnasium 2	\$45/hour
Cafeteria	\$35/hour	Classroom	\$20/hour
Classroom	\$20/hour	Library/Media Center	\$25/hour
Library/Media Center	\$25/hour	Kitchen	\$40/hour
Kitchen	\$25/hour	Computer Lab	\$45/hour
Computer Lab	\$45/hour	Pool	\$35/hour
Auditorium	\$35/hour	with life guard	\$15/hour
Pool	\$30/hour	Multi-purpose Room	\$50/hour
with life guard	\$15/hour	Commons Area	\$50/hour
		Auditorium	\$50/hour
		Fitness Center	\$50/hour
		Indoor Track	\$50/hour
Outside Facilities			
Elementary Outdoor Fields	\$15/hour	HS Baseball Complex	\$150/hour
Parking Lot	\$25/hour	with lights/scoreboard	\$200/hour
HS Press Box	\$25/hour	HS Track	\$75/hour
HS Football Field	\$100/hour	with lights/scoreboard	\$125/hour
with lights/scoreboard	\$150/hour	HS Tennis Courts	\$25/hour
HS Softball Complex	\$150/hour		
with lights/scoreboard	\$200/hour		
*Additional Fees may apply depending on the reservation (see at end of Fee Schedule)			



FEE SCHEDULE

CLASS F

Out-of-District Groups or For-Profit Activities

- Groups, businesses or individuals located outside of the District (non-profit or for-profit)
- Groups, businesses or individuals conducting activities for which a fee is charged or items are sold
- State or national organizations hosting workshops and/or conferences for their memberships
- Local, state, and national groups hosting special events (e.g., Junior Olympics, United States Volleyball Association Tournaments, Just for Kix)

SCHOOL – FACILITY	FEE/HOUR	SCHOOL – FACILITY	FEE/HOUR
Elementary Schools		Sixth-Grade Center	
Gymnasium	\$75/hour	Gymnasium	\$80/hour
Cafeteria	\$75/hour	Cafeteria	\$80/hour
Classroom	\$35/hour	Classroom	\$40/hour
Library/Media Center	\$60/hour	Library/Media Center	\$60/hour
Kitchen	\$80/hour	Kitchen	\$100/hour
Computer Lab	\$100/hour	Computer Lab	\$100/hour
Junior High		High School	
Gymnasium 1	\$80/hour	Gymnasium 1	\$90/hour
Gymnasium 2	\$80/hour	Gymnasium 2	\$90/hour
Cafeteria	\$80/hour	Classroom	\$40/hour
Classroom	\$40/hour	Library/Media Center	\$60/hour
Library/Media Center	\$60/hour	Kitchen	\$110/hour
Kitchen	\$100/hour	Computer Lab	\$100/hour
Computer Lab	\$100/hour	Pool	\$90/hour
Auditorium	\$125/hour	with life guard	\$15/hour
Pool	\$85/hour	Multi-purpose Room	\$150/hour
with life guard	\$15/hour	Commons Area	\$150/hour
		Auditorium	\$150/hour
		Fitness Center	\$150/hour
		Indoor Track	\$150/hour
Outside Facilities			
Elementary Outdoor Fields	\$30/hour	HS Baseball Complex	\$150/hour
Parking Lot	\$50/hour	with lights/scoreboard	\$200/hour
HS Press Box	\$50/hour	HS Track	\$75/hour
HS Football Field	\$300/hour	with lights/scoreboard	\$125/hour
with lights/scoreboard	\$350/hour	HS Tennis Courts	\$25/hour
HS Softball Complex	\$150/hour		
with lights/scoreboard	\$200/hour		
*Additional Fees may apply depending on the reservation (see at end of Fee Schedule)			



ADDITIONAL FEES

***Fees will be applied according to fee schedule, activity, location, date/time requested and deposits, if required.**

PERSONNEL FEES	FEE/HOUR	
Custodial Coverage	\$57.00 per hour	2 hour minimum
Technology Use	Charges depend on request	
District Personnel	Charges depend on request	
Police/Security	Actual costs	
Equipment	Charges depend on request	
Operations	\$25.00 per hour	Depends on size of group



FACILITY REQUEST FORM

The undersigned applicant makes application for the use of the school building designated below. Please refer to Board Policy 906 to determine the proper use of school facilities. The applicant must complete a Facility Use Agreement prior to the use of facilities.

Today's Date: _____ Name of Organization/Group: _____

Type of Organization (check one): Non-Profit For-Profit Government Educational

Representative Contact Information:

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
_____ Email: _____

Building Requested:

- | | | | |
|------------------------------------------------|---------------------------------------------------|---------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Altoona Elementary | <input type="checkbox"/> Four Mile Elementary | <input type="checkbox"/> Harbor Alternative | <input type="checkbox"/> SEP High School |
| <input type="checkbox"/> Centennial Elementary | <input type="checkbox"/> Mitchellville Elementary | <input type="checkbox"/> Spring Creek | <input type="checkbox"/> District Office |
| <input type="checkbox"/> Clay Elementary | <input type="checkbox"/> Runnells Elementary | <input type="checkbox"/> SEP Junior High | <input type="checkbox"/> Central Place |
| <input type="checkbox"/> Delaware Elementary | <input type="checkbox"/> Willowbrook Elementary | Other: _____ | |

Please select the area(s) of the building you wish to rent:

- | | | | |
|-------------------------------------------|--------------------------------------------|-----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Auditorium* | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Girls Locker Room | <input type="checkbox"/> Multipurpose Room |
| <input type="checkbox"/> Baseball Complex | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Gymnasium* | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Boys Locker Room | <input type="checkbox"/> Elementary Fields | <input type="checkbox"/> Kitchen/Cafeteria | <input type="checkbox"/> Softball Complex |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Library/Media Center | <input type="checkbox"/> Tennis Courts |
| <input type="checkbox"/> Commons Area | <input type="checkbox"/> Football Field | Other: _____ | |

Purpose of use: _____

Date(s) to be used: _____ Time range of use (include a.m./p.m.): _____

Will admission be charged? Yes No If yes, what is the admission fee? _____

Is this a fundraising activity? Yes No If yes, where do funds go? _____

What percentage of your participants will be Southeast Polk School Students/Residents? _____

Estimated number of participants: Youth: _____ Adults: _____ Senior Adults: _____

Special equipment required? _____

Name of Insurance Company? _____ Policy #: _____

*If requested Auditorium

- #of seats on stage: Stand Yes No
 #of tables on stage: Lighting Yes No
 #of microphones: Podium Yes No
 Stage curtain/attendant Yes No Other: _____

*If requested Gymnasium:

- Basketball Hoops Yes No Scoreboard Yes No
 Bleachers Yes No Volleyball Nets Yes No
 PA System Yes No Other: _____

Signature of Applicant

Date

Return form to: Rachel Buntenbach, Facilities Scheduler at Central Place – A Family Resource and Community Education Center
6540 NE 12th Ave., Pleasant Hill, IA 50327 · Phone: 515-266-6795 · Fax: 515-266-3056