

# 908.1 Central Decatur Community School District Request to Use School Facilities and Equipment

## *Central Decatur Community School District Request to Use School Facilities and Equipment*

Entity/Organization making request \_\_\_\_\_ Date of request \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Contact phone # \_\_\_\_\_ Date/Time facility to be used: \_\_\_\_\_  
\_\_\_\_\_

Facility Site (circle): South Elementary North Elementary MS/HS

Area within facility to be used (circle): Multi-Purpose Room Commons Gym Classroom Kitchen

Other Requests: Example – chairs, tables, sound system, etc. (Athletic Equipment is not available.)

\_\_\_\_\_

Approval: Athletic Director, Custodial Supervisor, Food Service Director – Kitchen Use, District Office

For District Use Only:

Deposit Paid \_\_\_\_\_

Estimated Cost to the Entity/Organization: Custodian \_\_\_\_\_

Facility \_\_\_\_\_

Total \_\_\_\_\_

General Guidelines:

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking and nicotine products are prohibited in school district grounds, including in private vehicles.
3. A school district employee will open the facility and may be present while the school district facility or equipment is used by an entity.
4. After a school district, facility, site or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment 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, site, or equipment will

include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs and may be denied further use of the school district's facilities.

5. 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.
6. A \$25 deposit is required at the time of application to reserve the facility. The deposit will be applied to the cost of the facility rental. School and non-profit groups that directly benefit district students will be exempt from the deposit. A cancellation after the facility or equipment is made ready for the entity will result in a loss of deposit.
7. Serve Safe certified nutrition services kitchen staff is required to be present when food is being prepared and served to ensure the safe handling, preparation, and holding of food. Also, safe use of equipment and proper sanitization of surfaces, utensils, and dishes. All per the Iowa Food Code and per food license.

I agree to the above terms/conditions.

---