

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

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PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

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PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copied of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

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BOARD OF DIRECTORS AND COMMUNITY RELATIONS

The board recognizes the need for a communications program to provide effective two-way communication between the school district and the school district community. The school district's communications program shall strive to meet the following goals.

- To keep citizens informed through a regular flow of information about the school district and its programs;
- to encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community; and
- to assess public knowledge, attitudes and concerns on a regular basis.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with the community.

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NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The superintendent shall be the spokesperson for the board, and the school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

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STUDENTS AND THE NEWS MEDIA

Generally, students may not be interviewed during the school day by members of the news media. The students, while on the school district premises, shall refer interview requests and information requests from the news media to their principal.

It shall be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the control of the school district. The principal may also contact the student's parents.

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EMPLOYEES AND THE NEWS MEDIA

Employees shall refer interview requests and information requests from the news media to the superintendent's office. Employees may be interviewed or provide information about school district matters after receiving permission from the superintendent.

It shall be within the discretion of the superintendent to allow the news media to interview and to receive information from employees.

It shall be the responsibility of the superintendent to develop guidelines for assisting employees in complying with this policy.

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LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

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OTHER INTRADISTRICT RELATIONS

The board shall work with other local government units, colleges and universities, technical schools, businesses and industries, private schools, education associations, local community organizations and associations to provide additional education opportunities for the students in the school district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

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SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster clubs, dollars for scholars, school advisory committee and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the school district, the group shall confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It shall be the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

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COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers are the responsibility of the superintendent.

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VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

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PUBLIC CONDUCT ON SCHOOL PREMISES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Individuals are permitted to attend school sponsored or approved activities or visit the school building only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity. Individuals, like the student participants, are expected to display mature behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program, or activities without fear of interference, and to permit the employees or sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, employees, officials or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the individual from the school buildings or from future sponsored or approved activities.

Upon recommendation of the superintendent, the board will cause a notice of exclusion from the school building or from sponsored or approved activities to be sent to the individual involved. The notice will advise the individual of the school district's right to exclude the individual from school buildings, school district activities and events and the duration of the exclusion. If the individual disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion the school building or from future school sponsored or approved activities.

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DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

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Reviewed 6/19/2017

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DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, or familial status).
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited.

Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

DISTRIBUTION OF MATERIALS REGULATION

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

DISTRIBUTION OF MATERIALS REGULATION

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

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Reviewed 6/19/2017

Revised _____

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements;
- The driver possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa ; and
- When the parents of the students to be transported have given written permission to the superintendent.

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop an administrative process to implement this policy.

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Revised 10/17/2016

ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit shall be disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

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UNMANNED AIRCRAFTS – DRONES

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircrafts. For purposes of this policy, the term “unmanned aircraft” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The Hinton School believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property.

The superintendent may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

- Supply proof of insurance meeting liability limits established by the district;
- Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
- Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
- Meet additional requirements as determined appropriate by the district.

If the unmanned aircrafts are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls High School Athletic Union policy.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. 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 use of the facilities and equipment to an entity. It is within the discretion of the Superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply with the athletic director/administrator. It is the responsibility of the administrator 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 administrator to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment. 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. 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.

User Group Classification – the classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order below, should be followed for the use of all facilities:

User Group A: Includes Hinton Community School District events/programs;

- Affiliated Hinton Community School District support organization youth activities (such as school parent organizations, booster clubs, etc.); activities sponsored by municipal parks and recreation departments, human services, county, state, and federal meetings, elections and activities; district non-profit, tax exempt, nonreligious, chartered youth groups sponsoring youth activities during their regular program season or year (Boys Scouts, 4-H, Girls Scouts). Scheduling priority will be done in the following manner: 1) Hinton Community School District events/programs; 2) municipal parks and recreation activities; 3) Hinton Community School District support organization youth activities; 4) all other events/activities will be scheduled on a first-come/first-serve basis. There will be no charge for the use of school facilities by these groups.

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

User Group B: Includes all nonprofit local organizations, civic groups, and youth groups as define below:

- Must certify that at least some of the children/participants in the activity are residents of the Hinton Community School District; and
- Must demonstrate nonprofit status as defined by section 501(c) of the Internal Revenue Code; and/or
- Must be parallel to the purpose of enriching the lives and education of school district children/residents.

The cost for these groups shall be the cost of custodian time if a custodian is needed outside the normal schedule for custodians (weekends, holidays, etc.) and/or a fee for garbage if food is served during the activity/event.

User Group C: Included all other local organizations:

- non-local organizations other school districts, churches, and individuals. The cost to these groups will be dependent upon the facilities being used, the amount of time the facilities will be utilized, fee for custodial time, and extra fee for garbage if food is served during the activity/event.

Should use of school facilities require extra custodial working hours, the user will pay the school district a fee of \$15.00 per hour. If the school lunch equipment is being used in the kitchen, one of the school cooks must be on duty. The user will pay the school district a fee of \$15.00 per hour food service personnel on duty. The school will reimburse the employee accordingly. Anytime there is a catered meal add \$12.00 for garbage pickup.

In addition to paying any applicable fees, each renter must make arrangements with the school district to have adequate janitorial and supervisory services. Buildings will not be available unless a contract is signed by the renter and the school district well in advance of scheduled usage.

It shall be the responsibility of the Superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

USE OF SCHOOL FACILITIES - APPLICATION FORM

1. Requests for the use of school facilities should be made and approved by the Superintendent at least one week in advance. Organizations wanting to rent or use the building must be from within the school district.
2. In all cases of use by groups other than the district, that group is responsible for providing supervision of a responsible nature, having proper insurance, and accepting responsibility for any damage to the physical or field facilities which may occur.
3. 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 is specifically approved by the Superintendent or the Board.
4. School activities will take precedence if a conflict arises.
5. Facilities are to be left in as good a condition as before being used.
 - a. Floors swept or mopped as needed.
 - b. Equipment used should be replaced and cleaned if necessary.
 - c. Lights turned off and all doors checked and locked when leaving.
 - d. Any refuse, garbage, etc. should be disposed of as per instructions from custodian.
 - e. No street shoes will be allowed on the gym floor, unless authorized by the Board of Education or administration.
 - f. There shall be no alcoholic beverages or tobacco products brought to or consumed in the buildings or on the grounds. It is the responsibility of the organization or group utilizing school district facilities to enforce the policy regarding alcohol and tobacco.
6. Should use of school facilities require extra custodial working hours, the user will pay the school district an additional fee of \$15.00 per hour. If the school lunch equipment is being used in the kitchen, one of the school cooks must be on duty. The user will pay the school district additional fee of \$15.00 per hour. The school will reimburse the employee accordingly
7. The following is a rental fee schedule that would be subject to change if the organization or group meets the criteria outlined each of the user group categories. User groups will be charged a fee, when applicable, according to the following schedule. All fees are based on a 4-hour minimum usage fee with an hourly rate charged for time over four hours. There will also be a \$15.00/hour custodial fee charge for each custodian on duty in addition to the facility rental fee. Anytime there is a catered meal add \$12.00 for garbage pickup.

<u>Facility User</u>	<u>Groups "A" & "B"</u>	<u>User Group C</u>
1) High School Gym	NC	\$100.00 \$10/hr > 4 hrs.
2) High School MP room	NC	\$100.00 \$10/hr > 4 hrs.
3) Commons – Elementary	NC	\$70.00 \$7/hr > 4 hrs.
4) School Kitchen – HS or EL	NC	\$40.00 \$4/hr > 4 hrs.
5) Athletic Football Field/Track (with lights)	NC	\$200.00 \$20/hr > 4 hrs.
6) Athletic Football Field/Track (without lights)	NC	\$150.00 \$15/hr > 4 hrs.
7) Athletic Baseball/Softball Field (with lights)	NC	\$150.00 \$15/hr > 4 hrs.
8) Athletic Baseball/Softball Field (without lights)	NC	\$100.00 \$10/hr > 4 hrs.
9) Elementary Gymnasium	NC	\$50.00 \$5/hr > 4 hrs.
10) Classroom – Number _____	NC	\$30.00 \$3/hr > 4 hrs.
11) Library – HS and/or Elem	NC	\$50.00 \$5/hr > 4 hrs.
12) Outside Greenspace/Lawn Area:	NC	\$100.00 \$10/hr > 4 hrs.
13) Concessions –HS/ EL/ FB/TRK	NC	\$30.00 \$3/hr > 4 hrs.

Approved 1/21/2013Reviewed 6/19/2017Revised 5/16/2016

USE OF SCHOOL FACILITIES - APPLICATION FORM
STATEMENT OF ASSURANCE

The undersigned applicant makes application for the use of the school building designated below. Please refer to Policy 906.1R1 to determine the proper use of school facilities. The applicant is responsible for enforcing these regulations. The undersigned, hereafter referred to as "organization," states that it shall hold the Hinton Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

Organization making application: _____

Person making application: _____ Date: _____

<u>Facility User</u>	<u>Groups "A" & "B"</u>	<u>User Group C</u>
1) High School Gym	NC	\$100.00 \$10/hr > 4 hrs.
2) High School MP room	NC	\$100.00 \$10/hr > 4 hrs.
3) Commons – Elementary	NC	\$70.00 \$7/hr > 4 hrs.
4) School Kitchen – HS or EL	NC	\$40.00 \$4/hr > 4 hrs.
5) Athletic Football Field/Track (with lights)	NC	\$200.00 \$20/hr > 4 hrs.
6) Athletic Football Field/Track (without lights)	NC	\$150.00 \$15/hr > 4 hrs.
7) Athletic Baseball/Softball Field (with lights)	NC	\$150.00 \$15/hr > 4 hrs.
8) Athletic Baseball/Softball Field (without lights)	NC	\$100.00 \$10/hr > 4 hrs.
9) Elementary Gymnasium	NC	\$50.00 \$5/hr > 4 hrs.
10) Classroom – Number _____	NC	\$30.00 \$3/hr > 4 hrs.
11) Library – HS and/or Elem	NC	\$50.00 \$5/hr > 4 hrs.
12) Outside Greenspace/Lawn – Area:	NC	\$100.0 \$10/hr > 4 hrs.
13) Concessions –HS/ EL/ FB/TRK	NC	\$30.00 \$3/hr > 4 hrs.

Purpose: _____

Date(s): _____ Hours: _____

Other Needs: _____

I have read the policy "Community Use of School District Facilities & Equipment" and, as the person responsible for the group, agree to abide by the policies as stated. I realize failure to abide by the policies may result in suspension of facility use privileges. _____

Signature of applicant

Date

Address

Phone No.

Please note: Frequently groups schedule activities that require special lighting and sound. The above rental fees do not include these services. However, these services can be obtained from the High School. The renter will be responsible for these services.

Approved: _____ Not Approved: _____

Superintendent's Signature _____

Total Fee: \$

After action is taken, a copy and bill will be returned to the applicant.

____ Activities Dir.

____ Business Mgr.

____ Principal/Superintendent

____ Trans. Director

Approved 1/21/2013

Reviewed 6/19/2017

Revised 5/16/2016

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 Hinton 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 or 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_____.

_____ School District
(Entity)

By _____ By _____
(Superintendent)

Title _____ By _____
(Secretary)

Address _____

Approved 1/21/2013

Reviewed 6/19/2017

Revised 5/16/2016

USE OF SCHOOL DISTRICT FACILITIES REGULATION

1. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
2. There shall be no smoking or tobacco use in school facilities or on school grounds.
3. 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.
4. A school custodian will be required to be present at all activities for which a rental fee has been assessed. The cost of custodial services will be billed at the rate of \$15.00 per hour per custodian on duty. Anytime there is a catered meal add \$12.00 for garbage pickup.
5. If kitchen equipment is to be used, food service personnel will be present.
6. All equipment used will be returned to proper storage.
7. The Board of Education or their representative must have free access to all rooms at all times.
8. Should any equipment be damaged, a written report should be made to the building principal by the organization representative and/or the custodian and forwarded to the business office for billing purposes.
9. If a large crowd is expected, the organization maybe required to secure special police for the protection of school facilities.
10. 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.
11. 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.
12. A cancellation after the facility or equipment is made ready for the entity shall be charged at the full rate. Cancellations made prior to that time shall be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

Approved 1/21/2013

Reviewed 6/19/2017

Revised 5/16/2016

TOBACCO/NICOTINE-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Approved 1/21/2013

Reviewed 6/19/2017

Revised 1/27/2014