



Education Program – Pupil Progress

Policy Title: Graduation Requirements Code 605.3

Students must successfully complete the courses required by the board and the Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent [or designee] to ensure that students complete grades one through twelve and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

Early Graduation: Students meeting all requirements for graduation and electing to graduate early must apply for early graduation at least one month prior to the student's final quarter. Applications can be picked up in the high school guidance office and submitted to the principal's office. The principal will meet with each early graduation applicant prior to recommending candidates to the board for approval.

Graduation Requirements: Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

- English (40 credits): Must include English 9 or English I (10 credits each), English II (May opt out if pass English I with a 90% or higher grade), English III or Advanced English III, and one speech/acting course (5 credits).
- Mathematics (30 credits): Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra may not take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year math requirement.
- Science (30 credits): Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), a physical science course (Chemistry, Physics, or Earth and Physical Science) (10 credits).
- Social Studies (30 credits): Must include US History 9 or US History I (10 credits) or AP US History (15 credits), World History (10 credits), or AP World History (15 credits), American Government (5 credits) or AP American Government (10 credits), and one social studies elective (5 credits).
- Health/Fitness (20 credits): Must include Health I (5 credits). Must include a Lifetime Fitness course each school year.
- Personal Finance (Starting with the class of 2020) (5 credits): Students must receive credit for Personal Finance (5 credits) or granted a waiver through completion of designated, online Financial Literacy course with certificate.

Graduation requirements for students with an Individualized Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. **Prior to**

graduation, the IEP team shall determine whether the graduation requirements have been met. This course of study will be in alignment with the Linn-Mar High School graduation requirements. The IEP team shall determine strategies to meet the graduation requirements for the student.

COMPASS Credits: High School credits are available via the COMPASS Alternative Program. Linn-Mar will accept credit hours for approved courses that can be applied to requirements for the Linn-Mar High School diploma. Students should visit with their assigned counselor or the Academic Assistance Counselor to develop an approved plan for this option.

Post-Secondary Opportunities (PSEO): Credit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by the individual college.

Advanced Placement: Linn-Mar High School offers Advanced Placement (AP) courses in Art History, Calculus (AB and BC), Statistics, Biology, Chemistry, Physics (B), Computer Science A, English Literature, Microeconomics, Music Theory, Comparative Government, World History, Psychology, US Government, and US History. A minimal number of AP courses are available thru the Iowa AP Online Academy. Students who complete these courses can take a standard AP exam. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. More information is available in the high school counseling and TAG office.

Board Recognition: The Board of Education will recognize students who earn 300 or more credits at graduation as Linn-Mar Board of Education Scholars for exceeding graduation requirements at an exemplary level.

Adopted: 12/71

Reviewed: 9/12; 4/18

Revised: 6/11; 10/3; 2/15; 11/18; 6/19

Legal Reference (Code of Iowa): §§ 256.11-11A; 279.8; 280.3, .14 (2013); 281 IAC 12.2, .5; 12.3(5)



School and Community Relations – Public Communications

Policy Title: Public Examination of District Records Code 1001.8

Public records of the school district may be viewed by the public during regular business hours of the administration offices between 7:30 AM and 4:00 PM Monday through Friday except for holidays (including school holidays). Persons wishing to view the district's public records shall contact the communications office to make arrangements for viewing as soon as practical, depending on the nature of the request. Persons requesting copies of public records may make the request in writing, by phone, or electronically. The district may require pre-payment of costs prior to copying and mailing.

Persons requesting copies will be assessed a fee for the copies (**\$0.20/sheet**) and for the time needed by the employee to collect the requested information. **The hourly employee rate shall be \$25.00 and the per sheet cost for paper copies shall be \$0.10.** *Expenses shall include the actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2). In making a determination for charges, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated.* For any other materials, cost will be assessed based on the individual request. Payment is due prior to the receipt of information. Printing of materials for the public at the expense of the district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include but are not limited to the following:

- Security procedures
- Emergency preparedness procedures
- Emergency response protocols
- Evacuation procedures
- Security codes and passwords
- Security and emergency plans
- Information contained in records that if disclosed would significantly increase the vulnerability of critical, physical systems or infrastructure

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

Adopted: 3/00

Reviewed: 4/14; 6/15

Revised: 3/13; 6/19

Related Policy (Code#): 505.6; 505.6-R; 505.6-E2-E7

Legal Reference (Code of Iowa): §§ 21.4, .22; 291.6 (2013)



Administrative Regulations Regarding School District Volunteers

Code 1003.4-R

The Board of Directors recognizes the important contributions that volunteers provide in assisting educational programs of the school system. For consistency, equity, and safety the following regulations shall frame the integration of volunteers and community resources in the Linn-Mar schools.

1. Community members volunteering their time will follow employee guidelines in regard to conduct and appearance as described in board policy 403.21. As a role model for students, the board expects appropriate dress, conduct, and respect to maintain an atmosphere that enhances student educational processes.
2. Community members serving as school volunteer coordinators are provided access to district email accounts and shall not use the information for profit, personal, or professional gain and shall not share the information without prior consent of the superintendent [or designee]. The purpose of this access is to provide continuity for the volunteer program as volunteers assume and/or leave the position of school volunteer coordinator.
3. Information about students and staff that is obtained while visiting district schools or through volunteer responsibilities shall remain confidential.

To become an active volunteer for the Linn-Mar Community School District the following items must be completed prior to volunteering:

- a. Submit a volunteer application and volunteer disclosure statement
- b. Background screening performed by the Community Relations office
- c. Photo taken by the Community Relations office
- d. In-person meeting with the Community Relations Coordinator
- e. Once approved, submit a volunteer disclosure statement on an annual basis

Adopted: 10/08
Reviewed: 3/13; 6/15
Revised: 4/14; 6/19



School and Community Relations - Use of School Facilities

Policy Title: Community Use of School District Buildings/Sites/Equipment Code 1004.1

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community at large. However, all school facilities have been primarily erected and maintained for the use of the students of the Linn-Mar Community School District and shall not be used for any other purpose that will conflict with that use.

The facilities of the school district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school-related activities, with due consideration given to the conservation of energy and district expenses. Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and school board policies. The board reserves the right to deny use of district facilities to any group. The use of school facilities for religious services is intended only as a temporary rental service. Approval for building use shall be for one year in length maximum, with annual application. Only indoor sports will be provided indoor facility space for practices. Facilities may not be used for private parties, social events, celebrations, or similar exclusive use. Activities in the school facilities shall be supervised by an employee of the district or an adult group representative unless prior arrangements are made with the superintendent [or designee]. Activities may begin as early as 6:00 AM and must end no later than 10:00 PM. It shall be within the discretion of the superintendent to allow use of district facilities on Sundays.

Organizations, individuals, and other entities who wish to use school district facilities must apply through the office of the chief financial/operating officer (2999 N 10th St, Room 203, Marion, IA 52302) **district website**. Information and directions regarding the request of facility usage can be found on the district website. It shall be the responsibility of the chief financial/operating officer [or designee] to determine whether the school district facility requested is available and whether the request for use meets board policy and administrative regulations. It shall be the responsibility of the chief financial/operating officer [or designee] to **provide approve** request forms, obtain proof of insurance, and prepare the contract for use of school district property.

The Linn-Mar Booster Club will have the first right of concessions at any non-school sponsored event open to the public.

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

Adopted: 4/71

Reviewed: 1/11; 4/14; 6/15

Revised: 1/11; 3/13; 6/19

Related Policy (Code#): 1004.1-R1-R2; 1004.3-7

Legal Reference (Code of Iowa): §§ 276; 278.1(4); 279.8; 297.9-11; 123.46 (2013)



Administrative Regulations Regarding Insurance for Employee-Sponsored Activities

Code 1004.1-R3R2

When employees wish to sponsor classes, camps, clinics, leagues, or other activities that involve Linn-Mar students or patrons as a majority of the participants, that are complementary to the district's curricular offerings, co/extra-curricular offerings, or philosophy, and are requesting to use Linn-Mar facilities or equipment without rental costs the following process shall be followed:

1. The sponsors are to submit a completed facilities request form and obtain approval from the office of the chief financial/operating officer at least two weeks preceding solicitation of participant registration for the event.
2. If the event is a fundraiser all administrative regulations of board Policy 1005.4, *Fundraising/Student Solicitations*, must be followed.
3. A preliminary report must be filed by the sponsors with and approved by, the chief financial/operating officer at least two weeks preceding issuance of registration forms for the event. The report shall include: 1) a statement of the purpose of the event, 2) an outline of activities planned, 3) a list of Linn-Mar facilities/equipment to be used, 4) anticipated enrollment, 5) participant fees to be charged, 6) anticipated other income and donations, 7) expected expenses, and 8) a list of staff to be employed and their compensation. The chief financial/operating officer may require adjustments in the report prior to approval.
4. When items #1 and #2 (refer above) are completed, the chief financial/operating officer will notify the local representative of the district's insurance carrier that the district has sanctioned the activity and request that the sponsors and participants be included under the protection of the district's insurance coverage.
5. If participants are charged a fee by the sponsors, \$1.00/participant may be charged to the sponsors by the district to partially offset district expenses. There will be no fee charged by the district if no fee is charged to participants. Payment is due with the filing of the final report.
6. An accurate final report showing all pertinent information will be filed with the chief financial/operating officer within two weeks of the completion of the event. Failure to file a report within this timeline may result in loss of rent-free access to Linn-Mar facilities/equipment for future events. The report will include a list of participants, a list of employees, total fee income, donation income (cash/goods/services), a list of expenses, a list of compensation, and any other information requested.

Adopted: 4/91

Reviewed: 3/13; 6/15

Revised: 1/11; 4/14; 6/19

Related Policy (Code#): 1004.1; 1004.R1-R2; 1004.3-7



School and Community Relations - Use of School Facilities

Policy Title: Use of School Facilities for Private Profit Code 1004.4

Under circumstances deemed appropriate and acceptable by the Board of Education, certain school facilities may be rented and used for private profit. Guiding principles for judging acceptability will be good taste, community welfare, availability of facilities, etc.

School functions will receive priority when scheduling events.

The administrative regulations included in Policy 1004.4-R¹ will apply to the use of school facilities.

Adopted: 6/70

Reviewed: 3/13; 4/14; 6/15

Revised: 3/00; 6/19

Related Policy (Code#): 1004.1; 1004.1-R1; 1004.3-7



Administrative Regulations Regarding Community Use of District ICN Facilities and Equipment

Code 1004.4-R

The district's Iowa Communication Network (ICN) facilities/equipment will be available for use as specified by state code. The district will sponsor education-related organizations' use of the ICN upon approval of the superintendent [or designee]. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the district to the sponsored user.

Authorized users of the ICN will ensure their use is consistent with their written mission. The ICN will not be used for profitmaking ventures. Authorized users may not resell time on the ICN. Entities that wish to use the district's ICN classroom to originate, receive, or broadcast programming must follow the state's scheduling requirements. It is recommended that entities that wish to use the district's ICN classroom to originate, receive, or broadcast programming contact the district's ICN scheduling office to inform them of their needs.

It is the responsibility of the entities that wish to use the district's ICN classroom to originate, receive, or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The district assumes no responsibility or liability of entities using the ICN classroom in violation of the law, the authorized user's mission, or the district's policy and supporting administrative regulations. The district reserves the right to charge all costs, including attorney fees, that may arise to the entity for their failure to comply with the law or district policy and supporting administrative regulations.

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees, and board members. The district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal laws in using the ICN.

The Support Services office is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the chief financial/operating office through the Support Services office.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and district policy and supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profitmaking ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the *Americans with Disabilities Act* and *Iowa Civil Rights Act*. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.

5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other district facilities, sites, areas in the district building, or equipment are off limits to authorized users.
6. The charge for use of the ICN room is \$12.50 per hour.
7. The ICN will be available Monday through Friday from 7:00 AM to 10:00 PM and Saturdays from 8:00 AM to 4:00 PM.
8. The sponsored or authorized user is responsible for all site and usage charges.
9. A district employee may be present in the district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the district ICN scheduler in the Support Services office.
12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The district reserves the right to charge all costs, including attorney's fees, which may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy, and administrative regulations.

Adopted: 10/08

Reviewed: 3/13; 6/15

Revised: 4/14

Legal Reference (Code of Iowa): §§ 8D; 726; 278.1(4); 729.8; 297.9-11; 123.46 (2013); 1982 Op Atty Gen 561; 1940 Op Atty Gen 232; 1936 Op Atty Gen 196



School and Community Relations – Use of School Facilities

Policy Title: Loan of School Equipment Code 1004.6

District equipment shall not be loaned outside of the district's facilities for non-district purposes, including any use for private purposes and personal gain. Exceptions based on special circumstances (e.g. partnerships, formal/informal agreements that serve the district, etc.) may be granted by the superintendent [or designee]. Where a cost is involved, the organization using the equipment shall pay rent and any replacement costs for school property.

In the event that educational equipment is used by organizations within the schools, appropriate school personnel shall operate or supervise the use of such educational equipment. Where a cost is involved, the organization using the equipment shall pay rent and any replacement costs for school property.

Only properly trained and authorized employees may use maintenance equipment, vehicles, tools, and the like as this equipment relates to job assignments and responsibilities.

Adopted: 6/70

Reviewed: 3/13; 6/15

Revised: 4/14; 6/19

Related Policies (Code#): 1004.1; 1004.1-R1-R2; 1004.3-7



COMMUNITY USE OF SCHOOL FACILITIES MANUAL

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OVERVIEW:

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community-at-large. However, all school facilities and outdoor areas have been primarily erected and maintained for the use of the students of Linn-Mar Community Schools and shall not be used for any other purposes that will conflict with that primary use. (*Reference School Board Policy Series 1004.1-Use of School Facilities*)

The facilities of the school district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school related activity, with due consideration given to the conservation of energy and district expenses. Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and school board policies. Any activity connected with approved school programs will take precedence over any request for use of facilities for any other purposes. The board reserves the right to deny use of district facilities to any group.

This document outlines administrative policies, guidelines, and processes for community use of school facilities and grounds in the Linn-Mar Community School District (hereafter referred to as the district). Please read this manual thoroughly before completing a facilities request form.

For questions regarding the use of school facilities/grounds, please contact the **Support Services Operations** office (319-447-3145).

SCHEDULING OF FACILITIES:

- Types of activities prohibited:
 1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
 2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
 3. Facilities may not be used for private parties, social events, celebrations, or other similar private uses.

- Rental of facilities is for occasional or temporary use, not for regular or ongoing use.

- Only indoor sports/activities will be provided indoor facility space for practices.

- No overnight stays will be permitted in district facilities.

- Facility rental times cannot be requested before 6:00 AM and must end no later than 10:00 PM.

- It shall be within the discretion of the superintendent to allow use of district facilities on Sundays.

- School facilities are not normally available for rent on school-designated holidays and over school breaks (including summer break). The superintendent [or designee] may allow use at these times if doing so does not interfere with facility maintenance/cleaning schedules and is contingent upon availability of adequate personnel.

- When school is cancelled or dismissed early for weather-related or other reasons, all rentals will be cancelled. The school district also reserves the right to cancel non-school day (including weekend) rental activities when the conditions are deemed unsafe.

- Facility use regulations, fees, and other terms for before/after school programs contracted with the district will be detailed in their individual board-approved agreements.

- The district reserves the right to reject any or all applications as well as the right to rescind, modify, or amend any or all rules or regulations or to make exceptions.

FACILITY REQUEST PROCESS:

1. Organizations, individuals, and other entities interested in using district facilities and/or grounds should make such requests through the chief financial/operating officer in the Support Services office online through the Linn-Mar website (www.Linnmar.k12.ia.us). A completed An online facilities request form must be submitted a minimum of two weeks in advance of the requested date for all facilities, except for the Linn-Mar Stadium and Aquatic Center. For the Stadium and Aquatic Center, an completed online facilities request form must be submitted a minimum of six months in advance of the requested date.
2. Upon receipt of a request, the Support Services Operations office will determine the availability of the facility/area requested and the proper user group classification based on the fee schedules.
3. Once classification is determined, the chief financial/operating officer will determine the appropriate charges (if any) for the use of district facilities based on classification, activity, personnel fees, equipment, fee schedule, and deposits. When necessary, additional fees may include, but not be limited to, cleaning fees, failure to cancel a reservation, law enforcement supervision, replacement or repair for damage or theft, or other costs. All, or a percentage of, the estimated usage and personnel fees for a group's activity may be required to be paid prior to facility usage.
4. The extent of district staff (building supervisors, custodians, technicians, Nutrition Services, etc.) needed by groups reserving school facilities will be determined by the chief financial/operating officer [or designee].
5. Permission granted for facility usage by the chief financial/operating officer Operations office in the Support Services office shall be made in writing through the signing of a facilities use agreement with the representative making the request electronically.
 - a. It is the responsibility of the representative to read the *Community Use of School Facilities Manual* and be aware of all guidelines for usage, as well as any other specific instructions set forth by district, building, or administrative staff.
 - b. An electronically signed facilities use agreement, including proof of insurance (required for Class D and Class E groups) must be submitted to the chief financial/operating officer in the Support Services Operations office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 per occurrence/\$2,000,000 aggregate and show coverage dates.
 - c. 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 (Refer to user group classifications). If approval has been given to a group and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the group's representative as soon as possible with reasons for the cancellation or change. District administrators, the designated building supervisor, custodian, or other district staff on duty have the right to terminate any activity at any

time due to violations of board policies and rules; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

6. A 72-hour notice is required to request approval for any changes in the initial request requirements. The district cannot guarantee any requested changes made after this deadline. Changes to initial request requirements may be subject to additional fees.
7. Groups whose requests have previously been approved and wish to cancel must give at least a 72-hour notice. Failure of timely cancellation notification will result in a minimum cancellation fee or the costs incurred to the district in anticipation of the group's use, whichever is greater.
8. On the dates of the event, access to the district facilities will be granted through a designated staff member or a district-issued key/access card. A \$10.00 deposit is required for a district-issued key/access card.
9. Upon completion of the rental event and if applicable, the district will invoice the group's representative for outstanding charges related to the rental activity.

FACILITY USE GUIDELINES:

1. The group's designated representative must be an adult and must remain onsite during the entire activity.
2. A district employee must be present while the district facilities and/or equipment are being used by an outside entity.
3. The group's representative will be responsible for the following regulations for facility usage by the 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 was originally intended and set forth on the facilities request form.
 - c. Persons using the facilities must confine themselves to the rooms or areas assigned for their use and the group representative must provide supervision to prevent trespassing to portions of the facility not authorized for use.
 - d. The group's representative is responsible for communicating to group members and for ensuring group members understand and follow all guidelines.
 - e. The group representative is responsible for reporting any personal injuries received by any group member while using the district facilities. The representative should contact the district's designee (as stated on the facilities request form) within 24 hours to report any injuries. Custodians or other district staff present should also be notified.
 - f. Any damage or theft to the facilities or equipment must be reported following the same guidelines as stated in item "e" above.
 - g. The group representative will make themselves known to the custodian or other district staff present.
 - h. The group representative is responsible for knowing fire and tornado safety procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
4. The group representative should make a preliminary check of the facilities prior to their use. If anything that will be used is already damaged, contact the custodian/supervisor on duty.
5. Permission to use additional educational equipment must be approved through the chief financial/operating officer in conjunction with the building principal, Nutrition Services manager, or other district staff. Charges for use of equipment may apply.
6. All equipment used or moved must be returned to the proper place in original condition.
7. The renter assumes individual financial responsibility 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 facilities were in use by the organization.
8. The renter shall be liable for any and all loss, damage, or injury sustained by any person by reason of negligence of the renter. The renter shall indemnify and hold harmless the district from any and all loss, damage, or injury.

9. Food and beverages are permitted in designated areas only. There should be no other food or beverages brought into the buildings unless previously approved by the chief financial/operating officer.
10. The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copycat drugs), profane language, non-licensed gambling activities, and weapons within facilities and on school grounds is prohibited. Persons failing to abide will be asked to leave school premises.
11. The maximum number of people in any given area is restricted to the seating/room capacity indicated and deemed appropriate by the fire marshal.
12. No pets or other animals are allowed on district grounds. Exceptions include service animals as defined under the American with Disabilities Act (ADA) or other exceptions as authorized by appropriate district personnel.
13. Specific facility/room regulations shall be as follows:
 - a. Auditoriums/Theatres:
 - Groups requesting use of an auditorium/theatre will list in detail their equipment requests and audio/visual technician needs.
 - Only district staff may operate the audio/visual equipment, rigging systems, and other equipment in the auditoriums/theatres.
 - Renters will be charged accordingly for equipment and personnel use.
 - No food or beverages are allowed in the auditoriums/theatres.
 - b. Multi-Purpose Rooms/Gymnasiums:
 - No wearing of shoes that mark up the floors.
 - No hanging on basketball rims.
 - No leaning on volleyball nets.
 - No bouncing balls in hallways or off ceilings.
 - No climbing or playing on bleachers (If bleachers are needed the custodians will move them in and out).
 - No pushing/pulling of tables, chairs, or other equipment across floors.
 - No taping/markings on floors without prior approval.
 - No playing on gymnastic equipment when it is in the gym.
 - No use of scoreboards unless previously approved.
 - c. Kitchens:
 - Use of kitchens will be granted on a limited basis as determined by appropriate district staff.
 - A complete listing of kitchen needs must be detailed on the facilities request form prior to approval.
 - A district ServSafe certified employee is required for all kitchen rentals, with a charge to the renter.
 - Additional costs may also be included as applicable.

- d. Classrooms:
 - Materials/equipment are not to be used or removed from the classrooms.
 - Users are expected to leave the classrooms in the same condition as they found them.

- e. Labs:
 - Labs are defined as rooms which contain specialized equipment other than desks, tables, and chairs.
 - Use of lab facilities will be only for purposes appropriate to the lab and use will be granted on a limited basis as determined by appropriate district staff.
 - Additional charges may apply for district-trained staff supervision and/or use of the lab equipment.

- f. Stadium/Turf Field:
 - Use of the Stadium will be granted on a limited basis as determined by appropriate district staff.
 - No pets, skateboards, scooters, roller blades/skates, non-authorized vehicles, or any similar conveyance or equipment allowed on Stadium grounds or turf field.
 - No unauthorized paint, marking materials, or like substance allowed on Stadium grounds or turf field.
 - No track/metal spikes, high heels, sharp objects, or other materials or substances that may cause damage allowed on the turf field.
 - No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on the turf field.
 - Only participants, coaches, directors, or credentialed individuals allowed on turf field or track and field areas.

- g. Tracks:
 - No cleats, high heels, or unauthorized footwear on track surfaces.
 - No pets, skateboards, scooters, roller blades/skates, bikes, non-authorized vehicles, or any similar conveyance or equipment allowed on tracks.
 - No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on tracks.
 - No sharp objects or materials that will adhere to or damage surfaces (e.g. bobby pins, glitter, jewelry, etc.) allowed on tracks.

- h. Parking Lots/Open Space:
 - Groups are expected to clean up all trash, papers, or other litter in the parking lots or open spaces. Failure to provide appropriate cleanup will result in additional charges.
 - Use of tents, temporary structures, or signage where stakes are driven into the ground must be preapproved.
 - The district reserves the right to cancel any event in order to prevent damage to athletic fields or other district property.
 - Water and electricity may not be available from district sources unless special arrangements are made.

i. Aquatic Center:

- Use of Aquatic Center will be granted on a limited basis as determined by appropriate district staff.
- A district lifeguard must be present before entering the water.
- Only swimmers, coaches, officials, and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities from the pool lobby or spectator stadia only.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts or athletic sports bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups.
- No diving in the shallow end of the pool and in other areas with marked, “No Diving”.
- No horseplay in or around the swimming pool.
- No running on the pool deck.
- Proficient swimming ability is required in deep water areas. The use of floatation aide devices (other than those made available by the district) by non-swimmers is prohibited unless authorized by appropriate district personnel.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved by appropriate District personnel.
- Glass containers are prohibited in the Aquatic Center.
- Activities deemed unsafe by the life guard will be prohibited.
- No district pool equipment is to be used unless approved when reservations are made. Charges for equipment use may apply.

14. The Linn-Mar Booster Club reserves the right of all concessions sold at district facilities.

15. The board reserves the right to waive/modify fees for specialized programs or events with approval from the superintendent [or designee].

USER GROUP CLASSIFICATIONS (In Priority Order):

- **CLASS A – School district and district-related organizations**
 - Regular classroom activities
 - School-sponsored activities for students (e.g. clubs, athletics, etc.)
 - School-sponsored activities for parents (e.g. plays, open houses, etc.)
 - School-related groups and organizations (e.g. PTOs, Booster Club, LM Foundation, etc.)
 - School/district sponsored staff activities (e.g. trainings, wellness, bargaining groups, etc.)
 - Board approved community activities

FEE SCHEDULE – CLASS A

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
High School:		Oak Ridge Middle School:	
Gym (Main)	N/C	Gym (Main)	N/C
Gym (Auxiliary)	N/C	Gym (Auxiliary)	N/C
Cafeteria	N/C	Cafeteria	N/C
Kitchen	N/C	Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C	Commons Area	N/C
Little Theatre (Stage/Seating Only)	N/C	Regular Classroom	N/C
Commons Area	N/C		
Lecture Hall	N/C	Elementary Schools:	
Wrestling Room	N/C	Gym	N/C
Regular Classroom	N/C	Multi-purpose Rooms	N/C
Labs	N/C	Kitchen	N/C
Weight/Cardio Room	N/C	Classrooms	N/C
Excelsior Middle School:		Outdoor Areas:	
Gym (Main)	N/C	Parking Lots	N/C
Gym (Auxiliary)	N/C	Armstrong Field	N/C
Cafeteria	N/C	Tennis Courts	N/C
Kitchen	N/C	Outdoor Tracks	N/C
Commons Area	N/C	Elementary Outdoor Fields	N/C
Regular Classroom	N/C	MS Non-Competition Fields	N/C
		MS Competition Fields	N/C
		HS Baseball/Softball Complex	N/C
Linn-Mar Stadium/Aquatic Center: No charge			
<i>*Additional fees may apply (e.g. weekend custodial charges) depending on the reservation request. See Other Fees Schedule on page 16 for details.</i>			

- **CLASS B – Public agencies and district co-sponsored activities**

- Official meetings of the City of Marion, the City of Cedar Rapids, the City of Robins, or a community activity sponsored by one of the city boards.
- Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District.
- Request for national, state, and local elections or caucuses.
- Political meetings not boosting specific candidates, state, or national platforms.
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees.

FEE SCHEDULE – CLASS B

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
High School:		Oak Ridge Middle School:	
Gym (Main)	N/C	Gym (Main)	N/C
Gym (Auxiliary)	N/C	Gym (Auxiliary)	N/C
Cafeteria	N/C	Cafeteria	N/C
Kitchen	N/C	Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C	Commons Area	N/C
Little Theatre (Stage/Seating Only)	N/C	Regular Classroom	N/C
Commons Area	N/C		
Lecture Hall	N/C	Elementary Schools:	
Wrestling Room	N/C	Gym	N/C
Regular Classroom	N/C	Multi-purpose Rooms	N/C
Labs	N/C	Kitchen	N/C
Weight/Cardio Room	N/A	Classrooms	N/C
Excelsior Middle School:		Outdoor Areas:	
Gym (Main)	N/C	Parking Lots	N/C
Gym (Auxiliary)	N/C	Armstrong Field	FCFS
Cafeteria	N/C	Tennis Courts	FCFS
Kitchen	N/C	Outdoor Tracks	FCFS
Commons Area	N/C	Elementary Outdoor Fields	FCFS
Regular Classroom	N/C	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A-Call for price
Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.			
*Additional fees may apply (e.g. weekend custodial charges) depending on the reservation request. See Other Fees Schedule on page 16 for details.			

- **CLASS C – Community youth organizations/teams**
 - Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth oriented groups.
 - Practices for youth activities during their regular program season. In order to be considered in this classification, youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request.
 - This category is for individual teams, packs, or groups. It is not for the use of an entire organization.
 - Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees.

FEE SCHEDULE - CLASS C

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
High School:		Oak Ridge Middle School:	
Gym (Main)	N/A	Half Main Gym	\$5/gym time hour
Gym (Auxiliary)	N/A	Auxiliary Gym	\$5/gym time hour
Cafeteria	N/A	Cafeteria (Weekend only)	\$30/hour
Kitchen	N/A	Kitchen (Weekend only)	\$30/hour
Auditorium (Stage/Seating Only)	N/A	Commons Area (Weekend Only)	\$20/hour
Little Theatre (Stage/Seating Only)	N/A	Classroom (Weekend Only)	\$15/hour
Commons Area	N/A		
Lecture Hall	N/A	Elementary Schools:	
Wrestling Room	N/A	Gym	\$5/gym time hour
Regular Classroom	N/A	Multi-purpose Room (Weekend only)	\$30/hour
Labs	N/A	Kitchen (Weekend only)	\$30/hour
Weight/Cardio Room	N/A	Classroom (Weekend Only)	\$15/hour
Excelsior Middle School:		Outdoor Areas:	
Half Main Gym	\$5/hour	Parking Lots	\$20/hour
Auxiliary Gym	\$5/hour	Armstrong Field	FCFS
Cafeteria (Weekend only)	\$30/hour	Tennis Courts	FCFS
Kitchen (Weekend only)	\$30/hour	Outdoor Tracks	FCFS
Commons Area (Weekend Only)	\$20/hour	Elementary Outdoor Fields	FCFS
Classroom (Weekend Only)	\$15/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A Call for price
Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.			
*Additional fees may apply (e.g. weekend custodial charges) depending on the reservation request. See Other Fees Schedule on page 16 for details.			

- **CLASS D – Community non-profit organizations, civic organizations, and educational institutions**
 - A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders but instead uses them to help pursue its organization’s goals. The district reserves the right to ask for a 501c non-profit form if the organization’s non-profit status is in question.
 - This includes, but is not be limited to: community, social, civic, or services organizations for purposes that have educational, recreational, or cultural purposes, local church services, and religious classes and activities.
 - Educational activities of public and private colleges and universities.
 - Educational activities of public and private K-12 institutions.

FEE SCHEDULE - CLASS D

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
High School:		Oak Ridge Middle School:	
Gym (Main)	\$100/hour	Gym (Main)	\$75/hour
Gym (Auxiliary)	\$50/hour	Gym (Auxiliary)	\$50/hour
Cafeteria	\$30/hour	Cafeteria	\$30/hour
Kitchen	\$30/hour	Kitchen	\$30/hour
Auditorium (Stage/Seating Only)	\$100/hour	Commons Area	\$20/hour
Little Theatre (Stage/Seating Only)	\$50/hour	Regular Classroom	\$15/hour
Commons Area	\$30/hour		
Lecture Hall	\$50/hour	Elementary Schools:	
Wrestling Room	\$30/hour	Gym	\$30/hour
Regular Classroom	\$15/hour	Multi-purpose Rooms	\$30/hour
Labs	\$30/hour	Kitchen	\$30/hour
Weight/Cardio Room	N/A	Classrooms	\$15/hour
Excelsior Middle School:		Outdoor Areas:	
Gym (Main)	\$75/hour	Parking Lots	\$20/hour
Gym (Auxiliary)	\$30/hour	Armstrong Field	FCFS
Cafeteria	\$30/hour	Tennis Courts	FCFS
Kitchen	\$30/hour	Outdoor Tracks	FCFS
Commons Area	\$20/hour	Elementary Outdoor Fields	FCFS
Regular Classroom	\$15/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.			
*Additional fees may apply depending on the reservation request. See Other Fees Schedule on page 16 for details.			

- **CLASS E – For-profit organizations/activities and other private interest groups**
 - Commercial groups or businesses.
 - Local, state, and national groups hosting special events, workshops, or conferences.
 - Political meetings sponsoring specific candidates, state, or national platforms.
 - Any group, business, or individual located outside of the district.
 - Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold.
 - Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request.
 - Other special events.

FEE SCHEDULE - CLASS E

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
High School:		Oak Ridge Middle School:	
Gym (Main)	\$150/hour	Gym (Main)	\$100/hour
Gym (Auxiliary)	\$75/hour	Gym (Auxiliary)	\$75/hour
Cafeteria	\$50/hour	Cafeteria	\$50/hour
Kitchen	\$50/hour	Kitchen	\$50/hour
Auditorium (Stage/Seating Only)	\$150/hour	Commons Area	\$40/hour
Little Theatre (Stage/Seating Only)	\$75/hour	Regular Classroom	\$25/hour
Commons Area	\$50/hour		
Lecture Hall	\$75/hour	Elementary Schools:	
Wrestling Room	\$50/hour	Gym	\$50/hour
Regular Classroom	\$25/hour	Multi-purpose Rooms	\$40/hour
Labs	\$50/hour	Kitchen	\$50/hour
Weight/Cardio Room	N/A	Classrooms	\$25/hour
Excelsior Middle School:		Outdoor Areas:	
Gym (Main)	\$100/hour	Parking Lots	\$30/hour
Gym (Auxiliary)	\$50/hour	Armstrong Field	FCFS
Cafeteria	\$50/hour	Tennis Courts	FCFS
Kitchen	\$50/hour	Outdoor Tracks	FCFS
Commons Area	\$40/hour	Elementary Outdoor Fields	FCFS
Regular Classroom	\$25/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
Linn-Mar Stadium/Aquatic Center: See separate fee schedule on page 15.			
<i>*Additional fees may apply depending on the reservation request. See Other Fees Schedule on page 16 for details.</i>			

LINN-MAR STADIUM & AQUATIC CENTER FEE SCHEDULE

SCHOOL/FACILITY	FEE	SCHOOL/FACILITY	FEE
Linn-Mar Stadium: (2-hour min charge)		Aquatic Center: (2-hour min charge)	
Class A & B Use	N/C	Pool Access	\$200/hour
Class C Use	\$150/hour	Concession Room Access	\$50 100/hour event
Class D Use	\$200/hour	Scoreboard/Timing System	\$50 100/hour event
Class E Use	\$250/hour	Sound System	\$50 100/event
Lights	\$100 75/hour	LM Supervisor	\$50/hour
Scoreboard	\$50 100/hour event	Timing Computer Operator	\$35 40/hour
Press Box	\$50 100/hour event	Lifeguards (Minimum of three)	\$15/hour (each)
Sound System	\$50 100/hour event	Crowd Manager (One for every 250 spectators)	\$35 40/hour (each)
Stadium Seating Cleaning Fee	\$150/event	Stadium Seating Cleaning Fee	\$100/event
LM Supervisor	\$50/hour	Custodian/O&M Staff	Actual costs per union contract
Custodian/O&M Staff	Actual costs per union contract	Other District Personnel	Charges depend on request
Crowd Manager (One for every 250 spectators)	\$35 40/hour (each)	Additional Equipment/Services	Charges depend on request
Gate Manager (One per entrance used)	\$35 40/hour (each)		
Other District Personnel	Charges depend on request		
Police Supervision (If applicable)	Actual costs		
Additional Equipment/Services	Charges depend on request		

OTHER FEES SCHEDULE

DESCRIPTION	FEE	MINIMUMS
Personnel Fees:		
Custodian/O&M Staff <i>(If not already on duty)</i>	Actual costs per union contract	2 hour minimum
Building/Event Supervisor <i>(If applicable)</i>	\$35 40/hour	2 hour minimum
Kitchen Supervisor	\$35 40/hour	2 hour minimum
Auditorium/Theatre Technician Supervisor	\$35 40/hour	2 hour minimum
Police Supervision <i>(If applicable)</i>	Actual costs	
Other District Personnel	Charges depend on request	2 hour minimum
Auditorium/Theatre Use Fees:		
Use of Lights other than house lights	\$75/event	
Use of sound system other than one microphone	\$75/event	
Use of rigging system	\$75/event	
Use of sound shell	\$200/event	
Chairs, stands, or risers	\$100/event	
Piano <i>(Non-grand)</i>	\$75/event	
Miscellaneous Fees:		
Minimum Cancellation Fee	\$20 25	
Custodial Flat Fee <i>(If custodian is on duty and deemed necessary)</i>	\$25	
Additional Equipment	Charges depend on request	
District Issued Key/Access Card Deposit	\$10	
Building/Equipment Replacement or Repair Fees	Actual costs	



Administrative Regulations Regarding Community Use of Buildings/Sites/Equipment

Code 1004.1-R1

Types of Activities Prohibited

1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
3. On days when school is dismissed because of emergency conditions and on non-school days with emergency conditions, no rentals or other facility use will take place.

Responsibilities of the Applicant

Upon approval of request, the applicant will be given a set of rules governing the use of facilities. Knowledge of and adherence to these rules is expected.

1. A certificate of insurance evidencing commercial, general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate must accompany the request.
2. The group's designated representative must remain onsite during the entire activity.
3. The facility must be used only for the purpose that it was originally intended as set forth on the facilities request form.
4. Persons using the facilities must confine themselves to the room(s) or areas assigned for their use and the applicant must provide supervision to prevent trespassing to portions of the facility not authorized for use.
5. The group representative is responsible for communicating to the group members and for ensuring that the group members understand and follow all guidelines.
6. Any personal injuries received by any group member while using district facilities must be reported by contacting the district's designee (stated on application form) within 24 hours. Custodians and/or other district staff present should also be notified. If the activity is on a Saturday or Sunday and there is no answer at the number on the form, the group's representative is to call first thing Monday morning.
7. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
8. The group representative will make themselves known to the custodian and/or other district staff present.
9. The group representative is responsible for knowing fire and tornado procedures and for directing the group in an event of an emergency. Guidelines are posted in every room.
10. The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copycat drugs), profane language, gambling in any form (except licensed bingo and raffles), and weapons within buildings is prohibited.
11. When classrooms or other instructional areas are used the contents of desks, files, storage, and display areas are not to be disturbed.
12. Permission to use additional educational equipment must be approved through the office of the chief financial/operating officer in conjunction with the principal or the manager of Nutrition Services, as appropriate.

13. The use of candles or other fire hazards is strictly prohibited. The use of decorations must be specified on the facilities request form.
14. All activities must be of such a nature as not to create a nuisance or disturb the peace of the general neighborhood.
15. Personnel costs, including but not limited to custodians, Nutrition Services, and technicians may be included when determining total facility costs.
16. Applicants may be required to employ sworn law enforcement personnel to assist with supervision.
17. The requested facility may not be used for private parties, social events, celebrations, or similar private uses.

Priority Schedule

Use of school facilities for activities other than the regular academic or co/extra-curricular programs of the Linn-Mar Community School District will receive priority scheduling as follows:

Class A: School district and district-related organizations

- Regular classroom activities
- School-sponsored activities for students (e.g. clubs, athletics, etc.)
- School-sponsored activities for parents (e.g. plays, open houses, etc.)
- School-related groups and organizations (e.g. PTOs, Booster Club, LM Foundation, etc.)
- School/district sponsored staff activities (e.g. trainings, wellness, bargaining groups, etc.)
- Board approved community activities

Class B: Public agencies and district co-sponsored activities

- Official meetings of the City of Marion, the City of Cedar Rapids, the City of Robins, or a community activity sponsored by one of the city boards
- Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District
- Request for national, state, and local elections or caucuses
- Political meetings not boosting specific candidates, state, or national platforms
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees

Class C: Community youth organizations/teams

- Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth oriented groups
- Practices for youth activities during their regular program season. In order to be considered in this classification, youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request.
- This category is for individual teams, packs, or groups. It is not for the use of an entire organization
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees

Class D: Community non-profit organizations, civic organizations, and educational institutions

- A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders but instead uses them to help pursue its

organization's goals. The district reserves the right to ask for a 501c non-profit form if the organization's non-profit status is in questions.

- This includes, but is not limited to: community, social, civic, or service organizations for purposes that have educational, recreational, or cultural purposes, local church services, and religious classes and activities
- Educational activities of public and private colleges and universities
- Educational activities of public and private K-12 institutions

Class E: For-profit organizations/activities and other private interest groups

- Commercial groups or businesses
- Local, state, and national groups hosting special events, workshops, or conferences
- Political meetings sponsoring specific candidates, state, or national platforms
- Any group, business, or individual located outside of the district
- Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold
- Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request.
- Other special events.

All requests for facilities not covered by this policy will need the approval of the Board of Directors.

Adopted: 7/94

Reviewed: 8/07

Revised: 1/11; 3/13; 4/14; 6/15; 11/18

DELETED



Administrative Regulations Regarding Schedule of Rentals

Code 1004.1-R2

Fee Structure for Facility Use

No Cost Use of Facilities: May be subject to custodial, supervisory, or other personnel expenses. The decision on assessment of usage costs will be determined by the chief financial/operating officer [or designee].

- a) Meetings of all school-sponsored organizations
- b) Linn-Mar School Foundation
- c) Parent-teacher organizations, Booster Club, music groups, or other similar school-related groups
- d) Linn-Mar bargaining groups
- e) Meetings of Boy Scouts, Girl Scouts, Camp Fire Girls, and similar youth-oriented groups
- f) Recreational programs sponsored by the city recreation and playground commissions or YMCA for which the participants pay no fees
- g) City or county-sponsored meetings to which public is invited
- h) National, state, city, and county elections and registration
- i) Political meetings NOT boosting specific candidates, state, or national platforms
- j) Other non-profit groups as deemed appropriate by the chief financial/operating officer [or designee]

Use of Facilities Subject to Rental Fees:

- a) Recreation programs sponsored by city recreation and playground commissions or the YMCA for which the participants pay fees
- b) Church organizations
- c) Private schools
- d) Club associations and civic organizations
- e) Political meetings sponsoring specific candidates, state, or national platforms
- f) Partisan political meetings
- g) Commercial groups
- h) Special attractions with expressed board approval

Youth athletic teams comprised of Linn-Mar resident students will be charged a reduced rental fee to use Linn-Mar gym space for practices. The chief financial/operating officer [or designee] will calculate the fee based on scheduling and supervision costs incurred by the district to support such teams. The board reserves the right to waive fees for specialized programs with approval from the superintendent [or designee].

Outdoor Facilities:

Outdoor facilities exist primarily for use by Linn-Mar student teams and, secondarily, for limited use by youth-related groups from the community. Extra costs incurred by the district for the use of outdoor facilities will be assessed to the user. Charged fees cover the expenses for lights, field/court preparation, caretaker, custodial services, and damages.

Adopted: 4/91

Reviewed: 3/13; 6/15

Revised: 1/11; 4/14



To Request Use of Facilities

Code 1004.1-E1

1. A facilities request form can be found on the Linn-Mar website or obtained from the office of the chief financial/operating officer.
2. A completed facilities request form must be submitted to the office of the chief financial/operating officer at least two weeks in advance of the requested date. Whenever more than one group desires the use of the same facilities, the chief financial/operating officer [or designee] shall arrange an equitable distribution of the facilities requested.
3. School activities have first priority. When requests from non-school groups have been approved as scheduled, such approval will be withdrawn when a school event has been canceled and must be rescheduled or an addition must be made to the schedule. Variations of this procedure will be allowed in cases of extreme emergency.
4. Receipt of application, any required deposit, and certificate of insurance (when required) must be furnished before review of requests and approval can be granted.
5. The district reserves the right to determine the staffing (including audio visual, Nutrition Services, technical, and custodial) necessary to adequately handle each event. Before approving requests, the district will estimate the staff needed and communicate this to the requestor.
6. All uses of school facilities may be subject to rental fees as determined by the Board of Education and published in a separate fee schedule. Payment should be made to: Linn-Mar Community School District, Learning Resources Center, 2999 North 10th Street, Marion, Iowa, 52302.
7. A 72-hour notice is required to request approval for any changes in the initial request requirements. The chief financial/operating officer [or designee] must be notified to allow for proper notification of the staff and to change the records. The district cannot guarantee any requested changes made after this deadline.
8. Groups whose requests have been approved must give at least a 72-hour notice of desire to cancel.
9. Failure to notify the office of the chief financial/operating officer by 2:00 PM of a cancellation regarding the use of a facility scheduled for any time after 5:00 PM of that day will render the requestor liable for payment of the rental fees.
10. The district reserves the right to reject any or all applications and the right to rescind, modify, or amend any or all rules or regulations, or to make exceptions.



School and Community Relations – Use of School Facilities

Policy Title: Use of Stadium Code 1004.2

All users of the Linn-Mar Stadium are subject to the general laws of Iowa prohibiting the use or practices of hazing, gambling, nicotine and tobacco products, alcoholic beverages, controlled substances, firearms, and dangerous weapons in any school building or on school property.

Stadium Guidelines:

- No pets, skateboards, scooters, roller blades/skates, non-authorized vehicles, or any similar conveyance or equipment allowed on stadium grounds.
- No unauthorized paint or marking materials, or like substances, allowed on stadium grounds.
- Only participants, coaches, directors, or credentialed individuals allowed on track and field areas.
- No possession, use, or consumption of alcoholic beverages or other illegal substances on the Linn-Mar campus.
- Linn-Mar is nicotine, tobacco, and drug free.

Track Guidelines:

- No cleats, high heels, or unauthorized footwear allowed on track surfaces.
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on track surfaces.
- No sharp object or materials that will adhere to or damage surfaces (e.g., bobby pins, glitter, jewelry, etc.) allowed on track surfaces.
- No unauthorized wagons, carts, or vehicles allowed on track surfaces at any time.
- Anything taken on track surfaces must be approved by facility management.

Turf and Field Guidelines:

- No track/metal spikes of any kind on the turf and fields. Rubber cleats only.
- No markings of any kind shall be made on turf and fields.
- Anything taken on field surfaces must be approved by facility management.
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on turf and fields.
- No high heels, sharp objects, or any other materials or substances that may cause damage to the turf and fields.
- No unauthorized paint or marking materials, or like substances, allowed on turf and fields.
- No unauthorized wagons, carts, or vehicles allowed on turf or fields at any time.
- Bodily fluids (e.g., saliva, blood, vomit, feces, etc.), if released on the turf or fields, must be removed and the surfaces sanitized following facility guidelines.

The district retains the right to terminate any activity at any time if there are violations of board policies and administrative rules; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

Usage Agreement:

All stadium, track, or turf and field guidelines shall be adhered to by any and all renters and/or users of the facilities. These will be provided to the renter/user prior to usage of the stadium.

Community Use of Stadium:

By contract only through the Support Services office (2999 N 10th St, Room 203, Marion, IA 52302 / 319-447-3145).

Refer to the [*Community Use of School Facilities Manual*](#) found on the district website for additional information.

Adopted: 4/14
Reviewed: 6/15

DELETED



Linn-Mar High School Stadium Use Application

Linn-Mar Support Services Office
2999 North 10th Street, Room 203
Marion, Iowa 52302
Office: 319-447-3145
Fax: 319-377-9252

JT Anderson – jtanderson@linnmar.k12.ia.us
Tonya Moe – tmoe@linnmar.k12.ia.us

Attn: JT Anderson, Chief Financial/Operating Officer
Tonya Moe, Linn-Mar Stadium Administrator

Date of application: _____

Name and address of organization: _____

Profit Not-For-Profit Non-Profit - Beneficiary of Event Proceeds (check one)

Address of organization: _____
(Address)

(City/State/Zip)

Phone number: _____

Name of the group/team interested in using the Stadium facility:

Name of the supervisor, coach, director (person responsible for supervision):

Supervisor's phone number: Home: _____ Cell: _____

Date(s) requested for Stadium use:

Requested hours of use: from: _____ AM/PM to: _____ AM/PM

What sections of the Stadium are you interested in using? (Circle one) Field Turf / Track / Both

Type of activity at the Stadium: (Football/soccer/track event/band event/other) Please list below:

For what purpose will you be using the Stadium facility?
(Game/practice/tournament/combo/camp/other) Please list below:

Estimated attendance: _____

Are you charging admission? Yes / No

Amount charged for admission: \$_____ **Entry fee for participants: \$**_____

Please check the following items that you would like access to during your event:

_____ Scoreboard _____ Locker Rooms _____ Track Equipment (hurdles, long jump pits, etc.)
_____ Sound System _____ Press Box _____ Lights _____ Concessions **

*** The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event (benches, cones, etc.) that you will be providing which must be approved.

In the event of severe or inclement weather, the Linn-Mar High School stadium is not responsible to put user groups inside the high school unless indoor gym space or locker facilities are part of the signed agreement to use the stadium. There are buildings on the stadium grounds, but they are used for storage and concession purposes only.

It is the responsibility of the person in charge of renting out the stadium for their group to inform the stadium administrator of the magnitude of their event. The stadium administrator and the chief financial/operating officer must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the pricing of the stadium rental.

All information will be processed by the stadium administrator and the chief financial/operating officer. If approved, you will receive a usage agreement, cost agreement, and a stadium protocol sheet. These forms must be reviewed, signed, and sent back to the Support Services office along with a check for the amount stated in the cost agreement and a certificate of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the stadium agreement and protocol forms. If any of the information changes before use of the stadium, the individual signing this form must contact the stadium administrator to discuss whether the changes can be implemented.

The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.

The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found and the lights turned off. The undersigned will be responsible for insuring that those persons attending the event will utilize only the rooms/areas as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damages done to the building, the room, or any of its contents by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases Linn-Mar Community School District, its agents, and employees and agrees to indemnify Linn-Mar Community School District and hold Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of, or resulting from, his/her/its negligence during the use of the rooms/areas as indicated above including any expenses and attorney fees which the Linn-Mar Community School District may incur in defending any such claim.

Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

Applicant/Supervisor Signature (An adult over 21)

Date Signed

Stadium Administrator's Signature

Date Approved

Chief Financial/Operating Officer's Signature

Date Approved

Processed by Sarah Offerman
(Initials)

(Date)



Code 1004.2-E2

**Linn-Mar Community School District
Support Services Office
2999 North 10th Street, Room 203
Marion, Iowa 52302
Tel: 319-447-3145 Fax: 319-377-9252**

Participant Release Form

In consideration of the Linn-Mar Community School District allowing the undersigned to use school facilities, I/we release the Linn-Mar Community School District, its representatives, agents, employees, principals, and successors; and assigns from all claims, demands, suits, damages, actions, causes of action, and liabilities whatsoever of every name and nature, both in law and equity; on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said school facilities excepting only claims for losses, damages, or injuries resulting from the sole negligence of the Linn-Mar Community Schools, its agents, servants, or employees; and further, I/we release the Linn-Mar Community School District, its representatives, agents, or employees from any and all duties and responsibilities for the care of our group members while at the school facilities.

Facility: _____

Name of Organization: _____

Authorized Signature: _____ Date: _____

Address: _____

Telephone: _____

Group's Liability Insurance Coverage:

Company: _____

Policy #: _____

Adopted: 4/14

Reviewed: 6/15



School and Community Relations – Use of School Facilities

Policy Title: Use of Aquatic Center Code 1004.8

All users of the Linn-Mar Aquatic Center are subject to the general laws of Iowa prohibiting the use or practices of hazing, gambling, nicotine and tobacco products, alcoholic beverages, controlled substances, firearms, and dangerous weapons in any school building or on district property.

Aquatic Center Guidelines:

- A district lifeguard must be present before entering the water.
- Only swimmers, coaches, officials, and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities from the pool lobby or spectator stadia only.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts and/or athletic sport bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups.
- No diving in the shallow end of the swimming pool and in other areas marked with "No Diving".
- No horseplay in or around the swimming pool.
- No running on the pool deck.
- Proficient swimming ability is required in deep water areas. The use of flotation aide devices (other than those made available the district) by non-swimmers is prohibited unless authorized by the Aquatic Center manager.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved.
- No glass containers in the Aquatic Center.
- Activities deemed unsafe by the lifeguard will be prohibited.
- No possession, use, or consumption of alcoholic beverages or other illegal substances on the Linn-Mar campus. Linn-Mar is nicotine/tobacco and drug-free.

The district retains the right to terminate any activity at any time if there are violations of board policies and administrative rules; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

Usage Agreement:

All Aquatic Center guidelines shall be adhered to by any and all renters and/or users. The guidelines will be provided to the renter/user prior to usage of Aquatic Center.

Community Use of the Aquatic Center:

By contract only through the Support Services office (2999 N 10th St, Room 203, Marion, IA 52302 / 319-447-3145).

Refer to the [Community Use of School Facilities Manual](#) found on the district website for additional information.



Linn-Mar Aquatic Center Use Application

Linn-Mar Support Services Office
2999 North 10th Street, Room 203
Marion, Iowa 52302
Office: (319) 447-3145
Fax: (319) 377-9252

JT Anderson – jtanderson@linnmar.k12.ia.us
Bobby Kelley – bkelley@linnmar.k12.ia.us

Attn: JT Anderson, Chief Financial/Operating Officer
Bobby Kelley, Aquatic Center Manager

Date of Application: _____

Name and Address of Organization: _____

Profit	Not-For-Profit	Non-Profit	- Beneficiary of Event Proceeds (check one)
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Address of Organization: _____
(Address)

(City/State/Zip)

Phone Number: _____

Name of the group/team interested in using the Aquatic Center:

Name of the Supervisor, Coach, Director (Person responsible for supervision):

Supervisor's Phone Number: Home: _____ Cell: _____

Date(s) requested for Aquatic Center use:

Requested hours of use: from: _____ AM/PM to: _____ AM/PM

Are you interested in using the Daktronics timing system? (Circle one) Yes / No

Type of swimming activity at the Aquatic Center: (Swim Meet/Diving Meet/Other) Please list below:

Estimated Attendance: _____

Are you charging admission? Yes / No

Amount charged for admission: \$ _____ **Entry fee for participants:** \$ _____

Estimate of all revenues collected with event rental: \$ _____

Please check the following item(s) that you would like access to during your event:

- _____ Deep end 25 yard competition setup
- _____ Shallow end 25 yard competition setup
- _____ Deep end use for competitive diving events
- _____ Use of Daktronics timing computer for swim meets and/or diving meets
- _____ Use of concessions stand ***The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event (outside equipment, chairs, catering, etc.) that you will be providing which must be approved:

In the event of severe or inclement weather in the form of a heavy snowfall, the Linn-Mar Community School District is not responsible for assuring that the parking lots are plowed and accessible. The district will be prudent in clearing the lots but in the case of a heavy snow, events may need to be cancelled.

It is the responsibility of the person in charge of renting the Aquatic Center for their group to inform the Aquatic Center manager of the magnitude of their event. The Aquatic Center manager and the chief financial/operating officer must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the rental pricing.

All information will be processed by the Aquatic Center manager and the chief financial/operating officer. If approved, you will receive a usage agreement, cost agreement, and an Aquatic Center protocol sheet. These forms must be reviewed, signed, and sent back to the Support Services office along with a check for the amount stated in the cost agreement and a certificate of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the Aquatic Center agreement and Aquatic Center protocol forms. If any of the information changes before use of the Aquatic Center, the individual signing the form must contact the Aquatic Center manager to discuss whether these changes can be implemented.

The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.

The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found. The undersigned will be responsible for ensuring that those persons attending the event will utilize only the rooms as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damage done to the building, rooms, or any of their contents by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases the Linn-Mar Community School District, its agents, and employees, agrees to indemnify the Linn-Mar Community School District, and hold the Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of or resulting from his/her/its negligence during the use of the facilities as indicated above, including any expenses and attorney fees which Linn-Mar Community School District may incur in defending any such claim.

Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

Applicant/Supervisor Signature (adult over 21)

Date

Aquatic Center Manager Signature

Date

Chief Financial/Operating Officer Signature

Date

Processed by Sarah Offerman

(Initials)

(Date)