



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 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. A completed 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, a completed 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 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.
5. Permission granted for facility usage by the chief financial/operating officer in the Support Services office shall be made in writing through the signing of a facilities use agreement with the representative making the request.
 - 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. A 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 office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 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 shall be given to the group's representative as soon as possible with reasons for the cancellation. 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
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
Gym (Auxiliary)	N/A	Auxiliary Gym	\$5/gym time
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
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/gym time	Parking Lots	\$20/hour
Auxiliary Gym	\$5/gym time	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
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.			
*Additional fees may apply depending on the reservation request. See Other Fees Schedule on page 16 for details.			

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)	
Field Turf Only (Practice)	\$150/hour	Pool Access	\$200/hour
Field Turf Only (Game)	\$250/hour	Concession Room Access	\$50/hour
Track Only	\$150/hour	Timing System	\$50/hour
Field Turf & Track	\$250/hour	Parking Lots	\$50/per event
Lights	\$100/hour	LM Supervisor	\$50/hour
Scoreboard	\$50/hour	Timing Computer Operator	\$35/hour
Press Box	\$50/hour	Lifeguards (minimum of three)	\$15/hour (each)
Sound System	\$50/hour	Crowd Manager (one for every 250 spectators)	\$35/hour (each)
Parking Lots	\$50/per event	Door Monitor	\$35/hour
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/hour (each)	Additional Equipment/Services	Charges depend on request
Gate Manager (one per entrance used)	\$35/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 (if not already on duty)	Actual costs per union contract	2 hour minimum
Building/Event Supervisor (if applicable)	\$35/hour	2 hour minimum
Kitchen Supervisor	\$35/hour	2 hour minimum
Auditorium/Theatre Technician Supervisor	\$35/hour	2 hour minimum
Police Supervision (if applicable)	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 (non-grand)	\$75/event	
Miscellaneous Fees:		
Minimum Cancellation Fee	\$20	
Custodial Flat Fee (if custodian is on duty and deemed necessary)	\$25	
Additional Equipment	Charges depend on request	
District Issued Key/Access Card Deposit	\$10	
Building/Equipment replacement or repair fees	Actual costs	



Linn-Mar Community School District Facilities Request Form

Date _____

I request permission to use the _____ at _____
Room Name School Building

For the time period _____ on _____
Specify AM or PM Day of the Week Date(s)

for ongoing use throughout the school year, attach a separate page listing all days/dates requested

For the purpose of _____

Maximum attendance expected _____ Time event begins _____

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 room 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 room(s) 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 or its negligence during the use of the room 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 the aggregate.**

Additional Requests:

Contact Name _____
Organization _____
Address _____
Telephone _____
E-Mail _____

Signature/Date of Responsible Staff member of Org _____
Bldg. Admin. Signature/Date _____

Return Form To:
Linn-Mar Learning Resource Center
Attn: Sarah Offerman
2999 N. 10th St.
Marion, IA 52302
E-Mail: sofferman@linnmar.k12.ia.us

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