**SCHOOL DISTRICT - COMMUNITY RELATIONS  
905.1R2  
FEE SCHEDULE AND EXPECTATIONS FOR USE OF WACO FACILITIES**

# Category A

School sponsored program

Jointly sponsored programs (WACO CSD)

Resident non-school youth programs

Government sponsored programs

Activities that benefit school programs

Individuals promoting cultural, educational or recreational activities

# Category B

Non-Profit Organizations Fundraising

Non-resident youth programs

# Category C

For Profit Organizations/Businesses

Private Individuals

|  |  |  |  |
| --- | --- | --- | --- |
| Rates for use of Facilities | Category A | Category B | Category C |
| Kaufman Athletic Training & Fitness Center | $0 | $10 | $20 |
| Elementary/High School Gyms (per hour) | $0 | $10 | $20 |
| Wrestling Room (per hour) | $0 | $10 | $20 |
| Cafeteria/Classroom (4 hour time block) | $0 | $25 | $25 |
| Kitchen (4 hour time block) | $0 | $25 | $25 |

# Expectations

1. All district policies and State of Iowa laws must be followed.
   1. Alcoholic beverages or drugs shall not be brought or consumed on school grounds.
   2. Use of Tobacco is prohibited in school district facilities and on school district grounds, including in private vehicles.
2. Each organization is responsible to supply their own basketballs, volleyballs, and other mobile equipment. All use of school equipment, including but not limited to sports, kitchen, and technology equipment, will be handled on an individual basis and will require school personnel supervision and fees that will cover any district costs.
3. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by the entity. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs. Garbage must be carried out to the dumpsters located on site.
4. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
5. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
6. Be prepared to leave the building at the end of your specified time.

# Procedures:

Complete the Facilities Request Form at the WACO building office.

Once request is approved, file Indemnity Waiver and Insurance Certificates at the WACO building office.

Category B & C Organizations submit a Refundable Damage Deposit of $100.

Make arrangements for building access and custodial services at the building office.

Within one working days after the event, return key and settle damage deposit refund.

Approved        11/15/04  
Reviewed        11/16/15  
Revised           11/16/15, 3/21/22