

**COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT  
FEES SCHEDULE**

North Butler community groups may use the school facilities without charges.

A community group shall be defined as an organization that is non-profit and supports the school or North Butler students through programs or contributions. See list of community groups below.

Any group wishing to use the facilities shall complete a facilities usage form (905.1E1).

**BUILDING AND EQUIPMENT RENTALS**

If, at the discretion of the superintendent, a group does not fit the definition of a community group, the following additional fees may be charged.

1.	Gymnasium	\$75.00
2.	Kitchen	\$45.00
3.	Multi-Purpose Room	\$45.00
4.	Library	\$30.00
5.	Athletic Field	\$30.00
7.	Concession Stand	\$30.00 per season

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

It shall be the responsibility of the group using the facility to leave it in the condition it was prior to use. If there needs to be additional clean-up, the charge will be \$25.00, or the hourly wage of the school personnel required to clean-up the facility. The group using the facility shall be responsible for any damages incurred.

**The list of community groups includes, but is not limited to the following:**

Booster Club  
Youth Programs and Youth Sports Practices Affiliated with North Butler  
Local Service Organizations  
4-H  
Boy/Girl Scouts  
After Prom  
Friends of Music

**The list of non-community groups includes, but is not limited to the following:**

For Profit Organizations and Businesses  
Private Individuals and Groups  
AAU Teams and Tournaments (not affiliated with North Butler teams or students)  
Family Reunions  
Dance Recital

*\*A refundable security/breakage/cleanup deposit of \$100.00 is required of non-community groups which will be refunded subject to the area left clean and no damage.*

## FACILITY USE - EXPECTATIONS AND RESPONSIBILITIES

The following is a list of expectations that individuals and groups using North Butler School District facilities are expected to follow. Failure to follow these expectations could result in the loss of facility use privileges.

- Adult supervision of participant and non-participant children required at ALL events
  - No visitors should have access to the academic hallway.
- Abide by timeliness of usage
- Replace equipment or furniture when used or moved
  - Please take down any borrowed equipment/tables after the event.
- Pick-up litter/empty all trash to the dumpster (as appropriate)
  - Take garbage to dumpster on 4th Street (Behind the School)
  - Replace liners in trash cans. Liners located in concession stand
- Clean All Spills
  - Mops & buckets are located in back of kitchen
- Cafeteria
  - Clean Tables
    - Towels, buckets, cleaning supplies are located in the kitchen
  - Sweep floor (popcorn, candy wrappers, etc.)
- Gymnasium
  - Empty Green Pails - pick up bottles, bags, candy & wrappers
  - Sweep gym floors and clean bleachers
    - Gym floor mops are located in the Janitor's Room (Room 170)
    - Clean Bleachers with Leaf Blower (Room 170)
- Restrooms
  - Flush all toilets and urinals
  - Pick up trash on floors
  - Empty all trash cans in restrooms
  - If any problems arise with the stools, please attempt to remedy the issue
    - Plunger is located in the closet next to men's restroom (Room 157)
    - Any issues that can not be resolved, please contact Scott Fenneman @ 319-404-5594
  - Custodians will clean restroom floors and toilets after the event.
- Concession Stand -(See sheet posted on concession stand wall)
- Prior to leaving, check for unauthorized personnel -the supervising adult should be the last one out of the building.
- Secure all doors and windows
- Turn out lights
- Leave space ready for school

NORTH BUTLER COMMUNITY SCHOOL DISTRICT  
Building and Room Request and Statement

Date Requested: \_\_\_\_\_

Door Unlock Time: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Door Lock Time: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Door(s) to be Used: \_\_\_\_\_

Doors will be programmed to unlock and lock with the time specified above.

Requested by: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Requested for (Organization): \_\_\_\_\_

Building and Room(s) Needed: \_\_\_\_\_

Purpose: \_\_\_\_\_

Other Information: \_\_\_\_\_

Damages connected with the use of facilities and/or equipment will be paid by the person renting the facility.

The use of drugs or alcoholic beverages cannot be used by people using the facilities. Smoking, use of tobacco products, or look-a-likes is prohibited in the school district facilities.

Person in charge of event is responsible for clean-up. If clean-up is not done to school specifications, a janitorial fee of \$25 per hour will be assessed or the hourly wage of the school personnel required to clean-up the facility.

The group using the facility shall be responsible for any damages incurred.

Rental Amount: \_\_\_\_\_

\_\_\_\_\_  
Person in charge of event

Will there be a fee or admission charge? ( ) Yes ( ) No

Paid: ( ) Yes ( ) No

Approved ( ) Yes ( ) No

- Copies to: ( ) Business Manager
- ( ) Building Principal
- ( ) Building Custodian
- ( ) Head Cook
- ( ) Athletic Director
- ( ) Other

\_\_\_\_\_  
Building Secretary

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Superintendent