

## Class D

### OUT-OF-DISTRICT PRIVATE INTEREST GROUPS AND ORGANIZATIONS

Out of District adult or youth groups

Businesses located outside the Waukee Community School District

State or National organizations hosting workshops and/or conferences for membership

Meetings that are commercial in nature including soliciting, transacting financial business, or enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, and/or individuals conducting activities for which a fee or admission is charged or items are sold.

Businesses holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g. rehearsals, ceremonies, performances)

### SPECIAL EVENTS

The District welcomes local, state, and national groups hosting special events which enrich our community and provide a variety of lifelong learning opportunities for community members.

In scheduling such events, we must ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines were developed.

Guidelines for giving access to local, state, and national groups hosting special events in District facilities:

- People (adults and children) in our District are participating in the events, as well as being observers.
- The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
- Additional workload incurred for District staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
- The facilities are able to sustain the additional usage (e.g. a field seeded for fall cannot sustain a major summer soccer event; a school being prepared for an open house could not sustain a week of national basketball playoffs the week before).
- Summer usage does not prohibit major cleaning and repair projects from being accomplished.
- The nature of the event does not conflict with previously scheduled groups (e.g., a statewide band play-off disturbs previously scheduled college classes held in the same building).

Guidelines for establishing fees:

For-profit groups will pay Class D rates (Out-of-District groups, or for-profit activities).

- Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax exempt identification number.
  - Community Education may request a copy of the group's annual budget and/or the budget for the event.
- All groups must cover all personnel costs involved before, during, and after the event. This may include costs for building supervisors, custodians, technicians, and food service workers. Overtime hours incurred by the facility use personnel if the event requires an excessive amount of time to coordinate will be paid by the requesting group.
- A damage deposit will be required.

If groups are considered non-profit they are still required to pay personnel costs and they may be asked to cover direct costs of usage (e.g. electricity, water, air conditioning, heat)