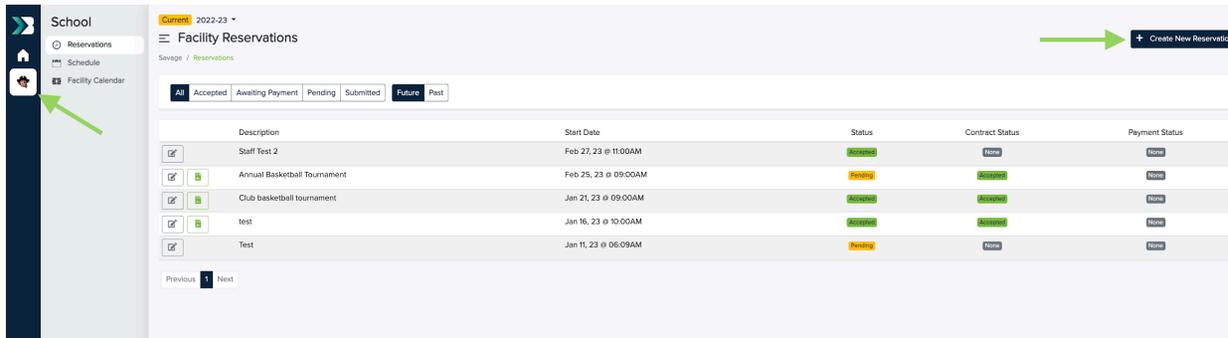
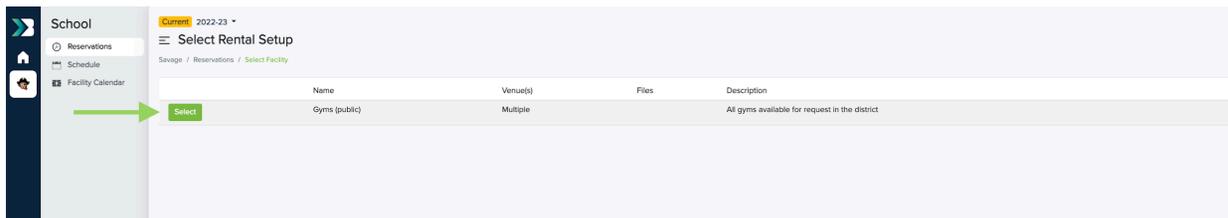


Making a Facility Reservation Request

Click the logo of the school you want to request a facility from, and then click the "Create New Reservation"



Select the Rental Setup (Rental Setups are groupings of venues and facilities, each school may manage these a little differently).



3. If applicable, Accept / Decline the school's Facility Use Policy (Declining will send you to the previous screen).

School

Reservations

Schedule

Facility Calendar

Current 2022-23

Facility Reservations

Sevage / Reservations

Facility Use Policy

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entities" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity and the use is consistent with state and local laws. Facility use will end no later than midnight unless express permission has been granted by the administration. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply. The school administration will determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations.

The administration may require that any use of school district facilities and equipment by entities be supervised by a school district employee or another individual approved by the school administration.

Entities using the school will conduct their own set-up. Furthermore, entities will complete their own teardown and cleanup. Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the liability of, the entity to use school district facilities or equipment in the future.

The board may allow nonprofit entities that serve North Tama students (such as Boy Scouts, Girl Scouts, 4-H, church youth groups, etc.) to use the school district facilities and equipment without charge. In certain circumstances the superintendent may waive rental fees for nonprofit entities using school facilities and equipment for the purpose of raising funds for North Tama students or programs. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Approved by the North Tama Board of Education on 9-19-16

Legal Reference:

- Iowa Code §§ 8D; 276; 278.1(4); 279.8; 287.9-11 (2013).
- 1982 Cp. Ady Gen. 581.
- 1980 Cp. Ady Gen. 202.
- 1938 Cp. Ady Gen. 196.

Cross Reference: 704 Revenue

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Tobacco use is prohibited in school district facilities, on school district grounds, and in school vehicles.
3. The administration may opt to require that a school district employee be present while the school district facility or equipment is being used by an entity.
4. Set-Up and Tear-Down/Cleaning: Entities will conduct their own set-up, subject to the rules and requests of the district. After use, entities will restore the facility to the condition it was in prior to its use, subject to the directions provided by the district. If district employees are involved in cleaning or otherwise restoring the facility 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.
5. 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.
6. 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.

Accept Reject

Enter a Description of your reservation, any Additional Requests you have, and Billing info (if applicable).



School

- Reservations
- Schedule
- Facility Calendar

Facility Reservation

Savage / Reservations / Edit

Rental Setup: Gyms (public)

All gyms available for request in the district

Files

1 Application Information

Reserver: Ames Little League

Email: michael@gobound.com
Phone: 5154504866

Description of your reservation.

Description of this reservation application.

Bound 3v3 Invitational Basketball Tournament

Additional Requests

Provide any additional info or requests for your reservation.

Facility Owner Notes

Notes from the facility owner about reserving this facility.

School

- Reservations
- Schedule
- Facility Calendar

Notes from the facility owner about reserving this facility.

Billing Contact Name

[check will be payable to the school- fill in above who will be receiving the check]

Billing Email

Billing Phone

Billing Address

Billing City Billing State Billing Zipcode

2 Email Notifications

3 Facility Reservations

Submit Application

>>

Use the Email Notifications section for anyone that you want to receive notifications related to this reservation.

School

- Reservations
- Schedule
- Facility Calendar

Current 2022-23

Facility Reservation

Savage / Reservations / Edit

Rental Setup: Gyms (public)

All gyms available for request in the district

Files

1 Application Information

2 Email Notifications

Add Additional Emails For Notifications

todd@gobound.com

Add New Email

3 Facility Reservations

Submit Application

Start entering your reservations. Enter the Title of that specific reservation, mark if it's a Recurring Reservation (start / end dates, start / end times for each day, and which recurring days of the week), enter the Reservation date, Start / End Time, choose the Facility (and Space if applicable), add any needed Setup / Teardown Time (mostly used by school staff for things like plays), and then click the green Add Reservation button.

The screenshot shows a web interface for creating a reservation. On the left is a dark sidebar with a 'School' header and navigation links for 'Reservations', 'Schedule', and 'Facility Calendar'. The main content area is titled 'Facility Reservation' and includes a breadcrumb trail 'Savage / Reservations / Edit'. Below this is a section for 'Rental Setup: Gyms (public)' with a 'Files' link. A progress indicator shows three steps: '1 Application Information', '2 Email Notifications', and '3 Facility Reservations', with the third step being active. The 'Create New Reservation' form contains the following fields: 'Title' (text input with 'Bound 3v3 Invitational Basketball Tournament'), 'Recurring Weekly' (checkbox), 'Date' (calendar icon and text input with '02/11/2023'), 'Day Start Time' (time picker with '09:00 AM'), 'Day End Time' (time picker with '03:00 PM'), 'Facility' (dropdown menu with 'Savage High School - Main Gym'), 'Space' (dropdown menu with 'All Spaces'), 'Set Up Time' (dropdown menu with 'No additional setup time.'), and 'Tear Down Time' (dropdown menu with 'No additional teardown time.'). A green 'Add Reservation' button is at the bottom of the form. A green arrow icon is visible in the bottom right corner of the form area.

If the selected date(s) / time(s) are available, the green message below will display. If there is a conflict, or the facility isn't available that day or time, it'll display the red messages below.

Note: Facility Request Applications aren't able to be submitted if there are any conflicts.

School

- [Reservations](#)
- [Schedule](#)
- [Facility Calendar](#)

Space

All Spaces

Set Up Time

No additional setup time.

Tear Down Time

No additional teardown time.

[Add Reservation](#)

Reservations

Title

Bound 3v3 Invitational Basketball Tournament

This facility is available on your selected date and time.

Date	Day Start Time	Day End Time
02/11/2023	09:00 AM	03:00 PM

Facility

Savage High School - Main Gym

Space

All Spaces

[Add Equipment](#)

[Cancel Reservation](#)

[Submit Application](#)

Reservations

Title

Bound 3v3 Invitational Basketball Tournament

This facility is not available on your selected date and/or time. Facility Availability: 6:00 am - 6:00 pm.

Date	Day Start Time	Day End Time
02/11/2023	03:00 AM	03:00 PM

Facility

Savage High School - Main Gym

Space

All Spaces

[Add Equipment](#)

[Cancel Reservation](#)

Reservations

Title
Bound 3v3 Invitational Basketball Tournament

This facility is available on your selected date and time.

Conflicts with a reservation at 9:00 am - 3:00 pm.

Date: 01/21/2023
Day Start Time: 09:00 AM
Day End Time: 03:00 PM

Facility: Savage High School - Main Gym

Space: All Spaces

Add Equipment Cancel Reservation

Once you've added all the reservations you need, click the green Submit Application button at the bottom of the page.

School

- Reservations
- Schedule
- Facility Calendar

Reservations

Title
Bound 3v3 Invitational Basketball Tournament - Day 1

This facility is available on your selected date and time.

Date: 02/11/2023
Day Start Time: 09:00 AM
Day End Time: 03:00 PM

Facility: Savage High School - Main Gym

Space: All Spaces

Add Equipment Cancel Reservation

Title
Bound 3v3 Invitational Basketball Tournament - Day 2

This facility is available on your selected date and time.

Date: 02/12/2023
Day Start Time: 09:00 AM
Day End Time: 03:00 PM

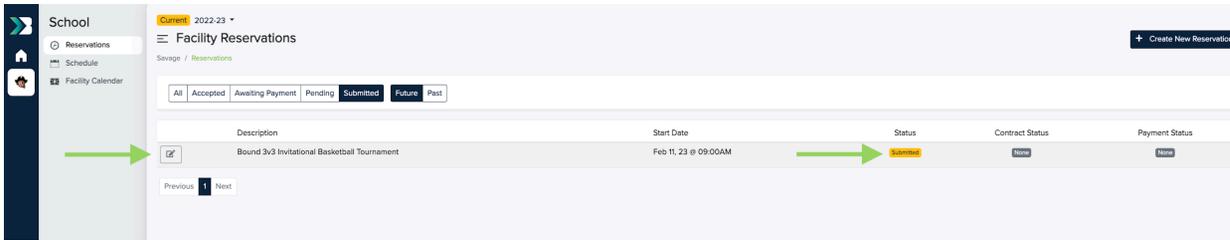
Facility: Savage High School - Main Gym

Space: All Spaces

Add Equipment Cancel Reservation

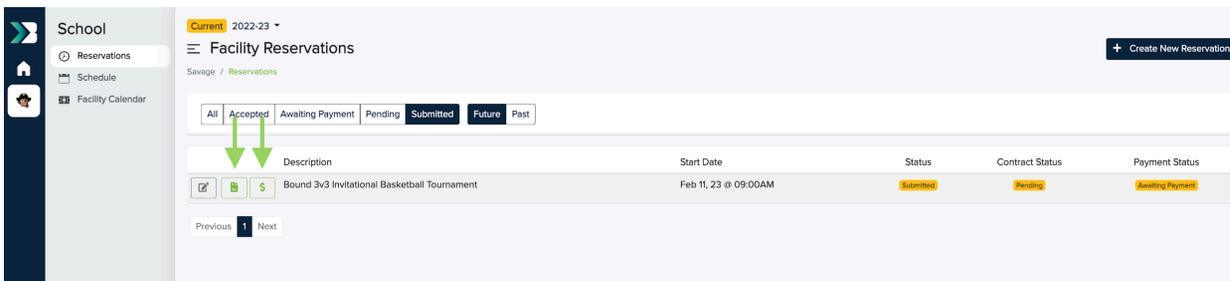
Submit Application

Once submitted, you'll see the application listed and its status on the Reservations page of your Facility Request account.



If your application is accepted, the school may generate a contract for you to review and sign, and / or, submit an online payment. Those will be indicated by these icons here.

Note: Each school manages the approval process differently, so your experience may vary.



To review and sign the contract, click the document icon, click the Contract link to review the contract, type your name to electronically sign the contract, and then click Accept.



To submit an online payment, (if applicable, schools should provide specific billing instructions).



School

Reservations

Schedule

Facility Calendar

Current 2022-23

Reservation Payment

Savage / Reservations / Payment

Complete Payment

Payment Info

Card number MM / YY CVC

Complete Payment

Summary

Rental Fee	\$1000.00
Subtotal	\$1000.00
Processing Fee	\$29.33
Total Cost	\$1029.33