

Iowa School for the Deaf
Facility Fee Schedule & Guidelines for Use Addendum

* To schedule use of any of the available resources at ISD, call 712-366-3200. A Facility Request form must be filled out and signed in advance with rental fees paid at the time of approval. All requests are subject to approval by the Iowa School for the Deaf Superintendent.

**** **Additional fees may be charged due to equipment uses.** ****

Facility	* Classification		
	A	B	C
Auditorium			
• per 4-hour session	ISD ONLY	---	---
Cafeteria / Staff Dining Room			
• per event usage	---	\$50	---
Practice Fields			
• for one use per week per season (extra days additional)	---	\$25	\$25
Picnic Shelter - near football field			
•per use	---	\$25	---
LMC Gymnasium			
• per 2-hour session	---	\$150	\$200
• per 4-hour session	---	\$200	\$350
(Maximum occupancy: 1,000 w/bleachers out)			
LMC Community Room			
• per 4-hour session (one room)	---	\$150	\$200
• per 4-hour session (both rooms)	---	\$200	\$350
(Maximum occupancy: Both rooms - 200 conference style, chairs only; 125-150 w/tables)			
(Maximum occupancy: Each room - 60-75 w/tables & chairs; 100 w/chairs only, middle aisle)			
(Each room measures 64' x 44'; Ceiling height= 20' tall)			

*** Classifications**

A = Iowa School for the Deaf

B = Regent Institutions; employee usage; AEA's; other school districts or other Government

Agencies - subject to approval. Includes set-up and break-down fees.

C = Groups; organizations or individuals not affiliated with ISD.

Community Use of School Facilities

The school's facilities will be made available at a reasonable rental fee to the community.

Community use of the facilities is permissible when:

1. The use in no way interferes with school activities.
2. The activity is lawful and does not conflict with Board of Regents, State of Iowa or administrative procedures.

3. Any person or group renting or using school facilities shall assume responsibility for maintaining order, protecting property and providing and assuring safety of persons participating or attending event.
4. School facilities, staff and students shall not be used in any manner for the promotion of services or products for private business gain.
5. School facilities shall not be used when the intended use is clearly inconsistent with the values of Iowa School for the Deaf.
6. Room uses are only for meetings, conferences, seminars, etc.
7. Iowa School for the Deaf is a smoke-free campus. Smoking is not permitted anywhere on our campus nor **in** private vehicles on our campus.

Additional Equipment List

Equipment Type	* Classification		
	A	B	C
Cordless Microphone (available only in certain venues)			
• hand-held	---	\$10	\$15
• lavalier	---	\$10	\$15
Wired Microphone (each)	---	\$5	\$5
LCD Projector with Screen	---	\$25	\$35
Screen Only (screen size = 14' x 10')	---	\$10	\$15
Presentation Laptop w/set-up	---	\$50	\$50
Flip Chart Easel (each - 2 available; must supply own paper & markers)	---	\$5	\$10
Podium	---	\$10	\$20
Gym Floor Tarp (required for non-sporting events in the LMC Gym)	---	\$350	\$350
Stage/Platform with stairs	---	\$200	\$200

Iowa School for the Deaf has limited audio-visual equipment and resources available for use. It is the responsibility of those requesting use of the equipment to list on the Facility Request Form those items which they would like. Please note: Last minute additions may not be available and will incur additional charges.

Catering Needs

Iowa School for the Deaf will not provide food or beverage service or table linens for any meetings or events other than those that fall under **Classification A**. Arrangements may be made with any outside catering service for your food and beverage needs and table linens. RED liquids are **not** allowed in any facility.