



WAUKEE INNOVATION & LEARNING CENTER

FACILITY USE GUIDELINES

The Waukee Innovation & Learning Center (WILC) building is owned and operated by the Waukee Community School District (the District). The District recognizes the uniqueness of the WILC compared to a traditional school building. Because of this, the information provided below is specific to the WILC only. The WILC still operates within the general guidelines outlined in the District's Facility Use Guidelines, however, exceptions will be included in this document.

I. Hours

Facility rentals can be made during the following dates and times:

- *School year:* Monday-Friday, 5:00pm-10:00pm, Saturday and Sunday, 7:00am-10:00pm
- *Summer:* Monday-Friday, 7:00am-5:00pm

II. Spaces

See attached fee schedule.

III. Fees

See attached fee schedule.

IV. Wi-Fi

Free wireless access is available throughout the facility.

V. Audio/Video

HDTV's, projectors and screens, interactive technology tables, microphones, and other audio/video are available for use. For an accurate listing of the audio/video in each space, please schedule a walkthrough with the Facility Use Coordinator.

VI. Allowable Sign/Decorations

All decorations must be approved and coordinated in advance with the Facility Use Coordinator.

Signs and/or decorations will not be allowed to be attached or hung on the walls or ceilings unless pre approved materials are used and approved by the Facility Use Coordinator.

The District's Operations Department has the final approval for all signs and/or decorations.

Nails, hooks, tacks, screws, bolts, and Command Hooks may not be used on any surface, wall, floor, or furnishings.

Helium balloons, confetti, glitter, fog machines, candles, and bubble machines will not be permitted.

All posters and banners for outside use must be pre-approved by the Facility Use Coordinator.

All decorations must be cleaned up and removed at the end of the event.

VII. Tables and Chairs

The District provides the basic table and chairs to be used during the event.

Renters can choose from current District tables and chairs in the space, District large round tables and event chairs, or rent their own tables and chairs.

The District has the following tables and chairs available for rental use:
(30) large event tables (seat 10 per table)
(300) event chairs (folding chairs)

For an accurate number of tables and chairs in each space, please schedule a walkthrough with the Facility Use Coordinator.

VIII. Set-Up

Accommodating requests for different space set-up is limited by the configuration of the space, square feet in the space, and legal capacity of the space. Please see space layout options available from the Facility Use Coordinator.

The District may require two facility supervisors for set-up and/or tear-down.

IX. Food/Catering

No on-site kitchen is available for use. All catering must be brought in and taken out for the rental. Trash removal will be provided. Linens are not provided.

The District allows "open catering" to all licensed caterers. The District does not provide a list of preferred caterers. Arrangements for catering details are to be made between the renting party and the caterer. The renting party is required to update the Facility Use Coordinator on catering details.

Chafing candles are OK to use.

X. Alcohol/Smoking

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, other controlled substances, or

look-alike substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by individuals while on District property or on property within the jurisdiction of the District.

The Board also prohibits the distribution, dispensing, manufacturing, possession, or use of e-cigarettes, vaping paraphernalia, like objects, and look-alikes; regardless of the substance inside, by individuals while on District property or on property within the jurisdiction of the District. (Board Policy 1004.1-R(1))

This substance-free environment requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored events. Persons failing to abide by this restriction shall be required to leave the District premises immediately. (Board Policy 1003.7)

XI. Music

No building-wide audio system is available for use. Individual meeting spaces may have sound in specific rooms. Any building-wide music system or DJ equipment must be brought in and taken out for the rental.