



**WAUKEE SCHOOLS**

**NATATORIUM**

**FACILITY USE GUIDELINES**

The Waukee Schools Natatorium building is owned and operated by the Waukee Community School District (the District). The District recognizes the uniqueness of the Waukee Schools Natatorium compared to a traditional school building. Because of this, the information provided below is specific to the Waukee Schools Natatorium only. The Waukee Schools Natatorium 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:  
*Dependent upon district aquatic programming*

**II. Spaces and Meet Operations Computer**

See attached fee schedule.

**III. Fees**

See District fee schedule.

**IV. Wi-Fi**

Free wireless access is available throughout the facility.

**V. Audio/Video**

HDTV, projectors and screens, microphones, and other audio/video are available for use when hosting meets.

**VI. Allowable Sign/Decorations**

All decorations must be approved and coordinated in advance with the Director of Aquatics.

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 Director of Aquatics.

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 are not permitted.

All posters and banners for outside use must be pre-approved by the Director of Aquatics.

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 or rent their own tables and chairs.

For an accurate number of tables and chairs in the Waukee Schools Natatorium, please schedule a walkthrough with the Director of Aquatics.

**VIII. Set-Up**

Accommodating requests for different pool configurations is limited by other aquatic programming at the Waukee Schools Natatorium. Additionally, legal capacity for the Waukee Schools Natatorium must be considered while planning events and meets. Please see limitations available from the Director of Aquatics.

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 after the rental. Trash removal will be 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 Director of Aquatics on catering details.

Chafing candles are permissible 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. Glass**

Glass items including bottles, dishes, vases, and all other glass items are strictly prohibited from entering the natatoriums and spectator stands. The renting party is responsible for all who attend the events they host and are liable for the expense to drain and refill either pool along with the loss of revenues from future rentals which are impacted by the closure of the pools should broken glass enter either pool during the event for which the Waukee Schools Natatorium is being rented.

Glass items may be used in the on-deck classroom or lobby provided that these items do not enter the natatoriums and spectator stands. Again, the renting

party assumes the responsibility for assuring that all abide by this policy as well as the liability of glass breakage entering either pool.

**XII. Lifeguards**

Lifeguards employed by the District will be provided with the expense for these employees being charged to the renting party. Lifeguards have the authority to require individuals who are not abiding by pool rules to leave the pool and/or exit district property.

**XIII. Concessions**

The District reserves the right of refusal to provide concessions for all event rentals at the Waukee Schools Natatorium. Should the District choose not to provide concessions, the group renting the Waukee Schools Natatorium may provide concessions for sale and retain revenues from concessions sold.

**XIV. Meet Vendors**

The District reserves the right to contract with meet vendors for all events/meets held at the Waukee Schools Natatorium. All proceeds provided by the vendor will be retained by the District.

**XV. Rentals**

All rental requests must be approved by the Director of Aquatics or Chief Operations Officer.