

**SCHOOL DISTRICT CAMP AND CLINIC REGULATION**

**NO. 905.1R3**

It is the intent of school district to allow the school districts / teachers and coaches to use school facilities and equipment for camps and clinics under the following guidelines:

The school district will not charge for the use of facilities or equipment as long as a camp or clinic meets all of the following terms and conditions:

1. All arrangements for the camp or clinic must be presented to the activities director a minimum of one (1) month prior to the scheduled dates.
2. Contact with the administration business office must be made by the teacher or coach with dates cleared by the business office and the activities office.
3. The primary function of the camp or clinic must be for the students in the school district.
4. The sponsoring teacher or coach must provide proof of liability insurance which may be obtained through the school district’s insurance carrier, EMC Insurance of Des Moines, by contacting Cady Insurance. The activities office can provide the insurance forms.
5. After paying for the expenses of the camp or clinic, the proceeds from such camp or clinic must be forwarded to the activities director to be deposited in the school district’s activity fund to be used to benefit the program for which the camp or clinic was offered.
6. Any damage to school district facilities and/or equipment must be reimbursed to the school district from camp or clinic proceeds.
7. All rules and regulations pertaining to camps or clinics will be adhered to by the school district, all employees involved in scheduling and conducting camps or clinics, and all participants in camps or clinics.

Any camp or clinic that involves the use for school district facilities and/or equipment requires a signed agreement with the athletic director at the high school and business office at the administration building.

Approved: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Revised: ~~6/22/09~~  
05/10/21