



<b>To</b>	mhalac@cpuschools.org
<b>Cc</b>	
<b>Bcc</b>	⌘ Person
<b>Subject</b>	Facility Usage Request

CENTER POINT-URBANA CSD

### Facilities Request / Rental Application Form

<b>NAME OF ORGANIZATION/INDIVIDUAL</b>	Hawkeye Chapter of CEF of Iowa
<b>PERSON MAKING RESERVATION</b>	Rod Peyton
<b>PERSON AT EVENT</b>	Jenny Smid
<b>ADDRESS</b>	5925 Council St. N.E. Suite 170 Cedar Rapids, IA. 52402
<b>PRIMARY PHONE</b>	319-361-9214
<b>EMAIL</b>	rodpeyton.cef@gmail.com
<b>TYPE OF ENTITY / ACTIVITY</b>	Good News Club
<b>DATES AND TIMES FOR USE</b>	3/19/26, 3/26/26, 4/2/26,4/9/26,4/16/26 & 4/23/26
	3:20 pm - 5:00 pm

<b>FACILITY ACCESS REQUESTED (Check appropriate facilities as needed)</b>			
<b>HIGH SCHOOL</b>	<b>MIDDLE SCHOOL</b>	<b>INTERMEDIATE SCHOOL</b>	<b>PRIMARY SCHOOL</b>
<input type="checkbox"/> HS Gym	<input type="checkbox"/> MS Gym	<input type="checkbox"/> INT Gym	<input type="checkbox"/> PRI Gym
<input type="checkbox"/> HS Commons	<input type="checkbox"/> MS MP Room	<input type="checkbox"/> INT Multipurpose Room	<input type="checkbox"/> PRI Multipurpose Room
<input type="checkbox"/> HS Library	<input type="checkbox"/> MS Library	X <input type="checkbox"/> Other- Primary School Library	
<b>RATE CLASS (Circle appropriate "Class" below - fee schedule on back)</b>			
<b>Class I</b>	School District and District Sponsored Activities ( <i>No Rental Fee</i> )		
<b>Class II</b>	Public Agencies, District Co-Sponsored Events and CPU Community Youth Teams/ Organizations ( <i>No Rental Fee – subject to custodial fee if applicable</i> )		

<b>Class III</b>	Community Non-Profit Organizations, Civic Organizations and Educational Institutions (recognized as 501 9c)3 organization) ( <i>Subject to Fee Schedule / Certificate of Liability Insurance Required</i> )
<b>Class IV</b>	For Profit Organizations / Activities and Other Private Interest Groups; Youth Teams Consisting of Participants from both CPU and other Communities ( <i>Subject to Fee Schedule / Certificate of Liability Insurance Required</i> )

### Facilities Request / Rental Stipulations

1. An individual or entity must be a resident of the Center Point-Urbana CSD, at least 18 years old, and a non-student.
2. The number of facility requests will be limited on a case-by-case situation (e.g. Request to access all buildings).
3. All usage of facilities must be reserved through the Facilities Manager.
4. All Board Policies relative to tobacco, alcohol, and controlled substances will be observed.
5. Reservation does not include storing equipment without prior approval by appointed District representative.
6. Proof of appropriate liability insurance is **REQUIRED** and **ON FILE** prior to the reservation.
7. Agree to waive and hold harmless the districts, its agents, employees, and officials from all claims and/or damages that may arise by reason of any negligence or misuse on the part of the organization, entity, or individual using district facilities.

<b>FEE SCHEDULE</b>				
<b>Facility</b>	<b>Class I – II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Notes:</b>
Classrooms	NC	\$25	\$50	Intergovernmental arrangements established through 28E agreements or contracts with specific organizations will supersede fees established in this schedule. Fees and use are determined by the Superintendent.  The Superintendent may approve alternate contractual agreements; including fees, for the betterment of the community and school.
Gymnasium – CPU Main HS & MS	NC	\$100 Per hour, plus staff costs	\$100 Per hour, plus staff costs	
All Other Gymnasiums / Multi-Purpose Gyms	NC	\$100 Per hour, plus staff costs	\$100 Per hour, plus staff costs	
All Concession Stands	NC	No Access	No Access	
HS Commons / MS Multipurpose Room	NC	\$100 Per hour, plus staff costs	\$100 Per hour, plus staff costs	
Wrestling Room	NC	No Access	No Access	
Kitchens	NC	\$100 Per hour, plus staff costs	\$100 Per hour, plus staff costs	
Outdoor Athletic Fields (Competition Fields / Track, All Practice Fields – District Wide)	NC	\$50 Per Hour	\$100 Per Hour	
Parking Lots	NC	\$50 Per Hour	\$100 Per Hour	
Custodial Fees	Custodial Services required beyond normal duties will be billed to the user for clean up at the applicable rate. Contact District Office for that rate.			

### Fee Schedule Rates

1. In addition to user fees listed in the above schedule, the CPU District may assess costs for custodial, food service, refuse disposal, and/or repair and maintenance services as necessary. The Custodial and Maintenance Departments will provide the costs for the incurred expenses to the District Office to invoice users for those additional services and/or repairs.
2. Rates for use are based on hourly rates per time, based on a maximum of a twelve (12) hour period.

**Facilities Request / Rental Application Signatures / Approval**

By signing below, the above listed organization or individual agrees to abide by the rules and CPU CSD Board Policies including Policies 905.01 and 905.01-R (1) and R (2): Community Use of School District Facilities and Equipment and to be responsible for any damage or other such unusual expenses arising from the use of district facilities. Violation of any of the Board Policies and related stipulations including providing access to school facilities to non-authorized person(s) may result in the suspension and/or revocation of access/usage to district facilities.

Signature of Facilities Requestor: Rod Peyton\_\_\_\_\_ Date: 2/16/2026\_\_\_\_\_

CPU CSD Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>***** DISTRICT OFFICE USE ONLY *****</b>		
Proof of Liability Insurance	Fob Issued on Date:	Billable Fee:
Request Form Information Complete	Fob Set to Expire on Date:	

The Hawkeye Chapter of CEF of Iowa is requesting to be included in the Category 2 class rating equal to the Boy Scouts, Girl Scouts & 4-H with no fees charged for use. Our organization does have proof of liability insurance.