

Proposal to the Clarinda Community School District Board

Prom 2026 – Off-Campus Venue Plan

Submitted by: Class of 2027 Student Council

The Class of 2027 Student Council respectfully submits this proposal for Prom 2026. After careful discussion, planning, and comparison of options, we believe an off-campus prom would provide a memorable, safe, and well-organized experience for all attending students.

Additionally, this venue would be available free of charge. Tammy Kent has offered to donate the use of **The Barn at Kent Farms** to the Junior Class for Prom 2026, allowing funds to be used for food, transportation, entertainment, decorations, and safety measures.

Proposed Venue

The Barn at Kent Farms

1232 250th Street

New Market, Iowa

Max Occupancy: 300

This venue provides the space, layout, and atmosphere needed to support Prom 2026 while offering a safe and unique experience for students.

Prom Date & Itinerary

Date: April 25, 2026

- **6:15–7:15 PM** — Prom Walk-Up at High School
- **7:45 PM** — School transportation departs
- **8:30–10:30 PM** — Dance with refreshments
- **10:30 PM** — School transportation departs back to HS

Final times will be communicated to students and parents once approved.

A DJ has already been secured for April 25th, from 7:00 PM–11:00 PM

Pre-Dance Walk-Up Details

Walk-up will be held at the high school prior to the dance. It will be located at the front entrance of the school, starting at 6:15 and ending at 7:15.

- Students will walk up in front of the school and congregate in the new middle school commons
 - Here, families can see them and take pictures after watching them walk.
 - A formal photo-op will be set up inside with a photographer.
 - There will be about 30 minutes for people to congregate after walk-up ends and before the bus leaves for the barn.
 - Everyone not on the bus will get their cars from where they will be parked in the student parking lot (green on the map), and have 45 minutes to get to the barn before the required time.



Parents will **NOT** be allowed at Kent Farms (except for the approved supervisors). We plan to have a paid photographer out at the venue taking candid photos throughout the dance for parents and students to enjoy.

Transportation Plan

School-provided transportation will remain the primary and preferred mode of transportation for Prom 2026. However, the following procedures are proposed to address transportation exceptions and supervision needs:

- **Transportation Waiver Requirement**

Any student who chooses not to ride the provided school transportation must submit a signed

parent/guardian waiver and permission form. The following proposed waiver has already been approved by Superintendent Privia and Mr. Cox and is in accordance with their requirements.

- The waiver will include three check box options for parents to mark accordingly:

- 1) My child is attending prom and will be riding the provided transportation
- 2) My child is attending prom and will be driving themselves
- 3) My child is attending prom and will be riding with someone else

If a child is riding with someone else they must list who will be driving on the waiver.

If either of the boxes for personal transportation is marked, a parent/guardian signature is required.

- This form must be turned in by all prom attendees by **Thursday, April 16th**.
- Students without a completed waiver will not be permitted to enter the venue if they did not arrive on school transportation.

- **Bus Details**

- We plan to use a school-provided bus.
- The Junior class will pay for any fuel costs.
- Scott Downey is an approved school driver and has volunteered to drive the bus as a Junior parent, free of pay.

- **Arrival Deadline for Non-Shuttle Students**

A specific arrival time will be established for students who do not ride the school shuttle.

- Students must arrive by the start of the dance (**8:30 P.M.**).
- Doors will be locked after this time.
- Appropriate time between walk-up and the dance will be allotted to ensure all students have time to get out to the venue.
- A member of our supervision will be at the entrance, checking students off as they arrive.
- Parents/guardians will be contacted if a student fails to arrive by the required deadline.

- **Supervision Coverage**

Administrators and approved sponsors will be assigned supervision duties and will split coverage between:

- Clarinda Jr./Sr. High School during departure
- The prom venue throughout the evening

There will be enough supervision to monitor each of the exits present at the venue, as well as throughout the dance itself, and on the transportation to and from. Supervisors include:

- Our three Junior class sponsors
- Three administrators
- At least five approved parents

This ensures consistent oversight, accurate headcounts, and student accountability.

Safety & Security Measures

Our goal is to provide a safe environment, while also making prom an enjoyable experience for everyone.

- **Exits**
 - There are seven total exits all the way around the building.
 - Not all exits are openly accessible to guests in the venue.
 - Three main exits are used for event guests.
 - We will have supervisors monitoring all available exits throughout the night to ensure student safety.
- **Emergency Plan**
 - At the venue itself, there is no specified emergency plan in case of something like a tornado.
 - There is a storm shelter at the farmhouse, but we have been informed it will not fit everyone at the event.
 - If there is a chance of bad weather, we plan to have prom at the high school like previous years to avoid the risk of transporting people.
- **Restrooms**
 - There are two available restrooms inside the venue.
 - These have been utilized for weddings of 150 people.
 - They are family restrooms, but we plan to mark off one for men and one for women for the night.

To ensure a safe event, the Student Council requests approval for:

- Adult chaperones and supervision at both the school and the venue
- Headcounts before departure and at the end of the event

Insurance & Financial Responsibility

- The venue does not require specific insurance to be paid through them. We must provide our own form of Event Liability Insurance.
- Insurance for After-Prom has already been paid for, but we are waiting on board approval before purchasing insurance for the dance.

Communication Plan

All students and parents/guardians will be clearly informed of the prom plan, expectations, and procedures well in advance of the event. We have already been updating students and parents throughout this process, but all the finalized plans will be communicated effectively. The information will be shared

through school-approved communication channels to ensure understanding and compliance. If approved, a PDF version of the transportation waiver will be sent to everyone, in addition to it being available in the main office at school to ensure everyone has access to it.

Conclusion

The Class of 2027 Student Council believes Prom 2026 at **The Barn at Kent Farms** will provide a safe, organized, and memorable experience while maintaining strong oversight and clear procedures. We appreciate the school board's consideration and welcome any questions or feedback.