

Policy Title: **Facilities, Sites, and Equipment Use Fee Schedule**

Policy #1003.1R2

Set up fee (if applicable) = hourly pay rate of custodian(s) times the number of hours worked.

ROOM	CLASS A or B	CLASS C	CLASS D	CLASS E
Any School Cafeteria w/o Kitchen	Charge may apply	\$10 / hr.	\$25 / hr.; 3 hr. min.	Charge may apply
Any School Cafeteria with Kitchen	Charge may apply*	\$40 / hr.*	\$125 / hr.*	Charge may apply*
Any School Gym	Charge may apply	\$10 / hr.	\$25 / hr.	\$25 / quarter yr
Any Auditorium	Charge may apply	\$30 / hr.	\$150 / hr.	Charge may apply
Any Classroom	Charge may apply	\$5 / hr.	\$25 / hr.	\$25 / quarter yr
ICN Room	Charge may apply	\$12.50 / hr.	\$12.50 / hr.	\$25 / quarter yr
Any Media Center	Charge may apply	\$10 / hr.	\$50 / hr.	\$25 / quarter yr
Any Computer Lab	Charge may apply	\$20 / hr.	\$60 / hr.	\$25 / quarter yr
Cancel/Add/Change	Charge may apply	Min. \$5, Max 100% of cost	Min. \$25, Max 20% of cost	Charge may apply
Baseball or Softball Field	Charge may apply	\$10 / hr.	\$150 / hr.	Charge may apply
Football Field / Stadium	Charge may apply	\$10 / hr. - 3 hr. min.	\$500 / hr (3 hr. min.)	Charge may apply
Stadium Scoreboard	Charge may apply	\$5 / hr. per scoreboard	\$50 / hr.	Charge may apply
Track / Field	Charge may apply	\$10	\$350	Charge may apply
Any room / facility used for rehearsals	Charge may apply	\$10 / hr.	\$20 / hr.	Charge may apply
Personnel Fees				
Auditorium Stage Technician	\$25 / hr. - 3 hr. min	\$25 / hr. - 3 hr. min	\$25 / hr. - 3 hr. min	\$25 / hr. - 3 hr. min
Event Supervisor	\$13 / hr. - 2 hr. min	\$25 / hr. - 3 hr. min	\$25 / hr. - 3 hr. min	\$13 / hr. - 2 hr. min
Custodian (4 hr. min.)	\$25 / hr.	\$25 / hr.	\$25 / hr.	\$25 / hr.
Food Service Supervisor	\$25 / hr.	\$25 / hr.	\$25 / hr.	\$25 / hr.
Police / Security	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Sound / Light (student)	\$10 / hr.	\$10 / hr.	\$10 / hr.	\$10 / hr.
Sound / Light (adult)	\$20 / hr.	\$20 / hr.	\$20 / hr.	\$20 / hr.

Note: Fractions of hours will be rounded up to the next hour.
 -Custodian required for all facilities usage.
 -Superintendent / Board may waive fees for any group at the discretion of the Superintendent or Board.
 -All facility and equipment rental subject to availability.
 * Food Service Supervisor required for all kitchen use in any building.

<p>ADDENDUM Gym use for AAU or other approved youth athletics / activities program 1-3 hr. \$25 3-6 hr. \$50 6 hr+ \$75</p> <p>CLASSROOMS FOR COLLEGES - \$10/hr. HALLWAY - \$20/hr. POLICE / SECURITY – Actual Cost</p>
<p>RATES FOR EQUIPMENT USE A \$50 deposit will be required for all rental equipment.</p> <p>TV / VCR / DVD PLAYER - \$12.50 / hr. PIANO - \$50 flat fee, must be at school already. PA / MICROPHONE - \$50. OVERHEAD PROJECTOR - \$15 / hr. LCD Projector w/ Computer- \$25 / hr.</p>
<p>SEATING CAPACITY</p> <p>High School Auditorium – 400 Middle School Auditorium – 410 High School Gym – 1044 Middle School Gym - 975</p>
<p>LIABILITY INSURANCE</p> <p>The school district shall require a signed Group Representative Responsibility Agreement from all requesters. The school district also requires a signed contract and Hold Harmless Agreement from all requesters, except school district employees requesting facilities for school district activities. All community groups are responsible for their own insurance coverage. The school district may require a certificate of insurance indicating liability insurance coverage with the minimum amount of \$300,000 combined single limit of bodily injury and property damage liability to be filed with the Superintendent’s Office prior to the first scheduled event. A certificate of insurance is not required from school district employees or school district volunteers when the activity is a school district</p>
<p>EVENT SUPERVISOR</p> <p>An Event Manager fee will be paid to have a school district employee managing the event on behalf of the school district when the event will have more than 30 people in attendance at a Class C or Class D event, or smaller groups at the discretion of the Activities Director. The Activities Director may choose to require an Event Manager at Class A, Class B, or Class E events when the event will have more than 30 people in attendance. People in attendance is defined as the sum of participants and spectators.</p>