

## FEE SCHEDULE FOR USE OF SCHOOL FACILITIES AND GROUNDS

1- Organizations wishing to use District facilities shall first apply to the District Administration on the prescribed form at least 2 weeks prior to date requested. The District Administration or his/her designee has final authority on approval.

2- In even of inclement weather, the District Administration or his/her designees has the final authority on whether facilities are usable.

3- Class II and Class III parties must provide the District with a Certificate of Insurance.

4- The district will not charge fees to Class I groups, district associated programs such as; Athletic teams, District employees, PTO, PTA, school club activities, etc.

5- The district will charge Class II groups; Community groups within the district, Local youth groups, Adult groups from the community (A minimum of 50% of users must be district residents), Governmental agencies located within the district or State agencies, fees based on the schedule below.

6- The district will charge Class III groups; Outside/Private groups comprised of non-district residents and groups having less than 50% district residents as participants, fees based on the schedule below.

Facility	Class I	Class II	Class III
Classroom	No charge	\$10.00 per hour	\$20.00 per hour
Library	No charge	\$20.00 per hour	\$30.00 per hour
Cafeteria	No charge	\$20.00 per hour	\$30.00 per hour
Gymnasium	No charge	\$25.00 per hour	\$50.00 per hour
School Yard	No charge	\$10.00 per hour	\$20.00 per hour

7- There will be no charge for custodial services during regularly schedules hours, Mon.- Fri. 7:00am- 9:00pm. Any groups or individuals wishing to utilize the building during hours when custodians are not on duty will be required to pay an additional \$25.00 per hour. Assignment of custodial services will be at the discretion of the administration. This rule may be waived

8- Any damage to District facilities shall be promptly repaired at the renter's expense. No exceptions.

9- Use of tobacco, possession or use of intoxicating liquor or illegal drugs and/or fighting will not be allowed on the school district premises or within any facility use.

10- Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.

11- Permits may be revoked at any time.

12- Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.

13- The user in all cases will be expected to clean the facility, field and leave it as they found it or be charged to return the facilities to the original condition.

### *Group Contact Person*

Each group using school facilities must designate one person who will serve as the contact for communication from and to district staff. The “Group Contact Person” will also assume responsibility for:

- Scheduling of activities
- Communication with group members and the school district
- The conduct of the group members
- The proper use of school property
- The payment of any fees due
- Enforcing district regulations
- Obtaining building closure information via the media
- Being aware of emergency weather
- Conditions which may cancel a program (i.e. closing school early due to weather)

### *Use of School Equipment*

Use permits include use of normal furniture and large equipment that is usually assigned to that particular area of the building. NO school property or equipment is to be altered or removed from the premises. The permit holder will be expected to furnish his or her own expendable supplies (e.g. basketballs, computers , audio video equipment, etc.)