

# Condon School District 25J

Code: **KG/KGF/EDC-AR(1)**  
 Revised/Reviewed: 1/08/02; 11/09/05; 11/20/08;  
 4/13/16  
 Orig. Code(s): KG/KGF/EDC-AR(1)

## Community Use of District Facilities and Equipment (Deposit and Fee Schedule)

Recognizing that the district has a multi-million dollar investment in its facilities, equipment and grounds, which must be protected, and recognizing that certain nonschool activities allow maximum community benefit, the following deposit and fee schedule, as amended from time to time, shall be in effect.

**Deposit Fee Schedule:** The following damage/cleaning deposits shall be required:

	<b>Youth Groups Nonschool Activities</b>		<b>Adult Groups Nonschool Activities</b>	
	<b>Deposit</b>	<b>Amount</b>	<b>Deposit</b>	<b>Amount</b>
	<b>Single Use</b>	<b>Multiple Use</b>	<b>Single Use</b>	<b>Multiple Use</b>
Classrooms	\$25	\$25	\$25	\$50
Cafeteria	\$25	\$25	\$25	\$50
Gymnasium	\$50	\$100	\$50	\$100
Kitchen/Cafeteria	\$100	\$100	\$100	\$100
Libraries	\$50	\$100	\$50	\$100
High School MPR	\$50	\$100	\$50	\$100
Play Shed	\$50	\$100	\$50	\$100
Swimming Pool	\$50	\$100	\$50	\$100
Fields	\$50	\$100	\$50	\$100
Tennis Court	\$50	\$100	\$50	\$100
Track	\$25	\$50	\$25	\$50

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges from damages and cleaning required after the use by an individual or group shall be assessed against the user's deposit if not included in normal district maintenance. In the event that the deposit is not used, it will be returned to the user.

**Insurance:** The user shall procure and maintain in force, without cost or expense to the district, on or before the commencement date of this agreement and throughout the agreement term or as long as the user remains in possession of the facility, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the facility with liability limits of not less than \$1,000,000, per occurrence. The user shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be cancelled or modified for any reason without 15 days prior written notice to the district. The user shall provide the district with a certificate or certificates of such insurance within 10 days of the execution of the Agreement.

**Agreement to Indemnify:** User shall indemnify the district from, and against, any and all claims, demands, causes of action, suits or judgment, including, but not limited to, any claims of insurance carriers, the Department of Labor and Industries, the Department of Social and Health Services, and any federal agency, health care provider of governmental, taxation agency, including costs and expenses incurred in connection therewith, for deaths and injuries to persons or for loss of or damage to property arising out of, or in connection with, the use and occupancy of the facility by the user, its agents, servants, employees, or invitees. In the event of any claims made or suits filed, the district shall give the user prompt written notice thereof and the user shall have the right to defend or settle the same to the extent of its interest hereunder.

**Rental Fee Schedule:** In addition to the required deposits, the following hourly rental fees shall be required. All fees are on an hourly basis. After the first hour, any portion of an hour beyond 15 minutes shall be charged a full hour. Daily use will not be charged more than eight hours per day. The superintendent may waive or adjust fees based on individual circumstances.

	<b>Youth Groups Nonschool Activities</b>	<b>Adult Groups Nonschool Activities</b>
	<b>Rental Fee</b>	<b>Rental Fee</b>
Classrooms	\$3/hour	\$10
Cafeteria	\$5/hour	\$25
Gymnasium	\$5/hour	\$25
Kitchen/Cafeteria	\$25	\$25
Libraries	\$5/hour	\$10
Home Ec Room	\$25	\$25
High School MPR	\$5/hour	\$25
Play Shed	\$5/hour	\$25
Swimming Pool	\$65	\$65

**Service charges:**

1. Set-up service charge: Whether or not the facility being used is rent free, whenever set-up or take down is required, the organization or group shall pay a service charge of \$50 for the first hour and the districts cost for the time worked for every hour thereafter.
2. Custodial service charge: Whether or not the facility being used is rent free, whenever a custodian is required to be on duty for the expressed purpose of the facility use, the organization or group shall pay a service charge equal to the districts cost for the time worked.
3. Kitchen service charge: Whether or not the facility being used is rent free, whenever the kitchen is utilized, a kitchen worker must either be on duty to assist the organization or group or the organization or group must have received orientation on kitchen equipment use and procedures. If a kitchen worker is on duty, the organization or group shall pay a service charge equal to the districts cost for the time worked.

**Equipment Use Fees:**

Copy machine: \$0.10 cents per copy;

Fax machine: Outgoing – Local or Toll Free: No Charge  
Long distance: \$0.25 per page  
Incoming – All: \$0.25 for each page

**Videoconferencing Fee Structure:**

<b>Groups/Hours</b>	<b>User Fee</b>
K-12 (school hours)	No Charge
K-12 (after hours)	\$50/hour
Post Secondary Users	Annual Contract (not to exceed \$50/hr)
Community Users	Cost basis

<b>Definitions of Activities:</b>	<b>Fees*</b>
Youth-related school activities (e.g., school athletics, clubs, etc)	None
Youth-related nonschool activities (e.g., Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit Only (Kitchen Rental Fee)
Adult-related school activities (e.g., community school activities, Booster Club, etc.)	None
Adult-related non-school activities-building only (e.g., church groups, fraternal organizations, commercial groups, social, alumni, etc.)	Deposit and Rental Fee
Adult-related nonschool activities – grounds only (e.g., adult softball, volleyball, etc.)	Deposit Only

The fees for any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Board or its designee.

\* **Note: The applicable service charges will apply for all activities except those defined in 1. above if a district employee is required to be on duty to assist the organization or provide set-up, custodial or other services.**