

Community Use of District Facilities
(Procedure and Fee Schedule)

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain non-school activities allow maximum community benefit, the following fee schedule, as amended from time-to-time, shall be in effect:

1. Damage/Cleaning Deposit Schedule

a. The following damage/cleaning deposits shall be required:

Area	Deposit	Amount
	Single Use	Multiple Use
Gymnasium	\$50	\$100
Kitchens	\$100	\$100

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

b. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the school/community director and athletic director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.

2. Rental Fee Schedule

a. In addition to the required deposit, the following rental fees shall be required for non-profit.

Area	Rental Fee
Gymnasiums	No fee
Kitchens	\$25 each use

b. The following rental fees shall be required for profit (for building use only).

Area	Each Use - Fee	Maximum Fee
Gymnasiums	\$25/day	\$100
Kitchens	\$50/day	\$100

3. All organizations must use district employees for weekend activities use. The staff member is responsible for access, security, supervision, and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current collective bargaining agreement. If neither a school custodian nor other staff member is available, the organization will be declined a Building Use Request form.
4. If district kitchen facilities are used, a district employee (cook) will be on duty at all times at the rate stated in the current collective bargaining agreement. In some cases, custodians may be hired.
5. Decision as to custodian and cook hours will be made by the school/community director.
6. Payment (deposit/rent) must be submitted and received before a Building Use Request form is issued.
7. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.
8. All cleaning/security deposits remain the property of the user's organization and are refundable until such time an assessment is made against the user; within ten working days following use.
9. All fees and assessment shall be deposited to the school office and shall be used for the facility's operational costs.
10. The Board or its delegate retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with users' groups (damages, etc.) will be documented and may preclude future use.
11. If there is a question as to the group's classification, it will be reviewed by the facility/grounds usage committee and a decision will be rendered.
12. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school/community director.