



## Community Use of District Facilities

The district supports community use of district facilities when such uses do not interfere with district programs (see Board policy KG - Community Use of District Facilities). The district has delegated the administrative management of its community building use to the Facilities Department. It is responsible for developing and maintaining the procedures, fees and guidelines for facility use, which are outlined in this administrative regulation (KG-AR).

The district shall, subject to the terms of its policies, charge certain fees to off-set costs incurred by the district through community use of facilities, especially during non-school hours and days. These costs may include but are not limited to utilities, personnel services, equipment and/or supplies.

In keeping with the requirements of federal and state law, the district strives to remove any vestige of discrimination in location and use of facilities (see Board policy AC - Nondiscrimination). The district will grant approval for community use in accordance with the procedures outlined below and without regard to race, religion, sex, sexual orientation, national origin, disability, marital status or age.

Employees of the district must follow the same registration and application approval process to use district facilities as would apply to any external user when the proposed use is not directly related to the performance of their regularly assigned duties. District personnel are not authorized to provide the use of additional space or equipment not included in an approved application.

### PROCEDURES AND CONDITIONS FOR FACILITY USE

1. **Priority:** It is recognized that school facilities (buildings, grounds, etc.) are intended for the benefit of public education and that use by the community is an important, but secondary, function of the facilities. Therefore, school use of facilities shall have priority over the community uses and shall pre-empt public and private use as necessary (individual schools have priority over the use of their own facilities). In weighing competing requests, Class A use shall have priority over Class B use, Class B over Class C, Class C over Class D, and Class D over Class E use.
2. **Youth Club Sports:** The Redmond School District (RSD) recognizes that youth club sports are an important part of the development of our athletics programs and are defined with Class "B" User group.
3. **Registration:** Registration and approval through the Facilities Department is required before site application for facility use is to be submitted. User registration must be renewed annually for each school year.
4. **Application:** Requests for facility use shall be made using the approved district application form and procedures (Step 2) and shall apply to the specific dates, locations and times stated on the application only. Application is subject to approval of the building principal (or designee) and will automatically be denied if applicant is not registered for building use with the Facilities Department.

5. **Coordination:** Facility use requested by sports groups or for tournaments requires coordination with the Facility Department Event Coordinator. The same applies to use of performing arts auditoriums and tracks/stadiums.
6. **Prior Approval:** The user must be registered and obtain an approved application for facility use on file prior to using the facility. Approved applications are not transferable. No organization or individual shall submit an application for another organization or individual.
7. **Classrooms:** Classrooms are available only for use at the high schools and middle schools.
8. **Locker Rooms and Showers:** Locker rooms and showers are generally not available for outside users, but may be made available with approval of the school principal and support services director. Under no circumstances will the shower and locker rooms be available to outside users when students are scheduled to be in the building.
9. **Kitchen Use:** Users shall not operate cafeteria kitchens. If kitchens are necessary, they shall be contracted through the district nutrition services manager and staffed by district Nutrition Services personnel. The user will pay all personnel costs associated with kitchen use.
10. **Equipment Rental:** Equipment rental will be considered on an as-available basis. No equipment will be rented for offsite use.
11. **Hours and Days of Use:** School facilities will be available for community use during such hours and on such days as the building principal (or designee) designates.
12. **Specialty Rooms:** Shops, laboratories, computer labs, home economics and art/craft rooms shall be available for rent only if a qualified instructor is responsible for the user activities.
13. **Scheduling Advance Gym and Athletic Field Requests:** Requests to schedule the use of district gymnasiums and athletic fields are subject to administrative approval of the district events and facilities coordinator (or designee). District use of facilities takes priority over community use requests. Requests for gymnasiums and athletic fields will not be approved any sooner than three weeks before the beginning of any OSAA sports season.
14. **Fund-raising Events:** In accordance with Board policy IGDF - Student Fund-Raising Activities, any building use where students are raising funds through an outside agency or contracted activity must have prior approval by the superintendent or designee. Activities concerned with fund raising for charitable or other causes not relating to school activities require approval of the principal and the director of support services.

## TERMS OF AGREEMENT

The Redmond School District (RSD) agrees to allow the use of the facilities described in the approved facility use request and said facilities will be in reasonable operating order.

1. **Laws and Rules:** The user shall observe all federal and state laws, as well as the policies, guidelines and administrative regulations of the RSD.
2. **Revoking Privileges:** Any violation of district policy, the terms and conditions for building/facility use and/or variance from the original type of use proposed on the application shall constitute grounds for revocation of permission to use district facilities at any time.
3. **Hold Harmless and Liability Insurance:** The user shall hold the district harmless for any malfunction, injury, liability or property damage incurred by the user, user group or its patrons using RSD facilities. Outside users are required to carry liability insurance with a minimum amount of \$1,000,000. Users must submit a "Certificate of Liability Insurance" naming Redmond School District as an additional insured.

4. **Prompt Payment:** The user shall promptly pay the costs incurred during use of the facility. Failure to make payment according to the requirements outlined in the “Fees” section of this regulation may result in denial of future building use.
5. **Damages:** The user is responsible for any damages incurred during use of the facilities and/or equipment.
6. **Legal Compliance:** The user shall comply with all federal, state and municipal equal opportunity laws and regulations regarding discrimination.
7. **Additional Fees:** The user shall leave the event area in the same condition as found or better, otherwise the user will be subjected to additional fees incurred by the RSD for restoration. Event area(s) shall be inspected before and after use by RSD personnel.
8. **Payment Refund:** The user shall provide a minimum of 48 hours notice of event cancellation in order to qualify for payment refund. Events canceled by the RSD, e.g. inclement weather, will automatically qualify for refund of payments. Payments will carry forward for rescheduled events.

#### GENERAL GUIDELINES FOR USE OF FACILITIES

1. **Unauthorized Substances:** Absolutely no tobacco, alcoholic beverages, illegal drugs or weapons are permitted on district property or facilities.
2. **Fire Safety:** No open flame is allowed under the provisions of Oregon State fire and safety codes.
3. **Decorations and Furniture:** Putting up decorations, scenery, moving pianos or moving other furniture is prohibited unless otherwise noted on the facility use agreement.
4. **Electrical Equipment and Electrical Outlets:** All electrical equipment and arrangements for sources of electrical power shall be controlled by the district staff and must be noted in the facility use agreement. Fees may be charged for such use.
5. **Classroom Materials:** All classroom materials, textbooks or desk contents are to be left undisturbed. District purchased classroom supplies shall not be used and doing so will subject user cancellation of contract and future denial of facility use throughout the district.
6. **Classroom Set-Up:** Desks and chairs are to be left in the order and position that they are found.
7. **Windows and Lights:** Windows must be closed and lights turned off before exiting the room.
8. **Cleaning Materials:** If a lab area (e.g., Home Ec, Chemistry, Industrial Arts, etc.) is used, the area must be cleaned. However, users may not use district cleaning supplies.
9. **Repairs and Damages:** Repairs needed and/or damages are to be reported immediately to the custodian on duty.
10. **Usage Availability:** Unless specially contracted and approved by the district, facility rentals will follow the school calendars with no activities allowed on days that school is not in session such as national holidays, conferences, Thanksgiving break, winter break and spring break among others.
11. **Hours of Use:** Facility rentals shall conclude no less than 30 minutes prior to the end of the custodial swing-shift unless prior arrangements, including fees for service, have been made for custodial coverage.
12. **Selling and Displaying of Items:** Nothing shall be sold, given, exhibited or displayed unless prior written permission is granted by the director of support services, or designee.

## ATHLETIC FIELD AND PARKING LOT USE GUIDELINES

1. **Not Included:** Scheduling and rental fees do not include field grooming, field marking, electrical support, restroom facilities, trash removal or building access. These items may be requested through the application for facility use and are subject to separate charges outlined in the Facility Use Fee Schedule.
2. **Portable Toilets:** School restrooms are not available for public use. User groups may be required to have portable toilets placed at fields they are renting. It is the responsibility of the user group to make arrangements for placement, payment and removal of these units. The user must contact the school site facility use coordinator to determine proper placement of portable toilets.
3. **Cleanup:** It is the responsibility of the user group to clean the field, put away any equipment and remove all trash after each use. Failing to do so will subject the user group to custodial and trash removal charges as outlined in the Facility Use Fee Schedule.
4. **Soccer Goals:** Soccer goals must be moved off the fields and tied down after each use.
5. **Special Grounds Needs:** The district lead groundskeeper is to be contacted a minimum of two weeks prior to the use for any special needs or requests. This includes changing irrigation schedules, flagging and/or lining fields.
6. **Contract Time:** All district fields are used extensively by a wide variety of community groups and organizations. Users are to be respectful of other groups and only use the fields during the user's contracted time.
7. **Vehicles on Fields:** No vehicles will be allowed on district fields without prior approval of the support services director.

## AUDITORIUM USE GUIDELINES

1. **Food and Drink:** No food or beverages are allowed inside the auditorium at any time.
2. **Occupancy Capacities:** User shall follow the Fire Marshal's posting for occupancy capacity. Exceeding those limits is in direct violation of fire codes and may be cause for immediate evacuation and closure of the facility.
3. **Contract Requests:** User must request all areas of use, specific needs and equipment on the application request and shall be charged in accordance with the Facility Use Fee Schedule. If an area or item of equipment is not listed on the approved facility use contract, it will not be made available.
4. **Rearranging of Equipment:** Users may not rearrange sound, lights, curtains or equipment on their own. Users must work with the auditorium manager or approved outside contractor.
5. **Pianos:** Piano rental must be noted on the approved facility use contract and the user group is responsible for having pianos tuned after their use. Permission to use pianos will be granted by the fine arts coordinator or building principal.
6. **Lighting:** Lighting, other than stage wash, may require school personnel, student technicians or an approved outside contractor. Arrangements for lighting and gel spots must be made at the time of the rental request.
7. **Sound:** All sound requests must be made at the time of rental request and may require school personnel, student technicians or an approved outside contractor.

## GYM USE GUIDELINES

1. **Food and Drink:** No food or beverages are allowed inside gymnasiums at any time except for bottled water.
2. **Contracted Time:** Users are to abide by their contracted time for use and not arrive earlier or stay later than the hours stipulated in the contract.
3. **Initial Area Check:** Upon arrival, users should check the restrooms and the gym area. Damaged or out-of-place items should be reported immediately to the building custodian.
4. **Cleanup:** At the conclusion, users shall assist the district custodians in general cleanup, including the removal of any flooring black marks and the return of equipment.
5. **Areas of Use:** Users are restricted to the areas approved in the facility use agreement and no others may be used.
6. **Off Limit Items:** Users must stay off of tables, mats, climbing ropes, climbing walls, cages over fire bells, gym equipment and closed bleachers.
7. **Hoop Height:** Users may not alter the height of basketball hoops. Needed heights are to be requested at the time of facility application.
8. **Restroom Use:** Users must use the restrooms appropriately and leave them unsoiled, safe and ready for students and staff the next day. This includes trash removal and flushing any contents left in the toilets. Larger groups will be charged for restroom cleaning to insure they are cleaned according to district sanitation standards.
9. **Damages:** Users are to immediately report anything broken, leaking or not working correctly to the supervising custodian. Any other items of concern should be discussed with the custodian before leaving the building.
10. **Mat Usage:** Mats on the walls are there for safety and may not be removed for any reason.
11. **Throwing Objects:** No objects, including playing balls, are to be thrown at the ceiling, lighting, windows, fire alarms or extinguisher covers.
12. **Conduct:** Users are responsible for the conduct of family and friends that are with any member of the group.

## BLEACHER USE GUIDELINES

1. **Request for Use:** Safety will be the prime factor in decisions on whether bleachers are to be used. Request for use must be made at the time of application. Bleachers can only be used if noted in the application agreement.
2. **Set-up and Return:** Bleachers are to be handled only by specifically trained district personnel. Bleachers shall be inspected for use prior to and at the conclusion of the event. Charges will be assessed to the user for any parts that must be replaced or repaired as a result of the bleacher use.

## FEES

1. **Fee Assessment:** The district shall, subject to the terms of its policies, charge certain fees for the use of district facilities. The fees shall be uniformly administered. Fees for facility usage are itemized on the Facility Use Fee Schedule and shall be computed on a case-by-case basis. All fees shall be paid to the RSD.
  - a. For Class E users, if admission/registration/participation or similar fees are being charged to attendees, the district shall be allowed to capture a percentage, up to 15%, of those fees.

- b. Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
2. **Donations:** An organization may elect to make a donation to the RSD from the proceeds of their event or otherwise, however that shall not be in lieu of the facility user's obligation for assessed facility use fees. Donations are to be submitted to the school board for approval using the district's designated form for such purposes.
3. **Deposit Payments:** New applicant users will be required to pay a deposit of 50 percent of estimated costs. All required deposits shall be due 30 working days in advance of the scheduled event. Checks shall be held by the district's Fiscal Services until usage and shall be applied to actual charges. Failure to provide advance deposits as required shall invalidate the Registration Agreement and the Facility Use Application.
4. **Payment Due Dates:** Facility use fees are to be paid in full no later than 30 days after the event occurs.
5. **Reoccurring Event Billing:** Reoccurring monthly contracts shall be billed for the month prior to use with the amount due 30 days after issuance of invoice.
6. **Equipment Rental:** If the user requires the use of additional school furniture, equipment or services, a fee will be charged to cover such use and labor involved. All equipment rentals shall be subject to building approval at the discretion of the building principal. Requests for the use of districtwide equipment will be subject to the approval of the support services director. All equipment rentals must be arranged at the time of application for facility use. At the conclusion of the event, additional fees may be assessed to cover cleaning and repairs of equipment.
7. **Staff Coverage:** For liability purposes, a custodian is required to be on the premises at all times during nonschool hours of use. At the discretion of the building principal, another district staff member employed by the district at that facility may be the district's representative for events that occur outside of normal custodial working hours. The user will be charged for the custodian(s) and/or district supervisor(s) as noted on the application agreement.
8. **Auditorium Use:** The use of high school auditoriums requires a designated auditorium manager to be on site at all times, including during rehearsals, performance, set-up and tear-down.
9. **Inclement Weather:** When the school is closed due to weather, all external building use activities are likewise considered canceled and may be rescheduled subject to availability of event area. If the event is not rescheduled, the user will be refunded any payments previously made for the event.
10. **Event Cancellation:** A written cancellation must be received from the user within 48 hours in advance of the scheduled event in order to qualify for full refund of deposits and fees. Without prior notification, the user automatically forfeits deposits for processing fees.
11. **Waivers:** Requests for fee waivers or reduction of fees must be submitted in writing and are permitted only by prior written approval of the support services director.

## BUILDING/FACILITY USE

### Step 3 – Fees and Invoicing

#### Formulation of Rental Fee Charges

Rental fees are based on a combination of “User Group Classifications A, B, C, D, and E” according to rates set in “Fee Schedules 1, 2, 3 and 4”. See below for descriptions of each.

#### Building Fee Rates by Classification Group

- **Class “A” User Rates:** There are no fees.
- **Class “B” User Rates:** Fees are defined in 3.A and B below.
- **Class “C” User Rates:** Fees are approximately 25% of the base rate (Fee=Base Rate x 0.25%).
- **Class “D” User Rates:** Fees are approximately 50% of the base rate (Fee=Base Rate x 0.50%).
- **Class “E” User Fees:** Base rate fees apply in addition to a percentage of admission/registration/participation fees charged to attendees.

**Requests for Fee Waivers/Reduction:** Requests for fee waivers or reduction of fees must be submitted in writing and are permitted only by prior written approval of the support services director.

#### Types of Fee Schedules/Requirements/Packages

The types of fee schedules are **Building Space Rental, Athletic Field Rental, Youth Club Sports, Performing Arts Theater Rental** (and associated spaces) and **Equipment Rental**.

#### 1. Fee Schedule 1: Building Space Rental

- a. **Base Rental Rates:** Include the first three hours. Every hour thereafter will be charged an hourly rate.
- b. **Additional Staff Charges:** Supervision and/or custodial coverage is required for nonschool days/hours at an additional fee with the exception of the “A” User Group. The hourly rate is \$30 for custodians and \$60 for an event manager. The hourly rate for performing arts technicians is \$25 each.
- c. **Cafeteria and Kitchen Use:** Requires special permission from Nutrition Services. An additional charge will be assessed for each food service handler at a rate of \$25 per hour.
- d. **Classrooms with Computers:** Special permission is required to use classrooms with computers or specialized equipment.
- e. **Certificate of Liability Insurance:** All “B”, “C”, “D” and “E” User Groups must submit a “Certificate of Liability Insurance” listing the Redmond School District as an additional insured with a minimum amount of \$1,000,000.

#### 2. Fee Schedule 2: Athletic Fields Rental

- a. **Base Rental Rates:** Athletic facilities are charged out on a daily fee schedule (worksheet #2).
- b. **Certificate of Liability Insurance:** The requirements are the same as Section 1.e. above.
- c. **Additional Custodian/Event Manager Charges:** Supervision and/or custodial coverage are required for nonschool days/hours at an additional fee of \$30 per hour.
- d. **Use of Facilities with Track:** Requires special approval of the building principal and athletic director.

#### 3. Fee Schedule 3: Youth Club Sports

- a. **For B users:** A fee of \$75 per month for athletic fields and \$90 per month for gymnasium rentals will be charged.

- b. **Games and Tournaments:** B users must provide an events manager, not connected to the sport (no coaches), and a minimal charge of 2 hours custodial will be applied to each event.

#### 4. **Fee Schedule 4: Performing Arts Theater Rental**

- a. **Mandatory Requirements:** All events must be coordinated through the district Facility Use Event Manager. All renters will be required to have a RSD custodian on duty when an audience is in the building. The minimum time for a custodian is four hours.
- b. **Certificate of Liability Insurance:** The requirements are the same as Section 1.e. above.
- c. **Fee Packages:** Fees will be charged by a “package” type and according to base rates for “Off Peak” and “Peak” rental hours.
- d. Fees for rental packages will be charged in 4-hour increments, 8-hour increments and additional hourly rates.
- e. **Off-Peak Days and Hours:** Monday through Thursday, 8:00 a.m. - 10:00 p.m.
- f. **Peak Days and Hours:** Friday through Sunday, all hours.
- g. **School Day Access:** Any member of a renter’s group who will be unsupervised in the school building during the school day must meet the district’s background policy and the renter shall be responsible for the cost involved. This may require as much as two weeks of processing time in advance of the renter’s use of the theater.
- h. **Speaker Package Includes:** Auditorium, stage apron, front curtain closed, lectern with up to three amplified microphones, lighting for lectern, one A/V component set-up, projection screen, six stage chairs, two 8-foot tables and theater supervisor and one crew member.
- i. **Mini-Theater (Ridgeview HS) Package Includes:** All of the “Speaker Package” plus full stage to up-stage curtain, use of front curtain, up to eight microphones, two stage monitor speakers, twenty-four stand lighting cues, two rigging moves (additional labor required), access to dressing and make-up rooms, box office and one additional crew member.
- j. **Full Theater (Ridgeview HS) Package Includes:** All of the “Mini-Theater Package” plus full access to lighting and sound system inventories, up to 150 light cues and 40 sound or A/V cues, up to 10 rigging moves, green room and one additional crew member. (If qualified crew is provided by the renter, the renter may choose to only have one crew member and receive discount up to the cost of the additional crew member. Incidental use of the Scene Shop and scheduling for it would need to be negotiated.
- k. **Full Theater (Redmond High School) Includes:** All of the “Speaker Package” plus full stage to up-stage curtain, use of front curtain, lighting cues, sound system, access to dressing rooms and one crew member.
- l. **Black Box Theater Package Includes:** Shure UHF wireless microphone, portable PA system and follow-spot (less labor to operate).
- m. **Scene Shop:** Rentals are made on a space-available basis. If staff is required during use, additional fees will be charged.

#### 5. **Fee Schedule 5: Equipment Rental Fees**

Redmond School District Board policy KGF/EDC prohibits private off-site use/rental of district equipment including bleachers, chairs and tables.



## REDMOND SCHOOL DISTRICT 2J

### Fee Schedule 1 Worksheet

(Classification rates are adjusted in the summary)

Building Space Rental Fees	Base Rate (3 hours)	Each Extra Hour	Fee Estimate	Fee Actual
<b>ELEMENTARY/MIDDLE SCHOOLS</b>				
Classroom	\$45	\$25		
Classroom with computers or AV	\$60	\$30		
Special Classroom	\$60	\$30		
Library/Media Center	\$60	\$30		
Dining Commons	\$60	\$30		
Dining Commons and Kitchen	\$120	\$60		
Gymnasium - Small	\$60	\$30		
Gymnasium - Large	\$90	\$45		
Locker Room ( <i>special permission</i> )	\$100	\$50		
Parking Lot	\$50 per day	NA		
<b>PERSONNEL FEES</b>				
Event Manager ( <i>hourly each</i> ) Qty: ____	NA	\$60		
Custodian ( <i>hourly each @ \$30</i> ) Qty: ____ Hrs: ____	NA	\$30		
Food handler ( <i>hourly each</i> ) Qty: ____	NA	\$25		
<b>HIGH SCHOOL FACILITIES</b>				
Classroom	\$45	\$25		
Classroom with computers	\$60	\$30		
Special Classroom	\$80	\$40		
Library/Media Center	\$90	\$45		
Sky Box Meeting Room (RVHS)	\$90	\$45		
Dining Commons	\$120	\$60		
Dining Commons	\$200	\$100		
Gymnasium - Small	\$90	\$45		
Gymnasium - Large	\$120	\$60		
Locker Rooms ( <i>special permission</i> )	\$100	\$50		
Wrestling Room	\$60	\$30		
Weight Training Room	\$150	\$75		
Parking Lot	\$75 per day	NA		
<b>PERSONNEL FEES</b>				
Event Manager ( <i>hourly each</i> ) Qty: ____	NA	\$60		
Custodian ( <i>hourly each @ \$30</i> ) Qty: ____ Hrs: ____	NA	\$30		
Food handler ( <i>hourly each</i> ) Qty: ____	NA	\$25		
<b>TOTAL FEES</b>				

See Sections 1.B. and 1.C. above for personnel charges.

**NOTES:**

### Fee Schedule 2 Worksheet

*(Classification rates are adjusted in the summary)*

Athletic Field Rental Fees	Base Rate (Daily)	Fee Estimate	Fee Actual
<b>ELEMENTARY/MIDDLE SCHOOLS</b>			
All Fields (each) Qty: ____	\$75		
Football field and track	\$300		
<b>HIGH SCHOOL FACILITIES</b>			
RHS Track and field with stadium	\$450		
RVHS Track and field with stadium	\$675		
Varsity Baseball Field	\$75		
Varsity Softball Field	\$75		
Junior Varsity Baseball Field	\$50		
Junior Varsity Softball Field	\$50		
Soccer Field	\$50		
All other fields – per field	\$50		
<b>TOTAL FEES</b>			

NOTES:

### Fee Schedule 3 Worksheet

*(Classification rates are adjusted in the summary)*

Youth Club Sports	Base Rate (Monthly)	Fee Estimate	Fee Actual
<b>Gymnasiums</b>			
All Gyms \$90 per month Qty: ____	\$90		
<b>Athletic Fields</b>			
All Fields \$75 per month Qty: ____	\$75		
<b>Tournaments and Games</b>			
Event Manager <i>(hourly each @ \$60)</i> Qty: ____	N/A		
Custodian <i>(hourly each @ \$30)</i> Qty: ____ Hrs: ____	N/A		
<b>TOTAL FEES</b>			

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### Fee Schedule 4 Worksheet

(Classification rates are adjusted in the summary)

Performing Arts Theater Rental Fees	Off-Peak 4 Hours Mon-Thur 8am-10pm	Off-Peak 8 Hours Mon-Thur 8am-10pm	Peak 4 Hours Fri-Sun All Hours	Peak 8 Hours Fri-Sun All Hours	Fee Estimate	Fee Actual
<b>REDMOND HIGH SCHOOL</b>						
Speaker Package	\$550	\$1,250	\$700	\$1,450		
Mini-Theater Package	\$850	\$1,700	\$950	\$1,900		
Rehearsal ( <i>hourly rate</i> ) (* see notes)	\$70 + labor	\$70 + labor	\$70 + labor	\$70 + labor		
Band Room ( <i>hourly rate</i> ) Qty: _____	NA	\$40	\$40	\$40		
Choir Room ( <i>hourly rate</i> ) Qty: _____	NA	\$40	\$40	\$40		
Event Manager ( <i>hourly</i> ) Qty: _____	NA	\$60	\$60	\$60		
Custodian ( <i>hourly each</i> ) Qty: _____ Hrs: _____	NA	\$30	1-included	1-included		
Technician ( <i>hourly each</i> ) Qty: _____ Hrs: _____	NA	\$25	\$25	\$25		
<b>RIDGEVIEW HIGH SCHOOL</b>						
Speaker Package	\$550	\$1,250	\$700	\$1,450		
Mini-Theater Package	\$850	\$1,700	\$950	\$1,900		
Full Theater Package	\$950	\$1,900	\$1,050	\$2,100		
Black Box Theater Package	\$300	\$600	\$400	\$850		
Rehearsal ( <i>flat rate</i> )	\$70 + labor	\$70 + labor	\$70 + labor	\$70 + labor		
Band Room ( <i>hourly rate</i> ) Qty: _____	NA	\$40	\$40	\$40		
Choir Room ( <i>hourly rate</i> ) Qty: _____	NA	\$40	\$40	\$40		
Event Manager ( <i>hourly each</i> ) Qty: _____	NA	\$60	\$60	\$60		
Custodian ( <i>hourly each</i> ) Qty: _____ Hrs: _____	NA	\$30	1-included	1-included		
Technician ( <i>hourly each</i> ) Qty: _____ Hrs: _____	NA	\$25	\$25	\$25		
				<b>TOTAL FEES</b>		

**NOTES:**

### Fee Schedule 5 Worksheet

(Classification rates are adjusted in the summary)

Equipment Rental Fees	Rates	Quantity	Fee Estimate	Fee Actual
<b>EQUIPMENT</b>				
Chairs - folding	\$1 each			
Follow Spot	Included			
Lectern	\$25			
Light gels	\$9 per sheet			
Lights ( <i>stadium – hourly rate</i> )	\$35			
Microphone – wireless	Included			
PA System – portable	Included			
Piano – upright ( <i>per event</i> )	\$100			
Piano tuning ( <i>designated house tuner</i> )	Pay Direct			
Risers, stage ( <i>per day – onsite only</i> )	\$100			
Risers, choir ( <i>per day – onsite only</i> )	\$100			
Security Ropes ( <i>per event – RVHS only</i> )	\$100			
Tables ( <i>8 foot folding</i> )	\$8			
Tables ( <i>Bistro – RVHS only</i> )	\$8			
Tables ( <i>Cafeteria</i> )	\$8			
Tape ( <i>Gaffer</i> )	\$15 per roll			
Tape ( <i>Glo</i> )	\$1 per foot			
		<b>TOTAL FEES</b>		

NOTES:

## Summary Worksheet of Rental Fees

For Group "B", "C", "D" and "E" Users

User Group Name: \_\_\_\_\_

Facility Use Registration #: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Billing Information: \_\_\_\_\_

Fee Schedule	Estimated Hours	Total Estimated Fees	Actual Hours	Total Actual Fees
Schedule 1 - Building Rental				
Schedule 2 - Athletic Field Rental				
Schedule 3 - Youth Club Sports				
Schedule 4 - Theater Rental				
Schedule 5 - Equipment Rental				
TOTAL				
Less Waivers/Exceptions				
SUBTOTAL				
Class "B": Less Base Rate x 0.75%				
Class "C": Less Base Rate x 0.50%				
TOTAL				
Less Deposit				
GRAND TOTAL				

**Estimated Fee Agreement:**

User Group Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

RSD Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Actual Fee Agreement:**

User Group Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

RSD Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

***EXPLANATION OF ASSESSED FEES – ATTACHED NOTES AND WORKSHEETS***