

Scio School District 95

Code: **KG-AR**
 Revised/Reviewed: 5/23/01; 2/19/14
 Orig. Code(s): KG-AR

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 nonschool 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 for **Youth Groups - Nonschool Activities**.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	\$ 50.00	\$ 100.00
(2)	Kitchens	\$ 25.00	\$ 50.00
(3)	Cafeterias	\$ 25.00	\$ 50.00
(4)	Classrooms	\$ 10.00	\$ 25.00
(5)	Auditorium	\$ 50.00	\$ 100.00
(6)	Grass fields (softball, baseball, football)	\$ 50.00	\$ 100.00
(7)	High school commons	\$ 50.00	\$ 100.00
(8)	Libraries	\$ 50.00	\$ 100.00
(9)	Music rooms	\$ 50.00	\$ 100.00
(10)	Track	\$ 25.00	\$ 50.00
(11)	Weight room	\$ 50.00	\$ 100.00
(12)	Tuft fields (softball, baseball, football)	\$ 50.00	\$ 100.00

- b. The following damage/cleaning deposits shall be required for **Adult Groups - Nonschool Activities** in buildings and on grounds.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasiums	\$ 50.00	\$ 100.00
(2)	Kitchens	\$ 25.00	\$ 50.00
(3)	Cafeterias	\$ 25.00	\$ 50.00
(4)	Classrooms	\$ 10.00	\$ 25.00
(5)	Auditorium	\$ 50.00	\$ 100.00
(6)	Grass fields (softball, baseball, football)	\$ 50.00	\$ 100.00
(7)	High school commons	\$ 50.00	\$ 100.00
(8)	Libraries	\$ 50.00	\$ 100.00
(9)	Music rooms	\$ 50.00	\$ 100.00
(10)	Track	\$ 50.00	\$ 100.00
(11)	Weight Room	\$ 50.00	\$ 100.00
(12)	Turf fields (softball, baseball, football)	\$ 50.00	\$ 100.00

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.

- c. 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 **Youth Groups - Nonschool Activities**.

	Area	Rental Fee
(1)	Gymnasiums	No fee
(2)	Kitchens	\$ 25.00 each use
(3)	Cafeterias	No fee
(4)	Classrooms	No fee
(5)	Auditorium	No fee
(6)	Grass fields (softball, baseball, football)	No fee
(7)	High School Commons	No fee
(8)	Libraries	No fee
(9)	Music rooms	No fee
(10)	Track	No fee
(11)	Weight room	\$ 25.00
(12)	Turf football field	\$ 125.00 for 2.5 hours
(13)	Turf softball or baseball fields	\$ 25.00 per hour

- b. The following rental fees shall be required for **Adult Nonschool Community Activities** (for building use only).

	Area	Each Use	
		Weekend Fee	Weekday Fee
(1)	Gymnasiums	\$ 25.00	\$ 10.00
(2)	Kitchens	\$ 25.00	\$ 25.00
(3)	Cafeterias	\$ 25.00	\$ 10.00
(4)	Classrooms	\$ 5.00	\$ 5.00
(5)	Auditorium	\$ 50.00	\$ 25.00
(6)	High school commons	\$ 50.00	\$ 25.00
(7)	Libraries	\$ 10.00	\$ 10.00
(8)	Music rooms	\$ 50.00	\$ 25.00
(9)	Weight room	\$ 25.00	\$ 10.00

- c. Standard rental time is 2½ hours unless authorized as otherwise by the superintendent.

- d. In addition to the rental fee schedule the following groups will pay an associated fee for use of “turf (synthetic) fields with lights” as follows:

Group	Additional Rental Fee
Youth-related school activities (school athletics, clubs, etc.)	None
Youth-related nonschool activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	None
Adult-related school activities (community school activities, Booster Club, etc.)	None
Adult-related nonschool activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.)	\$ 10.00 per hour
Adult-related nonschool activities - grounds only (adult softball, volleyball, etc.)	\$ 25.00 per hour
Youth-related school activities (school athletics from other school districts)	\$ 35.00 per hour

3. An overnight stay by any group at any of the facilities is \$100.00 per night, plus related and/or personnel costs.
4. Charges for personnel as deemed necessary by the superintendent are as follows:

Personnel charges: 2 hour minimum charge and includes all related costs

Custodian	\$ 33.00 per hour
Security personnel	Variable cost
Student	Minimum wage plus 10 %
Kitchen staff	A \$25 flat fee plus hourly rate for assigned staff member

5. All organizations must use district employees for weekend activities use. The staff member is responsible for access. If district custodians or other staff are to be hired they will be compensated as stated in the current collective bargaining agreement by the group utilizing the district’s facilities.
- If neither a school custodian nor other staff member is available, the organization will be declined a *Building Use Request* form.
6. Decision as to custodian and cook hours will be made by the superintendent.
7. Payment (deposit/rent) must be submitted and received before a *Building Use Request* form is issued.
8. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.

9. 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. The user shall be notified of such assessment three working days prior to the user's next activity.
10. All fees and assessment shall be deposited to the district office.
11. 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.
12. If there is a question as to the group's classification, it will be reviewed by the superintendent and a decision will be rendered.
13. All facility/grounds activities will be scheduled under the guidelines and time frames established by the school/community director.
14. Definitions of groups and associated fees.

Area	Rental Fee
a. Youth-related school activities (school athletics, clubs, etc.)	None
b. Youth-related nonschool activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit only \$ 25.00 each use
c. Adult-related school activities (community school activities, Booster Club, etc.)	None
d. Adult-related nonschool activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.)	Deposit and Fee
e. Adult-related nonschool activities - grounds only (adult softball, volleyball, etc.)	Deposit only
f. Youth-related school activities (school athletics from other school districts)	Deposit and rental fee

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Board or its designee.

Scio School District 95C

APPLICATION FORM FOR USE OF SCHOOL BUILDINGS AND GROUNDS

When this form has been processed and signed by appropriate school personnel, you will receive a copy of this form. Please do not plan on using the facilities until official approval has been given.

1. The following regulations apply to the use of all school district buildings and grounds. The administration requests that all organizations comply with the following checklist.
2.
 - a. Remove all garbage from the premises.
 - b. Turn off all lights, except night lights.
 - c. Flush all toilets and urinals.
 - d. Leave the premises as you found them.
 - e. **No metal cleats allowed on turf fields.**
3. Any individual or group using school district buildings and grounds is responsible for any and all damages to the premises or equipment.
4. Scio School District 95C will not be held responsible for any accidents, losses due to fire or theft, etc., that occur during such time as the facilities are in use by outside school groups. Each group is responsible for policing its members and participants, furnishing its own liability coverage.
5. Please read all of the regulations on the use of school buildings and grounds.

Date of Request: _____

Name of Organization: _____

Purpose of Organization: _____

Buildings or Grounds to be Used: _____

Date: _____ Time: _____

User's Signature: _____

Address: _____ Phone: _____

Calendar Checked: _____

Approved Disapproved - Reason: _____

Fees to be Charged: _____

District Office Signature: _____