



Administrative 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:

Damage/Cleaning Deposit Schedule

The following damage/cleaning deposits shall be required for activities in buildings and on grounds.

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) Libraries	\$50.00	\$100.00
(6) Fields	\$50.00	\$100.00
(7) Music Rooms	\$50.00	\$100.00
(8) Track	\$25.00	\$50.00

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 shall be returned to the user.

If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the principal and athletic director shall determine continued use.

Rental Fee Schedule

In addition to the required deposit, the following rental fees shall be required for Youth Groups - Nonschool Activities.

Area	Rental Fee
(1) Gymnasium	No Fee
(2) Kitchens	\$25.00 each use
(3) Cafeterias	No Fee
(4) Classrooms	No Fee
(5) Libraries	No Fee
(6) Fields	No Fee
(7) Track	No Fee

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

Area	Each Use Weekend Fee	Weekday Fee
(1) Gymnasium	\$50.00	\$25.00
(2) Kitchens	\$25.00	\$25.00
(3) Cafeterias	\$50.00	\$25.00
(4) Classrooms	\$25.00	\$25.00
(5) Libraries	\$25.00	\$15.00
(6) Fields	\$50.00	\$25.00
(7) Track	\$50.00	\$25.00

All organizations must use district-approved supervisors for activities use. The supervisor is responsible for access, security, supervision, and cleaning. If district custodians are to be hired they shall be compensated as stated in the current negotiated contract.

If neither a school custodian nor approved supervisor is available, the organization shall be declined a Building Use Request form.

Decisions as to custodian hours shall be made by the principal of the facility used.

Payment (deposit or rent) must be submitted and received before a Building Use Request form is issued. Rent payment to be arranged, if multiple use.

The Board or its delegate may require additional deposits or charges for special requests not covered by the policy.

All cleaning and/or security deposits remain the property of the user’s organization and are refundable until such time as an assessment is made against the user. The user shall be notified of such assessment as soon as practical.

All fees and assessments shall be deposited to the school office and shall be used for the facilities’ operational costs.

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.) shall be documented and may preclude future use.

If there is a question as to the group’s classification, it shall be reviewed by the superintendent and a decision shall be rendered.

All facility and/or grounds activities shall be scheduled under the guidelines and time frames established by the principal.

Definitions

Groups	Building or Grounds Charges
Youth-related school activities (school athletics, clubs, etc)	None
Youth-related nonschool activities (Little League, 4-H, Scouts, Campfire Girls, etc)	Deposit only
Adult-related school activities	None
Adult-related nonschool activities – buildings only (youth or adult church groups, fraternal organizations, commercial groups, social, alumni, private schools, etc.)	Deposit and fee
Adult-related nonschool activities – grounds only (adult softball, volleyball, etc)	Deposit only

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