

USE OF SCHOOL FACILITIES PROCEDURES

1. CATEGORIES

- a. School Affiliated Groups (School Sponsored/School-related) – FEE WAIVED
- b. Local, Community, and Civic Groups (Federal, State and Local Government Agencies/Organized Non-Profit Community and Civic Groups) – FEE CHARGED, SEE FEE TABLE
- c. For-Profit Groups, Private Groups and Individuals of the General Public – FEE CHARGED, SEE FEE TABLE

Other than for school functions and school-related events (e.g., Category A.), persons (including district employees) or organizations who desire to use facilities will submit a Request for Use of School Facility, and their request will be processed according to this procedure and in accordance with school district Policy KF.

2. APPLICATIONS

- a. Requests for usage must be made at least 10 calendar days prior to the scheduled event. Funerals are the only exception to this rule.
- b. All requests must be filtered through the Office of Facilities and Transportation. Required paperwork include the Request for Use of Facilities Application and proof of insurance (**general liability of 1,000,000 per occurrence**).
- c. Approval will be determined based on availability. All rentals must be approved by the Principal. Verification of custodian availability is required and will be confirmed with Head Custodian. Verification of Cafeteria staff will be processed through the Office of Food & Nutrition.
- d. Facilities will not be opened until the request has been approved by the superintendent or designee and payment is received. All approvals/denials will be filed in the Office of Facilities & Transportation.
- e. Approved applicants will be invoiced 2 business days after the application is received and must bring payment at least 2 business days prior to the date of rental.

3. TERMS

- a. The reservation is not confirmed until the invoiced fee is received. If the event is a fee exempt event, then the reservation is not confirmed until the Use of Facilities Application is received. **ALL FEES ARE DUE AND PAYABLE PRIOR TO THE DATE OF THE EVENT.**
- b. **All rates are based on a 4 consecutive hour rental period** with an additional hourly rate for events that require more than 4 hours. No event may be held during the district’s operational hours unless sponsored by the district. All other events must be scheduled during non-school hours. All events must end by 9:30 pm. All event requests will be denied during the following periods:
 - i. All observed school holidays
 - ii. Fall/Winter/Spring Breaks
 - iii. Facilities are closed for school maintenance
- c. **FEES**

FACILITY	FEE	FACILITY ADDITIONAL HOUR	SCHOOL PERSONNEL FEE	SCHOOL PERSONNEL ADDITIONAL HOUR
D.O. Annex			15.00 per hour for 4-hour limit event. Some events may require more than one school personnel to be on site. Payment in advance is required in cash to the Facilities & Transportation Office.	30.00 per additional hour <i>Please note: Events that go over the 4-hour limit 15 minutes or more will be charged for an additional hour.</i>
Auditorium	300.00	90.00		
Cafeteria	100.00	35.00		
Kitchen	100.00	35.00		
Gymnasium	250.00	65.00		
Middle/High				
Gymnasium (EMS)	250.00	65.00		
Gymnasium (EHS)	350.00	95.00		
Cafeteria and Kitchen	200.00	65.00		
Athletic Field (no lights)	100.00	35.00		
Classroom (1)	50.00	-		
Equipment Rental				
P.A./Audio System	25.00	25.00	A technician is required for these types of rentals at a rate of \$25.00 p/h	
LCD Projector	25.00	25.00		
Classroom SMART Board	25.00	25.00		

