

**APPENDIX D to Board Policy 8:20AP - Community Use of School Facilities**

**PROPOSED FEE SCHEDULE - 2007 - 2008**

**Facility Rental Fee Schedule of Hourly Rates**

<b>Elementary Schools</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
Multi-Purpose Room (Cafeteria- No Kitchen)	30.80	41.00	82.00	30.75
Kitchen	24.75	33.00	66.00	24.75
Sports Field	No Fee	19.00	38.00	No Fee
Gymnasium	30.75	41.00	82.00	30.75
Parking Lots	12.00	16.00	32.00	12.00

<b>Junior High Schools</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
Multi-Purpose Room (Cafeteria- No Kitchen)	30.75	41.00	82.00	30.75
Kitchen	31.50	42.00	84.00	31.50
Gymnasium	38.25	51.00	122.00	38.25
Weight Room	38.25	51.00	122.00	38.25
Locker Room Fee**	19.50	26.00	52.00	19.50
Sports Field	No Fee	19.00	38.00	No Fee
Parking Lots	12.00	16.00	32.00	12.00

<b>High Schools</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
Cafeteria (No Kitchen)	30.75	41.00	82.00	30.75
Kitchen	38.25	51.00	102.00	38.25
Main Gymnasium	45.75	61.00	147.00	45.75
Auxiliary Gymnasium	45.75	61.00	147.00	45.75
Weight Room	45.75	61.00	147.00	45.75
Wrestling Room	45.75	61.00	147.00	45.75
Auditorium Rehearsal *	51.00	68.00	136.00	51.00
Auditorium Performance *	103.50	138.00	276.00	103.50
Stadium Field	70.50	94.00	188.00	70.50
Stadium Field Lights	31.50	42.00	84.00	31.50
Sports Field (per field)	No Fee	19.00	48.00	No Fee
Locker Room Fee **	19.50	26.00	52.00	19.50
Parking Lots	12.00	16.00	32.00	12.00
Field House/Indoor Track	51.75	69.00	158.00	51.75

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Rooms not scheduled above will be rented at the rate of \$0.11 per square foot per hour for Class III users, Class II and Class V users at 75% of the Class III rate, and Class IV at 200% of the Class III rate.

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<b>Outdoor Facilities*</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>
Football/Soccer				
Per youth participant	11.00	21.00	41.00	11.00
Per adult participant	16.00	31.00	61.00	16.00
Baseball/Softball				
Per youth participant	11.00	21.00	41.00	11.00
Per adult participant	16.00	31.00	61.00	16.00
Tennis Courts				
Per youth participant	11.00	21.00	41.00	11.00
Per adult participant	16.00	31.00	61.00	16.00
Track & Field				
Per youth participant	11.00	21.00	41.00	11.00
Per adult participant	16.00	31.00	61.00	16.00

\*Fees are based on the number of participants. Fees do not include the use of indoor facilities

**Hourly Rental Fee Schedule - Staff**

<b>District Staff Type</b>	<b>Regular Time Rate</b>	<b>Overtime Rate</b>
Custodian	25.51	38.27
Security Specialist	12.30	18.45
Food Service	12.30	18.45
Audio-Visual Specialist - Staff	25.63	38.44
Sound/Light Technician - Staff	25.63	38.44
Stage Crew (props, lighting, sound, etc.)-Students	7.75	hrs/day)
Coach Facilitator (Tournament Event Coordinator)	25.63	38.44
Nurse	20.50	30.75
Grounds Keeper	24.29	36.43

NOTES:

- 1 - Hours beyond the scheduled facility times may be required for cleanup or supervisory responsibilities after the renter leaves.
- 2 - Regular time staff fees may be used only when it is known that staff will not exceed 40 hours in the week. Otherwise overtime rates will apply and be charged.
- 3 - All overtime staff required on a Saturday, Sunday, holiday or other days when facilities are not open will be charged at a minimum of three (3)\*1.1 hours.
- 4 - All hours for staff fees to be computed to the closest 1/2 hour.

**List of equipment items and the hourly rates to be assessed:**

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Overhead/Movie/LCD Projectors (including operator)	30.00
PA System/Projector only	18.00
Grand Piano	12.00
Studio Piano	8.00
Tables and/or Chairs (per 100)	15.00
Scoreboard (including operator)	30.00

**A. Staff Fees.**

When the use of District facilities and equipment requires supervision, cleaning or technical assistance in connection with the intended purpose or timing of the rental, District staff will be assigned and staff fees charged to the renter as part of the Contract in accordance with the attached schedule. These fees will apply to renters who may otherwise be exempt from facility fees (Class I)\*1.1.

All wages earned by District-assigned staff in connection with a rental must be paid through District payroll. These wages may be paid only from fees collected in connection with the facility use and not directly by the renter.

As described below, in some circumstances, staff must be assigned in connection with the rental; in other cases, the Building Principal will make this determination. A schedule of chargeable fees for District staff follows Section III.B.

Requirements by District staff type are as follows:

**1 Custodial Staff. A custodian must be provided on a rental, for the duration of the Contract, at all rental times that a regularly scheduled building custodian is not on duty. This would normally include weekends, holidays and hours outside of the normal work schedule. Custodial fees during these times will normally be charged at time and a half in accordance with the following rate**

At any time that the Building Principal determines that custodial assistance is required in addition to staff on duty at the time of rental use, custodial staffing may be added to the Contract. This would normally occur when a rental use is expected to require additional supervision, assistance or cleaning beyond the time available from custodians on duty.

In any case that custodial hours are required, hours beyond the rental times scheduled may be added to allow for cleanup after the renter leaves.

When custodial staff are required in connection with a contract, duties shall include the opening and closing of the facilities (including security systems)\*1.1, supervising the facility (not program)\*1.1, adjustment of lighting, heating and cooling systems, accommodation of renter needs for authorized equipment and as a contact for emergency needs. The cleaning of rented facilities may occur during a scheduled use if requested by the renter.

**2 Food Services Staff.** A food service worker must be assigned and a fee charged with any rental contract that includes the use of kitchen equipment other than sinks and counters. Food Service workers shall be provided by contacting the Director of Food Services. Hours required include time to clean kitchen facilities after rental use.

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- 4 Security/Safety Staff. District provided security staff might be required at any time the Building Principal determines that a rental event warrants crowd control or other security measures. If either a District security person or other security staff (off-duty police, etc.) \*1.1 is required, the cost shall be included on the Contract, and staff paid by the District.**

It is recommended that, any time the auditorium or gymnasium are rented, and over 150 people will attend, a security person is required, and charged for, in the Contract.

Arrangements for the staff and the reporting of their time to payroll shall be made by the Building Principal.

- 5 Events Coordinator.** Tournament events using athletic facilities will require the use of a coach facilitator.

- 6 Other Staff Costs.** Should a building principal or facility manager require other staffing in connection with the approval of a Contract for which a fee is not provided on the following schedule, please contact the Office of Planning, Technology and Operations.

- 7 Student Staffing. Students are often used to function as assistants with parts of a production as "stage crew" which covers various functions (set design, lighting, sound, etc.) \*1.1. If a student were not receiving credit for volunteering their services, they would be compensated at the current hourly rate according to their experience level as determined by the District.**

The District will process these payments through Payroll; therefore, each student would complete an application, W-4 and have a parental permission form completed. These forms would be sent to Human Resources and a Payroll Request would be generated enabling Payroll to pay the student once the time slip was received. Students would be paid according to the established Time Slip payment schedule.

This procedure is intended for students working on productions connected with Facility Rentals only.

### **B. Fees for Use of Special Equipment.**

When the use of District facilities includes a request by the renter to use special equipment, a separate equipment use fee may be added by the Building Principal.

This fee is to provide for the eventual replacement of these items by the building.

### **C. Payments of Fees.**

In general, the renter of facilities must pay facility, staff and equipment fees prior to the scheduled use of the facilities for at least the first 30 calendar days of scheduled facility use. When scheduled use will exceed 30 days, an invoice will be sent in advance of each 30 days for which payment must be made for use to continue.

If a Contract is submitted from a building to the District Office less than 14 days prior to the first scheduled day of facility use:

- a. Renter must also include check for "Total Amount Due" if scheduled days are completed within 30 calendar days.
- b. Renter must include check "for an amount equal to" all fees due within first 30 days if Contract duration extends

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When a renter provides the school, facility or District with a measurable value in connection with a rental, facility rental fees (but not custodial or other personnel fees)\*1.1 may be offset to the extent of the measurable value received.

Any agreement to offset rental fees must be approved by the Superintendent or his designee prior to the principal or other facility manager completing or signing the Contract.

Measurable offsets would normally include cash contributions to the District (which may be expressed as a percentage of revenues in connection with using the facility)\*1.1, program fee reduction or waivers for District students or in-kind gifts or payments provided directly in connection with the use of the facilities.

An offset may be used only when it directly benefits, or is payable to, the District. Benefits to a third party may not be used to offset a facility rental fee.