

Gervais School District 1

Code: **KG-AR**
Adopted: 12/20/90
Readopted: 8/19/93, 12/18/97,
4/13/00, 4/21/16

Administrative Procedure and Fee Schedule

Definitions

<u>GROUPS</u>	<u>BUILDING/GROUNDS CHARGES</u>
A. Youth-related school activities (school athletics, clubs, etc.)	None
B. Youth-related non-school activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit only
C. Adult-related school activities (community school activities, Booster Club, etc.)	None
D. Adult-related non-school activities - buildings only (church groups, fraternal organizations, commercial groups, social, alumni, etc.)	Deposit and Fee
E. Adult-related non-school for profit activities – buildings only (Tutoring, Exercise classes, Music lessons, etc.)	Deposit and Fee
F. Adult-related non-school 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.

Recognizing that the district has a multi-million dollar investment in its buildings that must be protected, and recognizing that certain non-school 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 - Non-school Activities:**

AREA	Use	** Deposit Amounts **	
		Single Use	Multiple (Out-of-District)
1. Gymnasium	50.00	100.00	100.00
2. Kitchen	25.00	50.00	50.00
3. Cafeteria	50.00	100.00	100.00
4. Classrooms	10.00	25.00	25.00
5. Auditorium	50.00	100.00	100.00
6. All Fields	0.00	0.00	100.00
7. High School Commons	50.00	100.00	100.00
8. Libraries	50.00	100.00	100.00
9. Music Room	50.00	100.00	100.00

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

AREA	Use	** Deposit Amounts **	
		Single Use	Multiple (Out-of-District)
1. Gymnasium	50.00	100.00	100.00
2. Kitchen	25.00	50.00	50.00
3. Cafeteria	50.00	100.00	100.00
4. Classrooms	10.00	25.00	25.00
5. Auditorium	50.00	100.00	100.00
6. All Fields	0.00	0.00	100.00
7. High School Commons	50.00	100.00	100.00
8. Libraries	50.00	100.00	100.00
9. Music Room	50.00	100.00	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 - Non-school Activities:**

AREA	Rental Fee	Non-Local - each usage (Out-of-District)
1. Gymnasiums	No Fee	10.00
2. Kitchen	25.00 each use	35.00
3. Cafeteria	No Fee	10.00
4. Classrooms	No Fee	10.00
5. Auditorium	No Fee	10.00
6. All Fields	No Fee	10.00
7. High School Commons	No Fee	10.00
8. Libraries	No Fee	10.00
9. Music Room	No Fee	10.00

- b. The following rental fees shall be required for **Adult Non-school Activities** (for building use only):

AREA	***** Each Use *****		
	Weekend Fee	Weekday Fee	Non-Local (Out-of-District)
1. Gymnasiums	25.00*	10.00*	plus 25% of local usage
2. Kitchen	25.00*	25.00*	plus 25% of local usage
3. Cafeteria	25.00*	10.00*	plus 25% of local usage
4. Classrooms	5.00*	5.00*	plus 25% of local usage
5. Auditorium	50.00*	25.00*	plus 25% of local usage
6. High School Commons	50.00*	25.00*	plus 25% of local usage
7. Libraries	10.00*	10.00*	plus 25% of local usage
8. Music Room	50.00*	25.00*	plus 25% of local usage

*If event is “for profit” the fee will be at the discretion of the superintendent and may vary for the amounts listed above.

3. All organizations must use Gervais School District employees or designee during hours when staff are not on duty. The staff member is responsible for access, security, supervision and cleaning and must be employed in the building where the activity is to take place. If district custodians are to be hired they will be compensated as stated in the current negotiated contract.

If neither a school custodian or other staff member is available, the activity will be declined a Facility Use Request.

4. If district kitchen facilities are used, a district employee (cook) will be on duty at all times at the rate stated in the current negotiated contract;
5. Decision as to custodian and cook hours will be made by the superintendent or designee;
6. Custodian/cooks will be secured for no less than four hours use is dependent on availability of staff;
7. Custodial/cooks services fees will be charged \$35 dollars per hour;
8. A \$15 dollar per facility use request will be charged;
9. Payment (deposit/rent) must be submitted and received before a Facility Use Request is issued;
10. The Board or its delegate may require additional deposits or charges for special requests not covered by the policy;
11. 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;
12. All fees and assessment shall be deposited to the district office and shall be used for the facilities operational costs;
13. 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 (damage, etc.) will be documented and may preclude future use;
14. If there is a question as to the group's classification, it will be reviewed by the superintendent, and a decision will be rendered;
15. All facility/grounds activities will be scheduled under the guidelines and time frames established by the superintendent or designee;
16. All events on facilities/grounds must follow the intended design use of the area.
17. The district will not allow wedding or wedding receptions.

FIELD USE CONDITIONS
Tournaments

Gervais School District will allow field use by local groups for tournaments subject to the following conditions:

1. A \$100.00 deposit will be placed with the district at least three days prior to use;
2. Non-Local (Out-of-District) ONLY: A \$50.00/day fee will be charged for facilities use;
3. The remainder of the deposit, after necessary clean up and repair costs are subtracted, will be refunded to the user group;
4. The fields and grounds are expected to be in the same or better condition than found in;
5. The labor and materials necessary for any clean-up or repair work after tournaments will be billed to the user group;
6. The district will loan keys to the outdoor toilet facilities;
7. The user group will be responsible to furnish all materials and supplies necessary to run the tournament, i.e.: Toilet paper, paper towels, bases, field lime, etc.;
8. Field preparation will be the responsibility of the user group;
9. Gervais schools are drug-free schools. The use of any tobacco product, alcoholic or controlled substance is prohibited on any school properties;
10. There shall be no automobiles present anywhere except the school parking lot - unless pre-authorized by the district;
11. The right to sell concessions at the tournament shall be retained by the school.

School Official

Representative, user group