

AGREEMENT OF CHARGES FOR USE OF SCHOOL FACILITIES

CATEGORIES OF USERS (Fees are determined by category):

1. All Non-Profit Groups
2. All For-Profit Groups.

A Certificate of Insurance or Tulip Insurance, listing the specific school as the policy holder, is required before a final approval can be made on your request.

INSIDE FACILITY USE FEES (Rooms):

<u>Weekday</u>	<u>Non-Profit Group</u>	<u>For-Profit Group</u>
Classroom	\$20/hr	\$35/hr
All Other Rooms (Auditorium, Multi-purpose Rm, Library, Cafeteria, Gym)	\$35/hr	\$50/hr
<u>Weekend</u>	<u>Non-Profit Group</u>	<u>For-Profit Group</u>
Classroom	\$30/hr	\$45/hr
All Other Rooms (Auditorium, Multi-purpose Rm, Library, Cafeteria, Gym)	\$45/hr	\$60/hr

OUTSIDE FACILITY USE (Turf Field/Track, Fields, and Parking Lot):

	<u>Non-Profit Group</u>	<u>For-Profit Group</u>
Parking Lot Only:	\$100/day	\$200/day
Munson Turf Field/Track:	\$75/hour	\$150/hour
Lights for Munson Field	\$50/hr	\$50/hr
Fields	\$25/hr	\$50/hr
Event Manager (Games)	\$30/hr	\$30/hr

OTHER CHARGES (Add to Fees for Inside and Outside Use):

Kitchen Use: \$50.00/hr Mon-Fri. and \$75/hr for weekends.

Audio-Visual Support: \$50/hr.

AV Equipment Fees:

Auditorium Projection System	\$115/day
One Microphone w/ Stand of Podium (Auditorium Use)	\$15.00 ea. /day
Screens – Projection (NC if in classroom)	\$20/day
LCD Projector	\$50/day
Sound System (5 microphones w/ speakers and amp)	\$150/day (includes setup)

DESCRIPTION OF CHARGES:

- Charges shown are the hourly rate and include the service of one custodian only. Facility Coordinator or Administration will recommend assignment of more than one custodian when they believe such assignment is warranted due to circumstances such as a size of the group. Custodians in excess of one will be charged \$15/hr Monday – Friday and \$25/hr Saturday and Sunday.
- Multi-use of rooms will be billed on the basis of the full charge plus 20% of the hourly rate times the number of hours for each additional space.
- Any event whose payment is past due over 30 days, will not be allowed to use the facilities until payment is made in full or a payment plan is approved by the Office of Operation and Finance.
- If your group plans to use the equipment in a school kitchen, a food service employee needs to be present to oversee the operation for safety and liability reasons. They will be assigned by the Director of Food Services and paid by the hour with their cost factored into your billing. If a group plans to use any AV equipment in the High School Auditorium an Audio-Visual Technician needs to be present.
- The following additional charges may apply:
 - ✓ Traffic Control: Additional at cost when required.
 - ✓ Security Services: Additional at cost when required.
 - ✓ Any additional expense incurred by the school in preparing for or after a function will be billed at cost.
 - ✓ Kitchen - Use of Equipment: A fee may be assessed for any loss, damage or consumable use by your group.
 - ✓ Audio-Visual Support Services — Use of Equipment: A fee may be assessed for any loss, damage or consumable use by your group.
 - ✓ Event Manager: May be required to coordinate games held on the fields.
- Parking: Guaranteed parking cannot be provided although efforts will be made to restrict conflict demands for facility use.
- Fields are scheduled for use at the discretion of the Facility Scheduling Coordinator in consultation with the Athletic Department. Fields may be deemed unplayable due to weather conditions and/or field conditions. If unplayable, no fee will be charged that day and every attempt will be made to offer a rescheduled date. All requests for fields should make a minimum of two weeks prior to first scheduled date. Leagues should submit requests and proposed schedule well in advance of first session. Field use may be revoked at any time by Director of Operations, Athletic Department, Event Manager, or police officer for violations.