

## OPERATIONAL SERVICES

### FISCAL MANAGEMENT – REVENUE – Rental of Facilities

The Board of Education has established policies whereby district facilities may be rented by residents of the district, or by organizations where a majority of the participants are district residents, and where the normal operation of the school is not interfered with in any way.

**Security Deposit:** A security deposit of \$100.00 or more is required in advance prior to making reservation to reserve the facility.

**Facility:** The rental agreement applies only to the space and equipment noted. Other areas in the buildings or other equipment not noted is considered out of bounds and their use is considered trespassing.

**Liability:** The school district, Board of Education and individual members thereof, school officials and employees shall be held harmless from loss damage, liability, or expense that may arise or be caused in any way by the use of the facility. The renter shall assume the cost of repair or replacement of any property damaged while under the renters care and custody.

**Personnel:** The renter shall be liable for the cost of a custodian if a large group is being accommodated. If the facility is left unfit for school use, the school will bill the renter the cost of cleaning.

**Equipment:** The district prefers not to rent its equipment for non-school use. If school equipment is to be used, prior arrangements must be made. A fee may be charged for the use of district equipment.

**Civic Groups:** Rental fees may be waived for civic groups sponsoring activities that have a direct benefit to the community. The civic group must assume the liability and personnel cost arising from the rental of facilities.

**Fees:** Use of school buildings may be used by community youth groups without a charge except when extra utilities and custodial services are required, then this cost will be charged. Fees will be determined as follows:

#### Use of Classroom

- |    |                                        |                                      |
|----|----------------------------------------|--------------------------------------|
| 1. | Community groups (not regular meeting) | Cost of custodian                    |
| 2. | Denominational                         | Cost of custodian                    |
| 3. | Commercial                             | \$15.00 per hour + cost of custodian |

### High School Media Center

- |    |                                        |                                      |
|----|----------------------------------------|--------------------------------------|
| 1. | Community groups (not regular meeting) | Cost of custodian                    |
| 2. | Denominational                         | Cost of custodian                    |
| 3. | Commercial                             | \$20.00 per hour + cost of custodian |

### Small Gym, All Purpose Room or Cafeteria for Meetings

- |    |                               |                                                                     |
|----|-------------------------------|---------------------------------------------------------------------|
| 1. | Community groups              | Cost of custodian                                                   |
| 2. | Commercial, Private or Social | \$100.00 minimum for 3 hours + \$50.00 per hour + cost of custodian |

### School Cafeterias (serving food)

- |    |                               |                                                     |
|----|-------------------------------|-----------------------------------------------------|
| 1. | Community groups              | Cost of custodian                                   |
| 2. | Commercial, Private or Social | \$120.00 minimum + cost of custodian & kitchen help |

### Jr. High Gym

- |    |                                       |                              |
|----|---------------------------------------|------------------------------|
| 1. | Community group – day                 | Cost of custodian            |
| 2. | Community group – night               | Cost of custodian            |
| 3. | Commercial group performance          | Cost of custodian            |
| 4. | Commercial, Private or Social – day   | \$100.00 + cost of custodian |
| 5. | Commercial, Private or Social – night | \$50.00 + cost of custodian  |

### High School Gym

- |    |                                       |                              |
|----|---------------------------------------|------------------------------|
| 1. | Community group – day                 | Cost of custodian            |
| 2. | Community group – night               | Cost of custodian            |
| 3. | Commercial, Private or Social – day   | \$150.00 + cost of custodian |
| 4. | Commercial, Private or Social – night | \$75.00 + cost of custodian  |

### Use of Grounds – Elementary-Jr. High/High School

- |    |                   |                             |
|----|-------------------|-----------------------------|
| 1. | Community groups  | Cost of custodian           |
| 2. | Commercial groups | \$50.00 + cost of custodian |

### Conditions of Use

1. Organizations, groups, or individuals renting school facilities are responsible for the proper usage of the school buildings and facilities.
2. Food, including soft drinks, may be served only in the areas designated by the Board of Education and/or administrative staff.

3. Under no circumstances may alcoholic beverages be permitted on the school premises or brought into the school buildings.
4. Proper supervision as needed shall be provided at the expense of the organization using the facility. If necessary, police attendance may be required. Persons connected with group should not be in the school building other than the rooms engaged and direct approaches.
5. A custodian is required to open and close school buildings unless the Building Principal has approved other arrangements for proper supervision.
6. Putting up decorations, scenery, any items on wall, floor and ceiling, or the moving of pianos or other furniture is prohibited unless specific permission is granted.
7. **CERTIFICATE OF INSURANCE MUST BE FURNISHED AS REQUESTED BY THE BUILDING PRINCIPALS.**

HEYWORTH COMMUNITY UNIT #4

RENTAL AGREEMENT

Facility(ies) Requested\_\_\_\_\_

Organization Requesting Facility(ies)\_\_\_\_\_

Representative of Organization\_\_\_\_\_

Dates Requested\_\_\_\_\_

Special Equipment Requested\_\_\_\_\_ Cost\_\_\_\_\_

\_\_\_\_\_ Cost\_\_\_\_\_

\_\_\_\_\_ Cost\_\_\_\_\_

Special Personnel Required \_\_\_\_\_ Cost\_\_\_\_\_

\_\_\_\_\_ Cost\_\_\_\_\_

\_\_\_\_\_ Cost\_\_\_\_\_

Fees: Facility \$\_\_\_\_\_

Equipment \$\_\_\_\_\_

Personnel \$\_\_\_\_\_

Total \$\_\_\_\_\_

The undersigned agrees to abide by the policies of the Board of Education as noted, and agrees to provide evidence of liability insurance. The undersigned is the official representative of the organization seeking use of the property.

Date\_\_\_\_\_ Name\_\_\_\_\_

Organization\_\_\_\_\_

Approved by Principal\_\_\_\_\_

of\_\_\_\_\_ school

Date\_\_\_\_\_