

Facility Use Rental Handbook, Draft

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Notifications & Conditions of Use

- Notifications

- Applications only accepted during current school year
- Outside facility renters pay security deposit
 - Cashier's Check
- Sport Organizations Board roster
- Provide proof of Non-Profit Status

- Conditions of Use

- Custodial (No set-up or take down)
- Requests directly to District Office



Rules of Conduct, Regulations, & Scheduling



- Rules of Conduct
 - Summer Use
 - Establish a 3-4 member committee
- Regulations
 - Payment collection
 - Exceptions
 - Within 30 days of invoice
- Scheduling
 - Set-up (User's Responsibility)

Cancellation & Insurance Requirements

- Cancellation
 - 72 hours in advance (In writing)
 - 24 hours for outside event – rainout
- Certificate of Insurance
 - Insured name to match application
 - Hazardous risk



Tiers 1 - 2

- **Tier 1- District Student Activities**
 - School Board sponsored events – no heating or air provided
- **Tier 1A – Extra Curricular School Events**
- **Tier 2 – Indirect Support to District Students**
 - High Risk Events (pg 12)
 - Utilities after 6:15 p.m. and before 7:00 a.m. and on non-school days.



Tiers 3 - 6

- **Tier 3 – Non-Curricular Indirect Support of District Students**
 - Proceeds returned to schools or scholarships for students in schools in the form of donations
- **Tier 4 – Youth Recreation**
- **Tier 5 – Other Non-Profit**
- **Tier 6 – For-Profit Organization or Not-for-Profit**
 - Scheduling activities which admission or entry fee is collected and not for pupils of district or for charitable purposes



Fees & Committee

- **Administrative Fee**
 - Tiers 2 – 6 by “Processing Event”
- **Custodial**
 - Fees not charged unless outside regular shift
 - Call – Back Time (Minimum 2 hours)
- **Fee Schedule**
 - 2008 Rates
 - Propose 5% increase to rates as of July 1, 2014
 - Utility Cost
- **Form a Committee**
 - Two Board Members
 - Chief Business Official
 - Director of Maintenance & Operations



Next Steps

- March 19, 2014
 - Board Meeting
 - 1st Reading Facility Use Handbook
 - Board Policy
 - Administrative Regulations
 - Application
- April 2, April 16, and May 7, 2014
 - Board Meeting
 - Future Draft Facility Use Handbook Review

