

**SPRING COVE SCHOOL DISTRICT
FEE SCHEDULE FOR USE OF SCHOOL FACILITIES**

FACILITY	RESPONSIBLE ADMINISTRATOR	CATEGORY A SCHOOL SPONSORED	CATEGORY B SCHOOL AFFILIATED	CATEGORY C * COMMUNITY/ WITHOUT FUNDRAISING	CATEGORY D * COMMUNITY/ WITH FUNDRAISING	CATEGORY E OTHERS
Definitions		An organization that is part of the school program including curricular and extracurricular student groups of the school district. Examples: SCSD Interscholastic Athletics/Student Activities	An organization that supports curricular and extracurricular programs that have been approved as per Policy 915, such as PTO's, Music Parents and Boosters. Also included are PreK-12 nonprofit educational entities such as Child Advocates, Career & Technology Schools or Intermediate Units that support District educational programs	An organization that benefits the community, whose motive is not to raise funds, and is not charging a fee to participants. Examples: Churches, Religious Organizations, Elementary Sports Teams	An organization that benefits the community, whose motive is to raise funds to support the general community welfare or is charging a fee to participants. Examples: Churches, Religious Organizations, Elementary Sports Teams	All other groups or individuals requesting use of school facilities. Examples: Businesses and individuals
<u>Board Room – Administration Building</u> (Intended for use as a conference room & for other administrative purposes)	Business Manager	\$0.00	\$0.00	\$25.00	\$60.00	\$75.00
<u>Bean Hill Gym</u> (Does not include showers)	Athletic Director	\$0.00	\$0.00	\$30.00	\$40.00	\$50.00
<u>High School Gym</u> (Showers & Dressing Rooms Included)	Athletic Director	\$0.00	\$0.00	\$40.00	\$100.00	\$120.00
<u>Middle School Gym</u> (Showers & Dressing Rooms Included)	Athletic Director	\$0.00	\$0.00	\$40.00	\$100.00	\$120.00

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<u>High School Auditorium</u> (Plus lighting & sound fee - See Additional Fee Schedule)	Building Principal	\$0.00	\$0.00	\$40.00	\$85.00	\$100.00
<u>Middle School Auditorium</u> (Plus lighting & sound fee - See Additional Fee Schedule)	Building Principal	\$0.00	\$0.00	\$40.00	\$85.00	\$100.00
<u>Spring Cove & Martinsburg Elementary Schools All-Purpose Room</u> (No Kitchen Use)	Athletic Director	\$0.00	\$0.00	\$25.00	\$35.00	\$35.00
<u>Spring Cove & Martinsburg Elementary Schools All-Purpose Room</u> (With Limited Kitchen Use - no cooking or dishwashing) The school district reserves the right to require the presence of a cafeteria staff person, as approved by the school district, and to bill the Lessee for costs. A determination will be made by the General Manager of Food Services as to the number of school personnel needed for supervision.	Building Principal in coordination with Athletic Director	\$0.00	\$0.00	\$25.00	\$50.00	\$60.00
<u>Middle School & High School Dining Rooms</u> (No Kitchen Use)	Building Principal	\$0.00	\$0.00	\$30.00	\$50.00	\$60.00
<u>Middle School & High School Dining Rooms</u> (With limited use of kitchen - no cooking or dishwashing) The school district reserves the right to require the presence of a cafeteria staff person, as approved by the school district, and to bill the Lessee for costs. A determination will be made by the General Manager of Foodservices as to the number of school personnel needed for supervision.	Building Principal	\$0.00	\$0.00	\$75.00	\$125.00	\$125.00

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<p><u>High School Dining Room</u> (With use of kitchen) Only the high school kitchen will be available for public use. The school district reserves the right to require the presence of a cafeteria staff person, as approved by the school district, and to bill the Lessee for costs. A determination will be made by the General Manager of Foodservices as to the number of school personnel needed for supervision.</p>	Building Principal	\$0.00	\$0.00	\$125.00	\$175.00	\$200.00
<p><u>Classrooms (Each)</u></p>	Building Principal	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
<p><u>Computer Lab</u> The school district reserves the right to require the presence of a technology staff person, as approved by the school district, and to bill the Lessee for costs. A determination will be made by the Building Administrator as to the number of school personnel needed for supervision.</p>	Building Principal	\$0.00	\$0.00	\$100.00	\$150.00	\$175.00
<p><u>Practice Fields</u> (As determined by the Athletic Director)</p>	Athletic Director	\$0.00	\$0.00	\$25.00	\$35.00	\$50.00
<p><u>Roaring Spring Athletic Field</u> (With Fieldhouse)</p>	Athletic Director	\$0.00	\$0.00	\$300.00	\$400.00	\$1,500.00
<p><u>Roaring Spring Athletic Field</u> (With Fieldhouse & Lights)</p>	Athletic Director	\$0.00	\$50.00/hour	\$450.00	\$600.00	\$1,750.00
<p><u>Concession Stand</u> (Only with a district representative present)</p>	Athletic Director	\$0.00	\$0.00	\$250.00	\$300.00	\$300.00
<p><u>Other Outdoor Areas</u> (ex. Parking Lots)</p>	Building Principal	\$0.00	\$0.00	Fee to be assessed by administration, if needed	Fee to be assessed by administration, if needed	Fee to be assessed by administration, if needed

*The Superintendent may waive the rental fees for Youth Athletic Programs under Categories C & D.

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- Note 1:** The above fees are for facility use only. For Categories B, C, D & E, direct costs will be assessed when expenses are incurred beyond normal operation of buildings or educational programs, including overtime fees for employees.
- Note 2:** For Categories C, D & E, proof of insurance must be attached to the Application for Use of School Facilities form. Insurance for sports teams must include liability, accident, and abuse/molestation coverage.
- Note 3:** The School District requires a combination of Act 34, Act 151, and Federal (FBI) Criminal History Clearances for adult leaders/supervisors of any group or organization (designated as Category B, C or D) that uses school facilities for a team or league rental process.
- Note 4:** The School District may, at its discretion, revoke a facility usage approval in the event of inclement weather or bill for actual costs of snow removal and treatment of walks and parking areas. District personnel will notify the Lessee if this decision is made.
- Note 5:** An additional fee may be assessed and determined by the Administration if the facility is to be used for more than four hours.
- Note 6:** Any desired equipment must be requested in advance through the Application for Use of School Facilities form. The School District reserves the right to require the presence of an approved equipment operator and to bill the Lessee for any costs associated with the use of the equipment and/or the operator.

ADDITIONAL FEE SCHEDULE -- (DIRECT COSTS)

Personnel Fees

School District employees are not permitted to donate their time to organizations.

Custodial Employee Rate:	Approval annual rate.
Food Service Employee Rate:	Approved annual rates.
Professional Employee Rate:	Approved annual rate.

Auditorium Lighting Fee – High School & Middle School – This applies to Categories C, D & E

Plan 1: Lights turned on at beginning and off at end of event.

Operator: Custodian.
Rate: No extra charge, except for custodial fee.

Plan 2: Minor lighting changes needed.

Operator: Approved Lighting Operator. Approved operators may be volunteers or School District employees.
Rate: None if provided by organization and approved by School District or applicable fee if secured by School District.

Plan 3: Significant lighting changes needed.

Operator: Approved School Employee Lighting Operator.
Rate: Approved Annual Employee Rate. If School Employee Lighting Technician(s) is unavailable, the School District will attempt to contract with a vendor and bill Lessee for cost or may approve a Lighting Technician as provided by the Lessee.

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Auditorium Sound System Fee – High School & Middle School – This applies to Categories C, D & E

Plan 1: Portable Sound System – To be set up at beginning of event.

Operator: Custodian.

Rate: No extra charge, except for custodial fee.

Plan 2: Basic Sound – Microphone(s) turned on at beginning and off at end of event. Sound booth is not open. No wireless equipment available.

Operator: Custodian.

Rate: No extra charge, except for custodial fee.

Plan 3: Sound/Lighting Booth Needed.

Operator: Approved School Employee Lighting/Sound Operator.

Rate: Approved annual employee rate. If School Employee Lighting/Sound Operator is unavailable, the School District will attempt to contract with a vendor and bill Lessee for cost or may approve a Lighting Technician as provided by the Lessee.