



Book	Administrative Guideline Manual
Section	ag7000 Property
Title	CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES
Code	ag7510B
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7510B - **CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES**

This procedure is established to implement the Board of Education policy governing use of school premises. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than regular curricular programs or activities, when designated school premises are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: Student Groups

Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, nonschool-sponsored clubs and organizations.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply and will be absorbed by the district.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

B. Category 2: Community Groups Affiliated with the Schools

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. They will be granted second priority to available school premises.

Fees for Category 2

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply and will be absorbed by the district.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups of individuals comprised of 80% or greater by District residents, including students (during non-school hours) and employees (when not working in the scope of their employment) which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for school premises during non-school hours on a third priority basis. The District reserves the right to verify residency of participants.

Category 3 users are charged 1/2 the rate shown in the Schedule of Fees plus applicable custodial services.

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces during non-school hours.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users.

Fees for Category 4

Category 4 users will be charged the rate per the Schedule of Fees for allowable space permits.

E. Category 5: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs will receive level five priority of use and will be allowed to rent facilities only during non-school hours.

Fees for Category 5

Fees for Category 5 users will be two (2) times the rates shown in the Schedule of Fees.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.

SCHEDULE OF FEES

Outside Groups Utilizing MCSD Facilities (2 hour minimum)	Mon-Thurs Weekday	Fri-Sun Weekend
HS Gymnasium	\$45.00	\$55.00
HS Gymnasium Annex (No charge if renting the HS Gymnasium)	\$25.00	\$35.00
All other Gymnasiums	\$35.00	\$45.00
Middle School Auditorium	\$85.00	\$100.00
All School Cafeterias	\$30.00	\$40.00
Kitchens and Equipment	\$30.00	\$40.00
Classroom	\$20.00	\$30.00
Locker Rooms/Showers	\$30.00	\$40.00
Stadium Facility at HS	\$100.00 1st game, \$50.00 each additional game on same day	\$100.00 1st game, \$50.00 each additional game on same day
Field Lights (per game)	\$100.00	\$100.00
Chappuis Alumni Center	\$100.00 per game or \$75.00 per hour	\$100.00 per game or \$75.00 per hour
Additional Equipment Rental (Facilities other than Performing Arts Center)		
Projector (per event)	\$25.00	\$25.00
Wrestling Mats (per event)	\$90.00	\$90.00
Chairs (100 or fraction) (per event)	\$55.00	\$55.00
Stage (Portable) (per event)	\$45.00	\$45.00
Choir Risers (per event)	\$25.00	\$25.00
Learning Commons	\$40.00	\$50.00
Performing Arts Center at	Mon-Thurs	Fri-Sun

Maumee High School	Weekday	Weekend
Basic Rental		
Per Hour (minimum 2 hours)	\$165.00	\$200.00
Concession Stand (if rented independently, flat fee)	\$150.00	\$175.00
Lobby Rental (if rented independently, flat fee)	\$150.00	\$175.00
Theatre Concert Lighting - no additional cost	\$0	\$0
House Sound - no additional cost	\$0	\$0
Full data/voice/distance learning (per hour)	\$110.00	\$110.00
Projection Devices (per hour) (no charges for RGB)	\$55.00	\$55.00
Music Stands (up to 45 stands) (up to 12 music stand lights)	\$165.00	\$165.00
Piano Rental (upright) (per event)	\$115.00	\$115.00
Piano Tuning (not included in rental - at guest cost)	\$110.00	\$110.00
Follow Spot (each) (per event)	\$85.00	\$85.00
Lobby Tables and Chairs	\$310.00	\$310.00
Heavy Load-Ins and Large Productions (per hour)	\$40.00	\$40.00
Technical Director (per hour)	\$30.00	\$30.00
Stage Director (per hour)	\$30.00	\$30.00
House Manager (per hour)	\$15.00	\$15.00
Stage Crew (per hour/each)	\$15.00	\$15.00
Technical Crew (per hour/each)	\$15.00	\$15.00
Ushers (per hour/each)	\$15.00	\$15.00
Custodian (per hour)	\$45.00	\$45.00
Deposit required to reserve the Performing Arts Center	\$275.00	\$275.00
Additional requests and costs will be assessed on an as needed basis. The Board reserves the right to change fees at any time.		

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