

BOARD MEMBERS

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SUPERINTENDENT OF SCHOOLS

Shane L. Andrew, Superintendent

Mission Statement: We are committed to the success of every student!

An 'A-rated' District

MEMORANDUM

To: Principals
From: Shane L. Andrew, Superintendent
Subject: Schedule of Charges of Use of District Facilities
Date: September 19, 2023

When you approve an outside entity to use your school property, facilities, and equipment, the schedule of fees and charges below should be used, in conjunction with current School Board Policy 7510 [Policy available for viewing on the SBAC website, under School Board menu].

District Facilities Fees and Charges

Per Three (3) Hour Period

Individual Classroom	\$ 100
Computer Lab	150
Multipurpose Room/Dining Room	150
Kitchen	200
Media Center	200
Teaching Auditorium	200
Gymnasium	300
Football/Sports Fields (lighted)	500
Football/Sports Fields (without lights)	300
Auditorium	550

***If there is a commitment to 6 months or more of rental space, renter will receive a 10% discount.*

Custodial Fees: Charges for custodians shall be at the flat rate of \$25.00 per hour. For services after normal working hours, the flat rate charge shall be \$37.50 per hour.

Payment for rental and custodial fees should be deposited into the school's internal account. Schools are responsible for submitting an Internal Accounts Payroll Form (FIN-122-001) to Payroll for custodial hours worked. Finance will bill for reimbursement of the custodial fees through the Internal Accounts (INT) process.

Fees permitted to be waived listed below:

- Boy Scouts and Girl Scouts are volunteer organizations and rental fees can be waived for one-time round ups and/or meetings at school sites since children who cannot pay are still able to attend.
 - The YMCA should not be charged rent for use of our outdoor fields.
 - Chess Club is available to all students since children who cannot pay are still able to attend.
1. Do not waive fees and charges on rental agreements to private vendors, including non-profit. Waiving of fees and charges can set precedents, which can put all schools in a potentially "at risk" liability position. Private vendors will be charged rental fees.
 2. Breakdown of reimbursement distribution:
Schools will receive 80% and the District 20%. These fees cover the basic usage of utilities and general maintenance wear and tear of the facility.
 3. If the vendor agrees to commit to six months or more, a 10% discount will be granted.
 4. Send all rental agreements and monthly rental fees to Finance. Do not hold rental agreements at the school site. Please stay current with sending in rental agreements.
 5. A copy of the Rental Agreement and proof of insurance will need to be sent to Risk Management.

Remember: ALL organizations must complete a rental agreement, provide a tax exemption certification (if applicable) and provide a Certificate of Insurance.