Addendum to Facility Use Policy

1. **Facility Use Fee Schedule**

Groups using school district facilities may be assessed facility use, staffing, and/or equipment use charges according to the categories listed below. Potential user groups not falling into one of these categories will be assessed fess as determined by the Community Education Director and the Superintendent

**Category 1:** School district and affiliated groups will not be charged facility rental fees. Activities such as prom/homecoming dances will need to provide a building supervisor and/or custodian which will be charged to the event sponsor.

**Category 2:** Local organizations that are quasi-public, youth serving organizations, civic and service organizations, fraternal organizations social agencies, non-profit educational organizations, government entities in Le Sueur County, Sibley County, and religious organizations for non-worship activities will not be charged rental fees. Excludes tournaments or any event when a building supervisor and/or custodial staff are required. Religious organizations using the facilities for worship or instruction along with groups using the district facilities for fundraising events or activities that require admission, collection of money are subject to the category 2 rental rates.

**Category 3:** Individuals, private agencies, businesses, companies or vendors who reside within the Le Sueur-Henderson School District, and who use district facilities for commercial purposes or personal profit will be assessed category 3 rental rates

**Category 4:** Religious organizations, individuals, private agencies, businesses, companies or vendors who reside outside the Le Sueur-Henderson School District, and who use district facilities for commercial or personal profit will be assessed category 4 rental rates.

**For non-charged facility rentals:** Groups will be charged a staffing fee when no custodian is on duty (non-school days, weekends, holidays). If necessary a trained building supervisor and/or custodian may be utilized for groups in category 2 at the discretion of the Community Education Director.

**Effective December 2013:** All reservations that will require a facility rental/utility fee will only be secured with a 25% deposit of total bill at time of scheduling. The remaining balance will be invoiced following the scheduled event in the case incurring costs were needed (Example, extra custodial time). Refunds will be accessed one-half (25%) of the secured deposit amount, including permit, not to exceed $50 for processing and handling.

**Facility Rental/Utility Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Category 2 per hour | Category 2 per day (Over 4 hours) | Category 3 per hour | Category 4 per hour |
| Permit fee | $10 |  | $20 | $40 |
| Classrooms | $10 | $30 | $20 | $40 |
| Consumer Family Science Lab | $15 | $40 | $30 | $60 |
| Library/Media Center | $20 | $50 | $40 | $80 |
| Gym | $25 | $100 | $50 | $100 |
| Auditorium | $25 | $100 | $50 | $100 |
| Sound System | $10 | $30 | $20 | $40 |
| Lighting Board | $10 | $30 | $20 | $40 |
| Video System | $10 | $30 | $20 | $40 |
| Cafeteria/Commons | $20 | $50 | $40 | $80 |
| Conference Room (in library) | $10 | $30 | $20 | $40 |
| Concession Stand | $10 | $30 | $20 | $40 |
| Football Stadium and Track  | $30 | $120 | $60 | $120 |
| Locker Rooms | $10 | $30 | $20 | $40 |
| Tennis courts (4/Rental) | $15 | $75 | $25 | $50 |

1. **Staffing Charges**

**Custodian Fees:** A charge will be assessed to categories 2, 3, and 4 for special set-up and/or clean up. Categories 2, 3, and 4 will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Category 4 groups will be charged a custodial fee for all activities. The charge for all categories will be $30-$40 per hour with a two-hour minimum.

**Food Service Supervisor:** A charge will be assessed to categories 2, 3, and 4 who use the kitchen area of any building. All groups must use a food service supervisor if using district kitchen space. The charge for all categories will be $35/hour

**Building Supervisor:** A charge will be assessed to categories 2, 3, and 4 per agreement. The charge for all categories will be $17-$20 per hour.

**Security and Police Officers/Fire Department:** Groups in categories 2, 3, and 4 may be asked to provided security and/or police officers for certain activities. Events in which high attendance is expected when a large amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities, the local police and/or fire department will invoice the district, and the charge will be assessed to the user based on the Police/Fire Department’s invoice. This charge will be reflected on the final invoice to the user.

**Auditorium Technician:** Groups in categories 2, 3, and 4 will be charged for staffing time, including preparation and restoration. The charge for all categories will be $25/hour.

1. **Equipment**

**Equipment** (Daily Charge: School equipment cannot leave school property)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Category 2 | Category 3 | Category 4 |
| **Television/DVD** | 10 | 20 | 40 |
| **LCD Projectors** | 12 | 25 | 50 |
| **Microphones** | 10 | 20 | 30 |
| **Coffee Maker** | 5 | 10  | 15 |
| **Piano** | 10 | 20 | 40 |
| **Grand Piano** | 50 | 100 | 200 |

Other: Determined by the Community Education Director

**Sales Tax:** Athletic Fields, recreational facilities, and equipment will be charged applicable MN State sales tax. Organizations that are tax exempt must have a copy of their tax-exempt certificate on file with the Community Education office before applicable taxes can be waived.

1. **Additional Facility Use Information**
	1. Any damages that occur during an event to school district property or equipment will be the responsibility of the user group
	2. Groups of 100 or more require a 2 month reservation notice
	3. Facility Request Forms must be turned in at least one week before the reservation date
	4. Groups that cancel 72 hours or less before their event or do not show up for their scheduled event will be charged a $70 custodial fee.
2. **Practice Time Restrictions**
	1. No practice for elementary students after 8:00 p.m.
	2. No activities for youth (PreK-12) on Wednesdays after 6:15 p.m. September – April.
	3. No practices for youth (PreK-12) before noon on Sundays.
	4. Practices held on weekends must arrange for a school district employee to open and lock the building for practice. If a school employee is not available, the user group will be charged for a building supervisor.