

From: Rodney Cook

To: Principals and Secretaries

Re: Building Rental Procedures (See Board Policy 2160)

Date: September 16, 2014

The following procedures were agreed upon in secondary principals meeting Tuesday and should be observed beginning immediately.

1. The building rental permit form will be used for all rentals except those under city contracts.
2. Follow the instructions and check off sheet with each rental.
3. If a building is being used for a non-school event it is a rental.
4. The district published rates as approved by the board in November 2009 will be used, unless a deviation is specifically approved by the Superintendent or Business Administrator.
5. Building Supervisors will be paid at their hourly rate if they are hourly employees, exempt employees will be paid at a rate of \$2000 per hour. If they are an 8 hour a day non-exempt employee then the rate is at time and a half their regular rate.
6. The school should send a check with the supervisor pay from the rental proceeds which should include the benefits using the formula from payroll if they are an exempt employee attach the check to the voucher if they are hourly submitted on Timeforce reference their name.
7. Supervisor pay and benefits will be taken out of the rental before the district pays the rebate back to the schools.