

MAINTENANCE CHARGES FOR SCHOOL BUILDING USE

The Board and staff will work with community organizations and agencies in making school facilities available to them when such requests do not interfere with the educational program or school activities. Requests for the use of school facilities must be submitted on the official District Form to the building administrator or activities coordinator. Unusual requests will be referred to the Board for consideration. The following fees may apply to specific school facilities and activities. Administrators will have the discretion to replace required fees with deposits from requesting organizations. Deposits will be refunded if the areas are clean and beyond reproach when they have been vacated.

High Schools:	Commons Areas	
	Wedding Receptions, etc.	\$100.00
Stage Productions:	Evening	\$25.00
	Half Day	\$100.00
	Full day	\$150.00

These fees include the services of lighting and sound personnel and custodians.

All Sport Camps:	Building/Gym Usage	/ per day	\$75.00
	Building/ Gym Usage	/ per week	\$200.00

If the camp is not recognized as WHSAA approved the trainer or lead sponsor must assure that liability insurance is in place for all participants and for their own activities. Carrier coverage will be based on the event. **(Recommended \$1,000,000 per occurrence / \$2,000,000 Aggregate- Sports accident policy with \$25,000 limit)**

Gym(s) Rental	/ half day	\$75.00
	/ per day	\$100.00

Includes custodian

Gym, Weight Room, Walking area:

The use of these areas will be strictly monitored by and through the Building administration. The public should not be in these areas unsupervised or without permission. Please obtain an hour of operations form from the building administrator.

Board Room Rental:	Daily Usage	\$50.00
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Food Service Facilities: It is the intent of the district to strictly monitor this facility requests.

Kitchen	/ minimum	\$50.00
Lunchroom use without kitchen	/ minimum	\$25.00
Kitchen Staff	/ minimum	\$50.00

Time and on half after 40 hour week has been reached (Approval must be obtained from Food Service Agency to schedule staff and appliance use.)

Transportation: The use of school vehicles is only allowed for school sponsored activities and approved activities under the WHSAA. School personnel may request the use of school transportation vehicles for school related programs, summer camps outside the WHSAA guidelines or other activities not aligned by school curriculum, but those groups will be charged the established rates as directed by the Wyoming Department of Education, including driver time, fuel and vehicle wear.

Other: Little League Football, Basketball and other related educational activity programs:

Practice Usage: Gyms only / per week \$10.00

May be waived by building administrator if cleaning operations are not impacted by the use of the facility.

Tournaments on weekends should have a custodian or a school district employee on duty. When a custodian is not on duty for their regular job then a custodian must be compensated. If crowd control becomes a problem and extra custodian will be used or another paid school employee. All rules and regulations associated with the request form will be upheld. It is the requesting sponsor's responsibility to relay these rules to all participating teams or groups. No individuals employed by the district will be directly compensated by the requesting group.

Community Service Groups:

All non-profit, civic groups, civic clubs, charitable and character building organizations that desire to use buildings for non-admission community education and/or child education meetings, are encouraged to contact the building administration to make the arrangements. Permits or charters of the group's goals and organizational ambitions should be provided at the time of the request. If the requested areas or times are outside the established cleaning time and /or supervised times, custodial payments may be required, but this issue should be discussed with the building administrator. Liability insurance will be required for any activity relating to the use of school facilities.

For Profit Organizations:

All other companies that are established to make profits through their business sponsorship(s) will be charged a rate for the cleaning of any areas used in the District and will be charged the established rate for the building usage. Liability insurance will be required for any activity relating to the use of school facilities.

Be it known:

All persons using and renting school premises or property shall at all times keep such premises and property in a clean and healthy condition and shall not use or suffer to permit any person or persons to use said premises or property for any purpose in violation of the laws of the United States and State of Wyoming or ordinance and regulations of the city (Town) of (Albin, Burns, Carpenter, Pine Bluffs) or any lawful authority.

In the event said premises and property are not kept in a clean and healthy condition or are not surrendered back to the school in the same condition as when received, the school may replace such premises and property to the same condition as existed when said premises or property were received by the LESSEE, and such LESSEE agrees, by acceptance of the right to lease or use said premises and property to pay the school, in addition to any rents to be paid, the expenses incurred by the school in thus restoring such premises and property.

Users does further agree to indemnify and hold the Board of Trustees, all school district employees, and the school district, harmless from any and all liability arising out of any injury or property damage in any way associated with the use of the facilities by user, its members and/or invitees (guests).

Adoption Date: May 10, 2010