

**FEES FOR USE OF SCHOOL FACILITIES AND EQUIPMENT**

The Board of Directors directs the Superintendent of Schools to prepare a schedule of fees for the use of school facilities and equipment. This schedule shall be reviewed and revised periodically by the Board of Directors.

It is very important to note that all officially sanctioned Maquoketa Valley school teams, bands, vocal groups (e.g. varsity sports teams, junior varsity sports teams, junior high sports teams, high school and junior high band/vocal organizations, speech, etc.) will have priority over any other group wishing to use school facilities. This priority system for officially sanctioned Maquoketa Valley organizations might also mean that even though permission is given to an outside group to use a certain facility, that permission may be withdrawn at a later date because of unforeseen circumstances which necessitate the use of the facility by an officially sanctioned Maquoketa Valley team or organization. It is important to note that permission for the facilities will not normally be granted to student organizations on Sundays. The Board believes that Sundays are a time for students to spend with family away from the school facilities.

Current Conditions and Fees--Facilities

1. No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the schools normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.

2. Community organizations may use the buildings for large group meetings and/or fund raising activities with the approval of the Superintendent of Schools as follows:

A. Fund Raising, Community Nonprofit Organizations -- \$50.00 for each use plus security deposit of \$75.00 to cover any damage to facility. Use of school personnel will result in additional charges.

B. Profit Making, Non-Community and/or Commercial Organizations -- \$125.00 minimum for each use plus security deposit of \$75.00 to cover any damage to facility. Use of school custodial/food service personnel will generally be required and result in additional fees.

C. Community Groups - General Use -- \$20.00 per use (maximum 4 hours) plus security deposit of \$75.00 to cover any damage to building. The deposit or any portion thereof not required for repairs or maintenance will be returned.

D. Student Athletic Groups Officially Sanctioned and Approved by the Maquoketa Valley Athletic Director -- No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning or damage repairs will be billed to the individual who signed the facilities request form as the responsible party.

E. 4-H, Scouts, Church Youth Groups, Adult Education-- No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning will be billed to the sponsoring group. Any fees incurred for repair will also be billed to the sponsoring group.

3. When a group reserves a date for an activity, they will be charged for the fee even if they do

not use the facility.

4. Activities scheduled by the above organizations/groups must conclude by 10:00 p.m. Any deviation from the 10:00 p.m. conclusion must be approved beforehand by the Superintendent of Schools or his/her designee.

5. Groups wishing to use the kitchen facilities must have a school district employee who is familiar with the kitchen equipment present during the use of said kitchens. Cost, if any, for the supervising employee is in addition to other fees.

6. Use of the building by any outside organization must not interfere with the regular school program.

#### Equipment

A. Fund Raising, Community Non-Profit Organizations -- One percent (1%) of the current retail value of the equipment rented.

B. Profit Making, Non-Community and/or Commercial Organizations -- Two percent (2%) of the current retail value of the equipment rented.

C. Community Groups - General Use -- One percent (1%) of the current retail value of the equipment rented.

D. Student Athletic Groups Sanctioned and Approved by the Maquoketa Valley Athletic Director -- No charge, but must meet all other requirements to use school equipment.

E. 4-H, Scouts, Church Youth Groups -- No charge but must meet all other requirements to use school equipment.

No equipment shall be removed from any school facility without prior approval of the Superintendent or his/her designee. Any damage to the equipment rented will be repaired and the entire charge for the repair or replacement will be the responsibility of the renting group.

School owned equipment is not for normal private use of either school employees or individuals within the community.

#### LEGAL REFERENCE:

CROSS REFERENCE: Board Policies 1004.010; 1004.011; 1004.090

DATE OF ADOPTION: June 9, 1982

DATE OF REVIEW: December 18, 2006

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