

Benton Community Use of School District Facilities & Equipment 905.2C

Elementary Facility Rental Fees

	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
Gymnasium	No Charge	No Charge	No Charge	\$30/hour
Cafeteria (w/ kitchen)*	No Charge*	No Charge*	No Charge*	\$40/hour*
Cafeteria (w/o kitchen)	No Charge	No Charge	No Charge	\$30/hour
Library	No Charge	No Charge	No Charge	\$30/hour
Classroom	No Charge	No Charge	No Charge	\$30/hour
Competition Fields	No Charge	No Charge	No Charge	\$40/hour

High School and Middle School Facility Rental Fees

	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
Main Court Gymnasium	No Charge	No Charge	No Charge	\$40/hour
Blue Court Gymnasium	No Charge	No Charge	No Charge	\$30/hour
Student Center (w/ kitchen)*	No Charge*	No Charge*	No Charge*	\$40/hour*
Student Center (w/o kitchen)	No Charge	No Charge	No Charge	\$30/hour
IMC	No Charge	No Charge	No Charge	\$30/hour
Classroom	No Charge	No Charge	No Charge	\$30/hour
ICN Room	No Charge	No Charge	No Charge	\$30/hour
Auditorium*	No Charge*	No Charge*	No Charge*	\$40/hour*
Weight Room*	No Charge*	No Charge*	No Charge*	\$40/hour*
Wrestling Room	No Charge	No Charge	No Charge	\$40/hour
Practice Fields	No Charge	No Charge	No Charge	\$30/hour
Competition Fields	No Charge	No Charge	No Charge	\$40/hour
Track (without lights)	No Charge	No Charge	No Charge	\$30/hour
Track (with lights)	No Charge	No Charge	No Charge	\$40/hour
Custodial Fee:	\$35/hour	\$35/hour	\$35/hour	\$35/hour
*Authorized Personnel Fee:	\$25/hour	\$25/hour	\$25/hour	\$25/hour

*Rental of the auditorium - In addition to the above facility rental fee for group IV, rental of the auditorium requires the use of school or other authorized personnel to supervise. The auditorium would require the operation of the lights, sound, etc. at the rate of an additional \$25 per hour per person. Group I, II, III may be required to pay the \$25.00 per hour for authorized personnel to supervise. Group IV will be required to pay the hourly fee and the additional \$25.00 per hour for authorized personnel if needed.

*Rental of the weight room - In addition to the above facility rental fee for group IV, the rental of the weight room would require supervision of a licensed coach/strength and conditioning instructor. Group I, II, III may be required to pay the \$25.00 per hour for authorized personnel to supervise. Group IV will required to pay the hourly fee and the additional \$25.00 per hour for authorized personnel.

*Rental of the kitchen - In addition to the above facility rental fee for group IV, the rental of the kitchen would require supervision of a contracted cook approved by the district food/ lunch director. Group I, II, III may be required to pay the \$25.00 per hour for authorized personnel to supervise. Group IV will required to pay the hourly fee and the additional \$25.00 per hour for authorized personnel.

A \$100 per day deposit is required for group IV rentals. Deposits will be refunded if the event is cancelled 10 days prior to the event.

Applications for use of any school facility are to be completed and filed at the office of the appropriate center. All usage will be coordinated with the Activity Director. School sponsored activities will have priority over all facilities/equipment when necessary.

Each time a building or part of a building is to be used, a contract between the user and the school district shall be drawn up, signed by the user and the building principal.

Groups that are deemed GROUP IV must have their applications approved by the board and provide proof of insurance.

The principal or designee will be responsible for forwarding a copy of the contract to the superintendent and the maintenance director prior to the date of the activity.

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All groups may have access, upon request to the Principal and/or Activities Director, for use of school facilities when these facilities are not needed for school-sponsored events.

If custodial, weight room/nutrition, kitchen, or technical services are required beyond regular working hours, then the group or organization will be billed at the rate of \$35 per hour/custodial and \$25.00 per hour/weight room, kitchen, and tech services.

A maximum per day rate, for all rental facilities as established, will be set at eight (8) hours multiplied by the hourly rate upon administrative approval. (ex. Auditorium \$40.00 x 8 hours = \$320.00 for the day plus \$25.00 per hour for tech service)

Groups will not rent Benton Community facilities more than one month out unless it is a Benton Community MS/HS activity. Group determination could vary from year to year.

A certificate of liability is required to be on file.

Custodial Needs, Facility Usage Times, Damage - The administration reserves the right to determine the custodial needs for any group or organization using the school facilities. Compensation for custodial services shall be made by the group or organization at the current pay rate for the individual school district employee.

The school district's facilities and/or school property will not be available after 10:00 p.m. any day of the week. The school district's facilities and/or school property will not be available prior to Noon on Sunday or with special permission from the superintendent. Therefore, groups using the school district's facilities and/or school property cannot remain in possession of or use the facilities and/or school property after/prior to these times.

No adding tape/adhesive to any floors. Whenever damage caused by vandalism or carelessness occurs during the group's access to and use of the school property, the group shall reimburse the school district for cost of repairs and may be denied further use of the school district's facilities. Leave Benton Community facilities better than when you arrived.

Gymnasium, Weight Room, Kitchen, and Auditorium Use – Only authorized school personnel or students approved by the school shall operate special lighting controls in auditorium. An authorized coach/strength and conditioning instructor approved by the school is required to monitor safety and health of participants when renting the weight room. Authorized personnel will supervise the kitchen. (A fee will be assessed/calculated for the services).

Routine cleaning not by the organization and any necessary repairs following the use of the auditorium, weight room, kitchen, or gymnasium shall be done by school personnel. (A fee will be assessed/calculated for the services).

Classification of Groups / Organizations

Group I: School Sponsored Groups - Any organized group or organization directly connected with Benton Community Schools (student councils, workshops, student art displays, FCCLA, FFA, NHS, yearbook, student council, robotics, school cheerleading and dance, school athletics, school fine arts, etc.). Must have a designated faculty member to supervise. (Coach, sponsor, or director) Custodial fees may be charged on the basis of services rendered.

Group II: School Community Groups (Under the umbrella of athletics, under the umbrella of fine arts, athletic and band booster club, PTO/PTA, Post Prom, Scholarship Foundation, or club/activity recommended by the school board) whose primary purpose is school related. Custodial fees may be charged on the basis of services rendered.

Group III: Community Non-Profit Groups - Community non-profit groups are defined as governmental agencies or groups (Scouts, BASICS, 4-H, church groups, Lions Club, Rotary, parochial schools, Relay For Life, Benton Community town recreational leagues), primarily comprised of District residents providing civic, educational, or cultural activities. Custodial fees may be charged on the basis of services rendered.

Group IV: Any private, Non-District and/or Profit-Making Groups - Groups whose interests are limited primarily to the membership or for profit; e.g., for-profit businesses, vendors, entrepreneurs, commercial institutions, private agencies. Rent and custodial fees will be charged. Proof of insurance and school board approval is needed.

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