

Rental and Use of School Facilities**RESERVATIONS FOR USE OF SCHOOL FACILITIES**

All reservations for the use of school property facilities will be cleared through the individual designated for that particular responsibility. The person assigned the given responsibility will also have the responsibility to keep accurate records, to collect the amount due, and to deposit all payments for the rental of school facilities at the office of the superintendent. Prices of rentals may be changed without notice.

Following is a guide for clearance:

- High school principal: high school library, classrooms, gym, commons, and concessions
- Middle school principal: middle school library, classrooms, gym, commons
- Elementary school principal: gym, classrooms, cafeteria, and auditorium
- Superintendent's office: Pioneer Park

NO RENTALS ON HOLIDAYS

There will be no private, community, or commercial rentals of school district buildings on Thanksgiving or Christmas except the Turkey Shoot basketball game on Thanksgiving.

GENERAL CONDITIONS OF AGREEMENT WHEN RENTING SCHOOL FACILITIES

Charged time will begin when the facility has been requested open and will run until the facility has been cleared of all personnel and the doors locked. Any and all property damaged or taken will be charged to the organization renting the facility. The organization renting the facility will be responsible for clean-up (unless special arrangements are made) and will leave the facility in a clean and orderly condition.

RENTAL RATES FOR SCHOOL FACILITIES

SCHEDULE A: School classes/clubs use: If the group is charging admission, the proceeds are turned over to the school. There will be no hourly fee. However, the group will need to pay \$ 8.50/hr or the custodian if the activity is not held during school hours and if the room(s) are not cleaned properly.

Classrooms	N/C	Custodian \$ 8.50/hr if after hours
Gym	N/C	
Cafeteria	N/C	
Kitchen	N/C	
Auditorium	N/C	
Wrestling Room	N/C	

SCHEDULE B: Private, community or commercial, but not charging, or if charging, proceeds are turned over to the community. (Family, class reunions, etc.)
A \$20.00 deposit is required.

Classroom	\$10.00/hr
HS & MS gyms	\$15.00/hr
Elem. Gym	\$10.00/hr
Commons	\$10.00/hr (maximum of 75 people)
Kitchen	\$20.00 /hr (lunch worker must be present - \$8.50 / hr)
Auditorium	\$15.00/hr (\$25.00/hr if lights and sound system are used)
Wrestling Room	\$10.00/hr

SCHEDULE C: If charging for commercial or personal profit. A rental application and a \$100.00 deposit must be paid. Security may be required at the discretion of the building principal.

Classroom	\$10.00/hr
HS & MS gyms	\$25.00/hr (If the sound system is used, the renter needs to provide a certified person to run the system @ \$10.00/hr)
Elem. Gym	\$10.00/hr
Commons	\$25.00/hr (maximum of 75 people)
Kitchen	\$20.00 /hr (lunch worker must be present - \$8.50 / hr)
Auditorium	\$25.00/hr (\$35.00/hr if lights and sound system are used)
Wrestling Room	\$10.00/hr

PIONEERE PARK: \$20.00—Persons wishing to use the park during periods for which it is not reserved, and which does not require the services of a custodian are welcome to use the area free of charge. It is requested that any person or group using the area leave the premises neat and clean. The only exception to these rules is that the \$20.00 charges shall not apply to the Daughters of the Idaho Pioneers organization.

RENTAL DAMAGES

Anyone renting school district buildings must sign the “Rental of Facilities” provided by the office managers in each building, stating that they are responsible for any damages done while renting the building.

EXTRA CHARGES

If the building requires extra cleaning after it has been used, the renter may be billed for custodian charges.

Policy History:

Adopted on: March 21, 2013

Revised on: December 19, 2017