

RENTAL OF SCHOOL FACILITIES
STATEMENT OF RENTAL CONDITIONS AND CHARGES

I. Authorization for Rental of Facilities

- A. Community organizations, commercial agencies, sectarian groups, and non-sectarian groups must submit a request to use school facilities to the respective building principal.
- B. The building principal shall recommend authorization for use of the facilities, based on the following considerations:
 - 1. Facility availability
 - 2. District personnel required for the activity
 - a. Supervisory staff
 - b. Custodial staff
 - c. Food service staff
 - d. Others
 - 3. School equipment needed for the activity
 - 4. Nature of the activity
 - 5. Regulatory laws which might apply to the activity (e.g., seating capacity, etc.)
- C. Authorization for rental of the facilities must be given by the Superintendent or his authorized representative.

II. Rental Conditions

- A. **Rental Charges for One Time or Infrequent Use**
Community organizations, commercial agencies, sectarian groups, and non-sectarian groups will be assessed a minimum two-(2)-hour rental charge for use of facilities and/or equipment. See the attached rate charts for specific groups or organizations.

- B. **Rental Charges for Extended Use**
EXTENDED USE IS DEFINED AS: More than one (1) time in a calendar month or more than two (2) months in succession.

Community organizations, commercial agencies, sectarian groups, and non-sectarian groups must contract with the Board of Trustees for extended use of school facilities. Rental terms should be stipulated in written contract form. See attached rate charts for specific groups or organizations.

- C. **Rental Charge Waiver**

Certain community organizations and community agencies (non-sectarian) will not be charged rental fees because of the public nature of the activities involved. Such organizations or agencies include but will not be limited to: Boy Scouts of America, Girl Scouts of America, and 4-H groups. Said groups, with adult supervision, must assume responsibility for supervision of the activity.

D. Custodial Services for Above Rentals

Custodial services during the minimum one-(1)-hour rental period include:

1. Opening and closing building
2. Tending heating, lighting, ventilation, water and sewage systems
3. Normal custodial cleanup during the one-(1)-hour minimum period

E. Additional Custodial Charges

In cases of excessive clean-up work or additional usage time beyond the stipulated rental period, an additional hourly charge equal to the hourly overtime rate of the custodian will be charged.

F. Food Service Personnel Charges

Organizations or groups renting the District building kitchen facilities during any rental usage period must have a District food service staff member present to supervise kitchen activities. An hourly charge equal to the hourly rate of the District food service staff member assigned during the rental period will be assessed during the rental period.

G. Damage or Replacement Charges

The Rental Party will be assessed a damage and/or replacement charge equal to the actual repair or replacement costs incurred in the event of such damage or loss of facility and/or equipment.

H. Additional Auditorium Charges

Additional use of lights and sound systems in the auditorium may require arrangements to be made for additional staff time. An hourly charge will be established for such use at the time rental arrangements are made.

III. Rental Charge Billing and Payment Procedures

- A. Upon receipt of authorization for rental of facilities from the proper administrative authority, the School District No. One Business Office will send billing for rental charges to the Rental Party.
- B. Billing for rental on one-(1)-time or infrequent basis will be sent after rental authorization. Billing will include regular rental fees and related additional charges.
- C. Billing for rental for extended use will be sent upon contract approval.
- D. Payment of rental charges must be made to the Lewistown School District Number One Business Office within thirty (30) days after billing.

IV. Rental Rates - COMMERCIAL AGENCIES AND SECTARIAN GROUPS

The following rates include only one (1) hour of custodial time. At time of rental, an assessment of needed custodial time should be made and additional charges assessed. See Section II. E.

Minimum Charges

		2 Hours	3 Hours	4 Hours	Hourly Rate Beyond 4 Hours
Junior High	Gymnasium	50.00	55.00	60.00	5.00
	Auditorium	50.00	55.00	60.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
Lincoln	Board Room	21.00	22.00	23.00	1.00
Garfield	Gymnasium	40.00	45.00	50.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
Highland Park	Gymnasium	40.00	45.00	50.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
Lewis & Clark	Gymnasium	40.00	45.00	50.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00

Two or more classrooms rate: Half of single classroom rates per additional room.

SCHOOL	PROFIT	Each Additional Hour Past 4	HOURS							
			1	2	3	4	5	6	7	8
Fergus High										
Auditorium	\$300 (Minimum)	\$50	\$300	\$300	\$300	\$300	\$350	\$400	\$450	\$500
Gymnasium	\$300 (Minimum)	\$50	\$300	\$300	\$300	\$300	\$350	\$400	\$450	\$500
Classrooms	\$50 (Minimum)	\$10	\$50	\$50	\$50	\$50	\$60	\$70	\$80	\$90
Cafeteria	\$75 (Minimum)	\$20	\$75	\$75	\$75	\$75	\$95	\$115	\$135	\$155
Library	\$75 (Minimum)	\$20	\$75	\$75	\$75	\$75	\$95	\$115	\$135	\$155

Cost does not include Tech Fees @ \$25 per hour.

After four hours an additional cost of \$25 per hour custodial time may be assessed.

Minimum charge includes four hours of custodial time.

- V. Rental Rates - COMMUNITY ORGANIZATIONS (NON-PROFIT NON-SECTARIAN)
The following rates include only one (1) hour of custodial time. At the time of rental, an assessment of needed custodial time should be made and additional charges assessed. See Section II. E.

		Minimum Charges				
		2 Hours	3 Hours	4 Hours	Hourly Rate Beyond 4 Hours	
Junior High	Gymnasium	40.00	45.00	50.00	5.00	
	Auditorium	40.00	45.00	50.00	5.00	
	Classroom	20.00	21.00	22.00	1.00	
	Library	23.00	26.00	29.00	3.00	
Lincoln	Board Room	20.00	21.00	22.00	1.00	
Garfield	Gymnasium	35.00	40.00	45.00	5.00	
	Classroom	20.00	21.00	22.00	1.00	
	Library	23.00	26.00	29.00	3.00	
Highland Park	Gymnasium	35.00	40.00	45.00	5.00	
	Classroom	20.00	21.00	22.00	1.00	
	Library	23.00	26.00	29.00	3.00	
Lewis & Clark	Gymnasium	35.00	40.00	45.00	5.00	
	Classroom	20.00	21.00	22.00	1.00	
	Library	23.00	26.00	29.00	3.00	

Two or more classrooms rate: Half of single classroom rates per additional room.

SCHOOL	NON-PROFIT	Each Additional Hour Past 4	HOURS							
			1	2	3	4	5	6	7	8
Fergus High										
Auditorium	\$200 (Minimum)	\$30	\$200	\$200	\$200	\$200	\$230	\$260	\$290	\$320
Gymnasium	\$200 (Minimum)	\$30	\$200	\$200	\$200	\$200	\$230	\$260	\$290	\$320
Classrooms	\$30 (Minimum)	\$7	\$30	\$30	\$30	\$30	\$37	\$44	\$51	\$58
Cafeteria	\$50 (Minimum)	\$14	\$50	\$50	\$50	\$50	\$64	\$78	\$92	\$106
Library	\$50 (Minimum)	\$14	\$50	\$50	\$50	\$50	\$64	\$78	\$92	\$106

Cost does not include Tech Fees @ \$25 per hour.

After four hours an additional cost of \$25 per hour custodial time may be assessed.

Minimum charge includes four hours of custodial time.

VI. Rental Rates (Track and Tennis Facilities)

1. Invitational Meets -- \$400 Track or \$200 Tennis Rental
Schools will be assessed a \$25.00 fee per team/\$50.00 fee per school (\$25 boys team/\$25 girls team) with the exception to all 7C schools as their district contributed to the project.
2. No charge for practice uses, with exception to reimbursement should damages occur.

VII. Montana High School Association (MHSA) Activities

1. Facility Fee -- \$100 per day when hosted by Fergus High School.
2. Facility fee for non-hosted MHSA activities will be at the non-profit rate found on page 4.
3. Custodial fees and other associated fees will be charged on an actual cost basis, as needed.

Revised on: 6/10/2013