

EXPECTATIONS FOR THE USE OF ELKHART LAKE-GLENBEULAH SCHOOL BUILDINGS

- Students are to be in the area of the activity only.
- Students must be supervised by an adult at all times – before, after, and during an event. Supervision means that there is an adult physically and mentally present to the students.
- Clean and secure the area before leaving the premises:
 - Check all entrance doors to make sure they are locked and secured,
 - Check rooms, including bathrooms and locker rooms, for running water, lights.
- Students and adults are expected only in the area of the building which has been reserved for use.
- Demonstrate respect for the building and property.
- Damage to property or disorder requiring custodian clean-up will be charged to the authorized party.
- No tobacco, alcohol, drug use, no weapons.
- Decorations or scenery must have pre-approval to put up or to be stored.
- A custodian, authorized school employee or a non-employee approved by the building principal must be present at all times while people are present in the building.
- The right to revoke a permit at any time is reserved by the Board of Education or the District Administrator.

RENTAL FEE SCHEDULE

The Board of Education or the District Administrator reserve the right to:

1. Deviate from the rental guide.
2. Restrict the use of the facilities to any group, which, in the Board's or District Administrator's opinion, would be detrimental to the philosophy of the district as viewed by the community.

	Non-Profit Group No Admission	With Admission	For Profit Group
High School Gym	\$15 for 2 hours + \$5 for every hour thereafter	\$25 for 2 hours + \$10 for every hour thereafter	\$35 per hour
Elementary School Gym	\$10 for 2 hours + \$3 for every hour thereafter	\$20 for 2 hours + \$5 for every hour thereafter	\$30 per hour
Middle School Gym	\$15 for 2 hours + \$5 for every hour thereafter	\$25 for 2 hours + \$10 for every hour thereafter	\$35 per hour
Cafeteria (any)	\$10 for 2 hours + \$3 for every hour thereafter	\$15 for 2 hours + \$5 for every hour thereafter	\$20 per hour
Kitchen (high & middle school)	\$15 per event	\$20 per event	\$30 per event
Auditorium (high school)	\$15 per 2 hours + \$5 for every hour thereafter	\$25 for 2 hours + \$10 for every hour thereafter	\$35 per hour
Library (any)	\$10 for 2 hours + \$5 for every hour thereafter	\$15 for 2 hours + \$10 for every hour thereafter	\$20 per hour
Classroom (any)	\$10 per event	\$15 per event	\$20 per event
Tennis Courts (reserved)	\$3 per hour/court Maximum 4 hours	\$5 per hour/court Maximum 8 hours	\$7 per hour/court Maximum 8 hours

Fees are for maintenance and operation costs
Make checks payable to the Elkhart Lake-Glenbeulah School District

NOTE: It is the policy of the Board of Education to approve the use of school buildings by non-school sponsored organizations provided such use does not interfere with school or school-sponsored activities and meetings are open to the public. Should it become necessary to schedule school activities in areas previously reserved, you will be notified to make other arrangements or to request a different area of the building for use.