

**1130.4R USE OF SCHOOL FACILITIES - CUSTODIAL CHARGES**

Whenever extra custodial costs are generated by programs taking place in the schools, such costs shall be billed to the department involved. The following classifications designate specific departmental codes to be charged for various activities requiring extra staff. Building permits for activities requiring extra custodial staffing which are not related to the regular school program shall receive final approval from the Community Education Office. Custodial costs for activities not part of the regular K-12 program shall be billed to Community Education.

The groups listed below will pay a facility usage fee only when it is necessary to add extra staff or overtime is incurred during evening, weekend, and holiday hours. If a group charges admission or requests donations for any activity, they shall be charged a usage fee. Approval for usage and fee assessments shall be determined by the Community Education Office. Such groups include:

Churches	Community Clubs	PTA/PTSA Activities
Caucuses	Dance Studios	Scouting Activities
City Council	Elections	YMCA
Civil Service Board	Hockey Programs	Youth Basketball
Commercial Use	Political Conventions	YWCA
Community Adult Activities	Pow Wows	

Operations

The cost of extra custodial staffing will be charged to the building operations for school-sponsored programs and school-related activities with the approval of the principal.

Basketball Games	Inservice	School Activities
Dances	Lock-In-Elementary	Speech Meets
High School Football	Plays	Swim Teams

Summer School

Custodial staff costs for the summer school gym and swim program will be charged to the summer school budget.

Child Nutrition

The Child Nutrition Department shall pay its proportionate share of custodial staff costs.

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