

## Business/Non-Instructional Operations

### Buildings and Grounds Usage

- I. To ensure the fairest distribution of school facilities among organizations, request for use of facilities should be made as far in advance, with a ***three (3) week minimum notice required when possible***. All requests for the use of any facility shall be made through the District's Reservation System at: <https://www.amityregion5.org/departments/facilities>
- a. Persons attending any functions must confine themselves to the areas assigned for their use.
  - b. Smoking is prohibited in any area within the school building or outside of the school building on school property.
  - c. No guns or weapons of any kind may be brought onto school grounds.
  - d. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades, skateboards, or footwear that might cause damage are permitted in school buildings, in the Field House, or on tracks, fields or lawns.
  - e. No dogs or other pets are permitted in school buildings or on school grounds.  
Exceptions: Those needed for educational purposes and those needed by individuals with disabilities. Adult education dog-training programs will only have use of the outdoor parking lot. The adult education teacher in-charge of the training program is responsible for leaving the outdoor in a clean, sanitary condition.
  - f. No cooking outside the school kitchen, Field House, Family Consumer Science or Culinary classroom, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Amity Regional School District No. 5 program, except with special permission, under controlled conditions.
  - g. School furniture and equipment: No school owned electronic equipment (digital cameras, computers, smartboards, microphones, soundboards, etc.) may be used by outside users of school facilities without special permission.
  - h. Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to Town agencies or committees in Bethany, Orange and Woodbridge, with the approval of the Superintendent or his/her designee.
  - i. Kitchen equipment may not be moved.
  - j. All furniture and equipment must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users will be required to pay for repair or replacement due to damage.
  - k. Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the Principal of the school making the loan. Users must arrange to have items carried in and placed where they belong.
  - l. No group may store items between rentals without approval of the Principal. The Amity Regional District is not responsible for items stored between rentals. Any items left is done so at the renters' risk of loss, damage, or disposal of items.

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- m. Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the Principal or facilities department, the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians.
  - n. Sale, use and possession of alcoholic beverages, unauthorized controlled substances, vaping, or tobacco or tobacco products is prohibited inside the school building or on school property. Refer to Board Policy [P5131.6](#) for further information,
  - o. Advertising, decorations or other materials that promote the use of drugs, tobacco products or alcoholic beverages shall not be permitted
  - p. Advertising, decorations or other materials that promote the event or activity must be approved in advance by the Principal. The event must be in the final stage of approval and listed as an event on the school calendar prior to the organization advertising the location.
- II. The utilizing organization must agree to assume financial responsibility for accidents or injuries to members or guests, whether or not they are invited. The liability insurance carried by the Amity Board of Education protects the interests of the Board and its employees but not those who utilize the school facilities. The utilizing organization is required to pay for and furnish a Certificate of Liability Insurance specifying a minimum coverage of \$1,000,000 bodily injury and property damage and naming the Amity Regional School District No. 5 as an additional insured. The Certificate of Liability Insurance must be e-mailed at the time of application for Use of School Facilities process. This requirement may be waived by the Superintendent for school groups and town agencies and committees of Bethany, Orange and Woodbridge. The Certificate of Liability Insurance must have a cancellation clause in which the insurer will endeavor to mail thirty (30) days written notice to the certificate holder, who shall be Amity Regional School District No. 5.

The address is District Offices, 25 Newton Road, Woodbridge, CT 06525. **The utilizing organization may not use the facilities until the Certificate of Liability Insurance has been received by the Facilities Department.**

- a. The utilizing organization must also agree to assume financial responsibility for all damage, destruction or loss of school property occurring while they are using the building.
- b. The utilizing organization is responsible for a cleaning up materials brought into the event and leaving rented areas in the same condition found upon entry. The fee assessed for custodial services is for trash removal and general cleanup.
- c. The utilizing organization must agree to be responsible for the conduct of all persons in attendance at the activity. The custodian on duty will not serve as a police officer. If, in the judgment of the Principal or Director of Facilities, a security guard, armed

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- security guard or police supervision is required, the cost of the supervision shall be paid by the utilizing organization. Generally more than 100 attendees requires additional supervision.
- d. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Director of Facilities, Fire Marshall, or Fire Chief.
  - e. Refreshments may be served only by prior arrangement with the agreement of school authorities.
  - f. No parking is permitted in the fire lanes adjacent to the sidewalks and driveway entrances to the school. Parking lanes are provided and are clearly marked.
  - g. Users must comply with all administrative regulations governing the use of school facilities. Non-compliance may result in revocation of privileges.
  - h. Requests for use of Amity Regional School District No. 5 facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity or event or failure to pay all fees and charges to the school district in a timely manner.
  - i. The use of the gymnasium for athletics shall be governed by the following additional rules:
    1. Rubber soled shoes, of a type that does not mark the floor, will be used by everyone participating in athletics. Shoes worn outside (street shoes) may not be used on the gymnasium floor. The Principal and Athletic Director shall determine what type of shoes may be used on the gymnasium floors.
    2. Heat, ventilation, lights and adjustment of moveable athletic equipment are to be regulated only by the custodian or school maintenance personnel.
    3. Locker rooms, shower and dressing rooms must be left in order and to the satisfaction of the Principal, Athletic Director and Director of Facilities. No towels will be furnished.
    4. Athletic equipment belonging to the school or to school organizations may not be removed from the gymnasium without permission of the school authorities.
    5. No food or beverage is permitted in the gymnasium (except during blood drives).
    6. No smoking, vaping, or smokeless tobacco is permitted.
  - j. The use of the auditorium shall be governed by the following additional rules:
    1. Stage properties belonging to the school or to school organizations may not be used or moved without special permission.
    2. Storage of stage properties belonging to others is not permissible. The utilizing organization must agree that it shall have no legal recourse against Amity Regional School District No. 5 or its employees for the disposal of the

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- stage properties. . Any related removal fees will be the responsibility of the utilizing organization.
3. Pianos, electronic, public address and other special equipment may be used only by special arrangement with the Principal or designee.
  4. All groups or organizations must retain a lighting and sound consultant from a list designated by the Principal or facilities department.
  5. No food or beverage is permitted in the auditorium.
  6. No smoking, vaping, or smokeless tobacco is permitted.
- k. The use of classrooms, library/media center, or cafeteria shall be governed by the following additional rules:
1. Furniture may be moved only by the custodian or under his/her direction.
  2. The furniture must be put back in place under the direction of the custodian.
- l. Kitchen facilities, Family Consumer Science or Culinary classroom, may be used only by special arrangement with the Principal and cafeteria manager for cafeteria and kitchen and then only to the extent agreed upon. The utilizing organization must pay for the cafeteria manager or worker to be present during the entire time in which the kitchen facilities is being used and cleaned for the next school day.
1. Use of equipment is subject to special arrangement and any fees established by the Amity Board of Education.
- m. The use of fields shall be governed by the following additional rules:
1. Refreshments may be served only by prior arrangement with, and agreement of, school authorities.
  2. All practices should be scheduled for the practice areas, **not** the competition field.
  3. The Amity Athletic Department reserves the right to postpone any activities in the case of inclement weather or excessive stress to the playing surfaces.
  4. Only Amity Regional School District No. 5 facilities personnel may perform tasks on the facility and users of school facilities must pay for the additional services required. The Amity Regional School District No. 5 reserves the right to hire an outside contractor to perform such tasks and charge the utilizing organization for the additional services required.
  5. The Athletic Director or his/her designee will make all field assignments.
  6. The non-refundable administrative fee of \$25.00 may only be waived by the Director Finance & Administration or his/her designee.

III. The following classification of organization and activities will determine facilities preference and rental fee:

Revised: April 21, 2023

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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- a. **SCHOOL GROUPS** shall have preference in the use of the facilities. There will be **no charge** to these organizations:
  1. Continuing Education including Adult Education and Summer School programs under the direction of the Amity Regional School District No. 5
  2. Parent, teacher organizations from Bethany, Orange and Woodbridge
  3. Amity Booster Club
  4. Other approved groups sponsoring events to raise funds for school activities when such funds are deposited directly to the account of the school activity and administrated by proper school authorities.
- b. **BETHANY, ORANGE AND WOODBRIDGE PARK AND RECREATION DEPARTMENTS:** The Amity Regional School District No. 5 and the Park and Recreation Departments of Bethany, Orange and Woodbridge have had a collaborative arrangement whereby the use of the town and school fields are shared, as reasonably available, without any charges or fees, except for the necessary custodial overtime costs related to the activity or event. This arrangement shall continue with the mutual agreement of the parties.
  1. There is no application fee for Town recreation departments
  2. There will be no charge to the town recreation departments provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays).
  3. Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$50 per hour for set-up and take down during the time of the activity/event.
  4. Security is required and will be billed if outside regular hours.
- c. **TOWN AGENCIES AND COMMITTEES** of Bethany, Orange and Woodbridge shall have preference in the use of the facilities when it is not being used by a school group. The Facilities Department confirms annually with the towns, an updated list of approved groups.
  1. There is no application fee for town agencies and committees, all other fees apply unless waived by the Superintendent.
  2. There will be no charge to town agencies or committees provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays) and no set-up or take down is required.
  3. There will be a \$50.00 charge to town agencies or committees provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays) and set up and break down is required.
  4. Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$50 per hour for set-up, take down and clean up during the time of the activity/event.

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5. Events held on Saturdays will be charged \$50 per hour for set-up, take down and clean up during the time of the activity/event.
  6. Events held on holidays and Sundays will be charged \$60 per hour for set-up, take down, and clean up during the time of the activity/event
  7. Custodial charges may be waived if and when custodians have already been assigned for other purposes during the event or activity and no additional work (e.g., set-up; takedown; clean up; etc.) is required as a result of the activity.
  8. Security is required and will be billed if outside regular hours.
- d. **ATHLETIC ASSOCIATIONS**: Athletic associations that are not for profit and benefit the youth of Bethany, Orange and Woodbridge may use Amity athletic facilities at minimum charge upon application and approval. Site supervisor and custodial overtime charges may apply. Police and/or security coverages if necessary must be paid by the athletic association.
1. The application fee is \$25.00 per application.
  2. There will be no charge to athletic associations provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays) and no set-up or take down is required.
  3. There will be a \$50.00 charge to athletic associations provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). and set up and break down is required
  4. Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$50 per hour for set-up, take down, and clean up during the time of the activity/event.
  5. Events held on Saturdays will be charged \$50 per hour for set-up, take down, and clean up during the time of the activity/event.
  6. Events held on holidays and Sundays will be charged \$60 per hour for set-up, take down, and clean up during the time of the activity/event.
  7. Security is required and will be billed if outside regular hours.
- e. **COMMUNITY AND CIVIC NON-PROFIT ORGANIZATIONS** of Bethany, Orange and Woodbridge shall have preference in the use of the facilities when it is not being used by a school group; Bethany, Orange and Woodbridge Park and Recreation departments; or town agencies or committee. Other non-profit organizations which can demonstrate that the use of facilities is a primary benefit to the residents of the regional district's member towns may also use the facilities, if available. Community and civic non-profit organizations shall include Rotary, Lions Club, Historical Society, Garden Club, religious groups, and similar types of organizations. Possible determining factors could be a group's non-tax status; use of any funds raised by the group primarily for the benefit of residents in Bethany, Orange or Woodbridge.
1. The application fee is \$25.00 per application.

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2. There will be a \$50.00 set up and break down charge to Community and Civic Non-Profit group organizations provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays).
  3. Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$85.00 per hour for set-up, take down, and clean up during the time of the activity/event.
  4. Events held on Saturdays will be charged \$85.00 per hour for set-up, take down, and clean up during the time of the activity/event.
  5. Events held on holidays and Sundays will be charged \$100.00 per hour for set-up, take down, and clean up during the time of the activity/event.
  6. Security is required and will be billed if outside regular hours.
- f. **OTHER GROUPS** of Bethany, Orange, and Woodbridge may request to use the facilities when it is not being used by any of the aforementioned groups. Other organizations that can demonstrate that the use of facilities is a primary benefit to the residents of the regional district's member towns may also use the facilities, must submit the online application for rental to be considered and pending availability
1. The application fee is \$25.00 per application.
  2. There will be a \$50.00 set up and break down charge to other group organizations provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays).
  3. Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$85.00 per hour for set-up, take down, and clean up during the time of the activity/event.
  4. Events held on Saturdays will be charged \$85.00 per hour for set-up, take down, and clean up during the time of the activity/event.
  5. Events held on holidays and Sundays will be charged \$100.00 per hour for set-up, take down, and clean up during the time of the activity/event.

**IN ADDITION**, extra charges will apply for the following:

	<b><u>Extra Charges</u></b>
Field House	\$250
Athletic Fields (Base Fee)	\$100
Field Layout and Lining:	
Football Field	\$400
Baseball or Softball Field	\$300
Soccer or Lacrosse Field	\$250
Lining only (no layout required):	
Football Field	\$200
Baseball or Softball Field	\$100
Soccer or Lacrosse Field	\$100

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High School Auditorium	\$350
Auditorium Senior Staff	\$112/hr
Auditorium Staff Technician	\$65/hr
Auditorium Student Technician	\$49/hr
Sound <i>or</i> Lighting Consultant (in-house)	\$400
Sound <i>and</i> Lighting Consultant (in-house)	\$500
Stadium Scoreboard Only (not Video Board)	\$100
Site Director (football)	\$80/game
Site Director (non-football)	\$70/game
Site Security-unarmed	\$50/hr
Site Security-armed	\$60/hr
Middle School Gymnasium	\$100
High School Gymnasium	\$150
Library /Media Center	\$100
High School Cafeteria	\$150
High School Kitchen	\$150
Middle School Cafeteria	\$100
Middle School Kitchen	\$100
Music Room	\$100
Classroom: First	\$ 25
Classroom: Each Additional	\$ 15
Surcharge	\$100

Surcharge is required if event:

- Creates significant wear and tear
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Raffles requires permit issued by local police
- Uses vendors' or exhibitors' booths
- Uses field house or two major facilities (gymnasium, cafeteria, auditorium, 11+ classrooms)
- Involves more than 350 participants or attendees

**JOHN J. BRADY CENTER FOR THE PERFORMING ARTS:**

The Brady Center (Amity Regional High School Auditorium) may be set up in a manner that best meets the needs of the event. When requesting use of the Brady Center, the applicant must indicate the configuration and set-up needed for the event.

***Set-up 1: Speaker/ Presentation Configuration***

Best for single presenters, movies.

*Includes:*

- One Technician

**Revised:** April 21, 2023

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- Podium
- Single microphone
- Laptop access with audio/video
- Projection screen lowered
- Ability to dim the house lights over the audience

<b><i>Set-up 1 – Speaker/ Presentation Configuration</i></b>	
STAFF/EQUIPMENT	FEE
Amity Technician	\$65.00/hr
Auditorium (includes podium, single presenter microphone, laptop, projection screen)	\$350.00

### ***Set-up 2: Advanced Presentation Configuration***

Best for multiple presenters or presentation that includes audience participation.

*Includes:*

- All of Set-up 1
- 2-4 mics, handheld (with stands if needed) and/or lavalier
- Soundboard & Lightboard operator
- Tiered lighting–upstage setting, downstage setting

<b><i>Set-up 2 – Advanced Presentation Configuration</i></b>	
STAFF/EQUIPMENT	FEE
Amity Technician OR Amity Sound/Light Programmer	\$65.00/hr/\$112/hr
Additional Technician or Student Technician	\$65.00/hr/\$49/hr
Auditorium (includes podium, single presenter microphone, laptop, projection screen)	\$350.00
Set-up 2 Equipment – 2-4 additional microphones, tiered lighting	\$400.00

### ***Set-up 3: Musicians/Band Configuration***

Best for musical performance with minimal lighting requirements.

*Includes:*

- Up to 4 mics (handheld) and stands
- Stage snake (optional) for additional mics (vocal, 2 for drums)
  - Group may provide additional mics (up to 8)
- Upstage Lighting–Fader (lights on and off)
- Downstage Lighting–Fader (lights on and off)
- House Dimming–Fader (lights on and off)

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An approved outside Sound Contractor is required for Set-up 3. The applicant is responsible for securing and paying the cost of services for the Sound Contractor. Proof of the Sound Contractor will be required prior to the event. Failure to provide proof of the Sound Contractor will result in cancellation of the event.

Approved Sound Contractors:

Horizon Sound INC.  
 P.O. Box 562  
 Shelton, CT 06484  
 (203) 288-5711  
[Horizonsoundinc@yahoo.com](mailto:Horizonsoundinc@yahoo.com)

New England Sound Light Video Services  
 459 Washington Ave.  
 North Haven CT 06473  
 (203) 239-5553

Spence Sound and Stage Lighting  
 (203) 767-6120

<b><i>Set-up 3 – Musicians/Band Configuration</i></b>	
STAFF/EQUIPMENT	FEE
Amity Sound/Light Programmer	\$112/hr
Additional Technician or Student Technician	\$65.00/hr/\$49/hr
Auditorium (includes podium, single presenter microphone, laptop, projection screen)	\$350.00
Set-up 3 Equipment – 2-4 additional microphones, tiered lighting, stage snake	\$500.00
Approved Sound Contractor	Separate Charge

### ***Set-up 4: Advanced Stage Configuration***

Best for dance recitals, plays ,musical performance with complex lighting requirements, multi-person performances.

*Includes:*

- All of Set-up 3 as needed
- Up to 2 spotlights

An approved outside Sound and Light Contractor and is required for Set-up 4. The applicant is responsible for securing and paying the Sound and Light Contractor. Proof of the Sound and

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Light Contractor will be required prior to the event. Failure to provide proof of the Sound and Light Contractor will result in cancellation of the event.

Approved Sound and Light Contractors:

New England Sound Light Video Services  
459 Washington Ave.  
North Haven CT 06473  
(203) 239-5553

Spence Sound and Stage Lighting  
(203) 767-6120

<b><i>Set-up 4 – Advanced Stage Configuration</i></b>	
STAFF/EQUIPMENT	FEE
Amity Sound/Light Programmer	\$112/hr
Additional Technician or Student Technician – 2 Required	\$65.00/hr/\$49/hr
Auditorium (includes podium, single presenter microphone, laptop, projection screen)	\$350.00
Set-up 4 Equipment – 2-4 additional microphones, tiered lighting, stage snake, spot light	\$500.00
Approved Sound and Light Contractor	Separate Charge

Other Fees:

- Administrative charge: \$25 per contract. This non-refundable fee must be paid at the time of the application.
- Fees will also be charged for piano tuning, gymnasium and field house floor covering, excess garbage collection and use of lighting/sound equipment.

The estimated rental fee for a one-time event or activity is required to be paid a ***minimum of five (5) business days before the event or activity***. The Director of Finance and Administration shall determine the estimated rental fee. The administrative charge of \$25, if applicable, shall be added.

The estimated rental fee for a multiple event or activity (e.g., outside organization sponsored school) shall be billed in the following manner:

- a. The full amount of the estimated rental fee for all the events or activities scheduled for the first month must be paid a ***minimum of five (5) business days before the first event or activity***;

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- b. The full amount of the estimated rental fee for all the events or activities scheduled for the succeeding month(s) must be paid *a minimum of five (5) business days before the start of the month in which the events or activities will take place.*

The Director of Finance and Administration will determine what additional charges, if any, are owed.

The Superintendent or his/her designee shall determine the classification of each group and related fees. The utilizing organization agrees to the classification and related fees by when completing a reservation request through the District's website, [Facilities form](#).

The fee schedule will be reviewed periodically by the Director of Finance and Administration, who will provide a list of recommended changes to the Superintendent. Upon the approval of the Superintendent, the recommended changes will be brought to the Amity Board of Education for consideration. No fees may be increased without the approval of the Amity Board of Education.

The process of formally requesting the use of school facilities is, as follows:

A person seeking the use of school facilities by reserving the facility on the District's electronic reservation system found at [Facilities form](#).

The submitted Reservation Request for Use of Facilities must be followed by a check of \$25 payable to "Amity Regional School District No. 5" for the non-refundable administrative fee (except if waived by Board policy, prior Board action, or Superintendent). The check should be sent to the Finance Department at Amity Regional High School- District Offices, 25 Newton Road, Woodbridge, CT 06525. In addition, a Certificate of Liability Insurance for a minimum of \$1,000,000, naming Amity Regional School District No. 5 as the Certificate Holder, must be submitted online the form.

The submitted application will be routed to the appropriate staff members in the District, including The Principal or his/her designee, the Athletic Director, the Technology Director and the Facilities Director. Each approver shall determine if the school facility is available on the requested date(s) for the particular event or activity and take appropriate action in the electronic reservation system to approve or deny event. Please note: each level of approval will generate an approval e-mail to the organizer. **The event is not approved until the organizer received an e-mail noting the request is *listed as an event.***

The Principal and Athletic Director shall have the authority to determine that an athletic field is not in a suitable condition or the event or activity would likely cause damage beyond normal wear and tear. If either the Principal or Athletic Director makes this determination, the reservation request should be denied

The Athletic Director or his/her designee should sign-off on any request for the use of the Field House, athletic field(s), gymnasium, and/or locker room only if the Field House, athletic field(s), gymnasium, and/or locker room are available on the requested date(s).

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The Director of Facilities is responsible for the overall use of the facilities while the school is not in session, and in this regard, should determine whether or not the event or activity will interfere with other activities already scheduled (e.g., parking requirements; available custodial staff for set-up, take-down and clean-up activities) or be detrimental to the buildings, grounds, equipment and facilities. The Director of Facilities may reject the request.

If the Director of Facilities is satisfied that the event or activity on the particular date(s) is an acceptable use of the facilities under the conditions set forth in the Board's Policy and meets all applicable administrative regulations, the Director of Facilities or his/her designee may approve the request. The approved request is forwarded Assistant Director of Finance & Administration with the non-refundable administrative fee, if applicable, and Certification of Liability Insurance for any additional invoicing. If the facility is not available or use approved, the Director of Facilities or his/her designee shall deny the online application. The reservation system notifies the organization's contact person that the school facilities, as requested, are not available.

The Director of Facilities shall confirm the police and fire departments have been scheduled for events with 100 or more attendees. The group will pay these charges directly to the Police and Fire Department. The Director of Facilities may approve hiring an armed security guard in lieu of a police officer. The District will include the cost of the armed security guard in the invoice to the applicant.

The Director of Facilities or his/her designee will assign a custodian, as required, based on the standard rotating schedule.

The Finance Department will:

- Deposit the \$25 non-refundable administrative fee to the General Fund
- Verify or obtain the necessary Certificate of Liability Insurance
- Calculate the estimated rental fee and send an invoice to the contact person
- Verify the required payment is made at least five (5) business days prior to the event or activity. If not, notify the school that the event or activity is not to take place.

The Finance Department will calculate the total rental fee, deduct any deposit payment, and send an invoice for the remaining amount, if any, to the contact person. The Finance Department will reimburse the group or organization by check for any overpayment.

The Finance Department will deposit the payment of the rental fee in the General Fund. If the remaining amount is not received within ten (10) business days from the date of the invoice, a reminder notice will be sent to the contact person. If payment is not received within thirty days (30) business days for the date of the reminder notice, the Director of Finance and Administration will send a letter to the group putting them on notice that they will not be able to use the school facilities for any purpose until full payment is made of all past due claims. An additional administrative charge of \$50 shall be added to the remaining amount for each month in which the payment is overdue.

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The custodian on-duty during the event or activity shall confirm the event is listed on the District's calendar. No group shall use the facility without prior authorization through the electronic reservation system.

The custodian on-duty during the event or activity should notify the Head Custodian if and when there are any problems relating to the event or activity (e.g., damaged or stolen school property; failure to comply with Board policy and/or administrative rules). The Head Custodian should notify the Principal, who in turn should contact the Director of Finance and Administration.