



Andover USD 385 Facility Usage Fee Schedule & Requirements

Facility Space	Base Rate	Hourly Rate
High School Auditorium*	\$200	\$50 ea additional hour
Commons	\$125	\$50 ea additional hour
Kitchen**	\$125	\$50 ea additional hour
Wood Floor Gymnasium***	\$200	\$50 ea additional hour
Non-Wood Gymnasium	\$100	\$50 ea additional hour
Classroom	N/A	\$25/hour
Soccer Practice Field	N/A	\$25/hour
Turf Softball/Baseball Field w/lights	\$1500 per event/per day	\$250/game
Softball/Baseball Field no lights	\$ 900 per event/per day	\$150/game
Trojan Stadium****	\$1500 per event/per day	N/A
Jaguar Stadium****	\$1500 per event/per day	N/A
Personnel/Training Fees		Hourly Rate
Custodial	N/A	\$30/hour
Food Service	N/A	\$30/hour
Kitchen Use Training	N/A	\$30/hour
Auditorium Technician	N/A	\$30/hour
Stadium Technician	N/A	\$30/hour
Computer Technician	N/A	\$30/hour
Facility Supervisor	N/A	\$30/hour
<p><i>*Requires USD 385 staff auditorium technician if using lights and/or sound equipment</i></p> <p><i>**Requires USD 385 staff kitchen personnel or kitchen use training</i></p> <p><i>***Wood floors only available at following locations (AHS, AMS, ACHS, ACMS, PCE, CES)</i></p> <p><i>****Requires USD 385 staff stadium technician - hours of operation 8AM-10PM only</i></p>		

BUILDINGS & SITES CURRENTLY AVAILABLE FOR USE		
<ul style="list-style-type: none"> ● High Schools <ul style="list-style-type: none"> ○ Andover ○ Andover Central 	<ul style="list-style-type: none"> ● Middle Schools <ul style="list-style-type: none"> ○ Andover ○ Andover Central 	<ul style="list-style-type: none"> ● Elementary Schools <ul style="list-style-type: none"> ○ Cottonwood ○ Sunflower ○ Robert Martin ○ Wheatland ○ Prairie Creek ○ Meadowlark
<ul style="list-style-type: none"> ● Other District Sites <ul style="list-style-type: none"> ○ Andover eCademy ○ Trojan Stadium / Jaguar Stadium 		

Andover USD 385 Terms & Requirements

TERMS OF AND REQUIREMENTS OF USAGE:

- All usage requests are subject to approval and may be denied by the building or district for any reason.
- The District reserves the right to cancel any usage at will - any paid fees will be refunded.
- Reservations should be made for exact days / hours of usage only
- Fees must be paid at least 7 business days prior to scheduled use. Failure to complete payment will result in cancelation.
- A USD 385 employee is required to be on site for all usage unless approved by the district. If a USD 385 employee cannot be secured for the event, cancelation will occur.
- Andover Recreation Commission usage will be scheduled by the designated representative for ARC only. This includes team practices and competitions.
- YMCA usage will be scheduled by the designated representative for YMCA only. This includes team practices and competitions.
- Team rosters are no longer used for determining fee waiver.
- No drugs, smoking, vaping, alcoholic beverages, weapons or firearms are permitted on district property. All state and local laws must be followed. Violations may result in prosecution.
- Only the reserved portion of the facility may be occupied. Supervision of all attendees is required. Children must have adult supervision at ALL times.
- Video cameras are installed and active at all times in our facilities.
- Proof of current insurance coverage for liability will be required before approval. All parties must provide evidence of personal or business coverage for individual protection. Andover USD 385 should be added as an additional insured and the certificate of coverage will include any required coverage amounts for.
- Any and All damage to facilities will be reported and is the responsibility of the party utilizing the facility. This includes the automatic acceptance to reimburse the district for any repair or replacement costs in full as part of the facility rental agreement.
- Use of concession facilities is not guaranteed and may only be approved by building athletic directors. No outside products will be sold and all products will comply with current district provider agreements and state or local requirements.
- Priority is given to support all USD 385 events.
- All events are immediately canceled due to inclement weather when USD 385 cancels class or activities.
- Available space for reservation is limited to areas listed in FS Direct only. If the space is not listed it is not currently available for request.
- All fees and terms of use are subject to change.