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# **Delano Facility Use Procedures Manual**

The Delano Facility Use Procedure Manual is governed by the Delano Public Schools Policy 902 – Use of School District Facilities and Equipment.

## **I. Application Process:**

All use of District 879 facilities is scheduled through the Tiger Activity Center Office.

### **Facility Use Registration Application:**

How to register:

1. Complete and submit the Annual Facility Use Application Form to the Tiger Activity Center office. Current application procedure information and forms may be obtained on our website (Potential facility users must email the Facilities Coordinator (Kim Finn – [Kim.Finn@delanoschools.org](mailto:Kim.Finn@delanoschools.org)) to submit their organization's contact information for reserving facilities
  - a. Provided information must include approved personnel's current email address and a valid phone number.
  - b. Any person approved by the requesting user group to reserve facilities on their behalf must be 21 years of age or older.
  - c. Anyone approved by a user group and the Facilities Coordinator to reserve facilities for their group agrees to abide by all of the policies, rules, and guidelines established for use of school facilities.
2. User groups must pay an annual, non-refundable registration fee.
  - a. Occasional/Single Use Building User Annual Registration Fee : \$15
  - b. Multi-Use User Group Annual Registration Fee (Frequent facility users): \$80
3. User Groups must provide a Certificate of Liability (if required), listing Delano Public Schools as an "additional insured" on the certificate. The Certificate of Liability must be received no less than ten (10) business days before your first requested date of use.
4. Users must notify the Facilities Coordinator in a timely manner of any changes to the personnel allowed to reserve District facilities for their user group.
5. Facility Use Accounts and Facility Use Permits are not transferable.

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## **To schedule District facilities:**

1. User Groups must have an active account on Eleyo (District facility reservation software) <https://delano.ce.eleyo.com/>. Please use this link to create an account if you do not already have one.
2. User Groups may use this link to view a step-by-step tutorial on how to reserve a District Facility through Eleyo. Steps for Reserving a District Facility through Eleyo (Click Here)
3. Equipment (i.e. audiovisual, sound, tables and chairs, etc.), setup / take-down times, field preparation requirements, and special needs must be listed in the "General Equipment and Set-up Notes" fields of the online facility request form.
4. User groups who have an outstanding bill will not be allowed to make new reservations, and current reservations will not be honored until all past due fees are paid in full. Past due accounts may be referred to the district's collection agency for action.

## **District Facility Use Billing:**

1. The district will determine and arrange for staffing as required. Staffing costs are the responsibility of the user and all district employees must be paid through their respective payroll process.
2. All categories of user groups (Categories 2-4) will be billed at the end of the month their reservation(s) takes place, this will include all facility rental fees, equipment fees, and actual staff costs associated with the scheduled reservation.
3. Any fees not paid by a user group, by the stated due date, on their invoice will incur a \$25 late fee at the discretion of the facilities coordinator.

## **II. User Group Category Definitions / Scheduling Priority:**

The following categories are used to determine both scheduling priority and facility use fees. Facility use reservations will be accepted at the discretion of the Facility Use Coordinator

### **CATEGORY 1:**

- School District 879 sponsored activities: Refers to all K-12 programs, co-curricular activities and Community Education programs. School-sponsored groups will not be assessed rental fees but may be billed for staffing and additional operating expenses after an event.
- District 879 volunteer organizations that exist solely for financial support of District 879 programs are allowed to use district facilities under Category 1 but will be billed for staffing and additional operating expenses. (This does not apply to athletic tournaments.) A Certificate of Liability Insurance may be required.

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- The district and city will be considered Category 1 for the use of each other's facilities.

**CATEGORY 2:**

- Non-profit community groups or organizations based within the school district and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. political functions, youth athletic associations, scouts, and faith-based organizations for social or recreational use)
- Category 2 User Groups co-sponsoring events (tournaments/meets/competitions/etc.) with outside agencies will be charged Category 3 rates.
  - The outside agency must provide a Certificate of Liability listing the School District as "additionally insured."
- Category 2 groups that use gyms and fields will be assigned a "priority" and "non-priority" status for specific gyms and fields during specific calendar blocks.

**CATEGORY 3:**

- Non-profit groups or organizations with fewer than 75%, of participants from District 879.
- Non-profit organizations and faith-based organizations based in District 879 that use the facilities for fundraising activities, collecting offerings or charging an admissions fee.
- For-profit businesses located in District 879 that use the facilities for recreational or educational, non-revenue producing activities.

**CATEGORY 4:**

- Non-profit groups or organizations not headquartered in District 879 and with 0% participants from District 879.
- Colleges and universities and non-profit educational organizations.
- Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purposes or personal profit.

**Long-term Use Agreement:**

- When the situation warrants, a user group may be given a long-term use agreement with terms specific to that group.

**Fee-Based Instruction:**

All groups and/or individuals are prohibited from using school property to provide fee-based instruction for private income or wages except as follows:

- By becoming an instructor of the Community Education Department.

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- By arranging for facility use on a rental basis through Community Education (Category 4).

**District 879 / City of Delano have priority for facility use.** Occasionally, circumstances beyond the control of the district / city may occur which will necessitate canceling a scheduled activity. Efforts will be made to find alternate facilities if at all possible. Only official district / city activities can "bump" a scheduled group. Facility user groups may not "bump" other user groups regardless of their organization's priority category.

## **III. INSURANCE AND LIABILITY**

District 879 assume no responsibility for liability for damage, loss, or personal injury resulting from use of district facilities. The appropriate Certificates of Liability Insurance must be on file prior to your event. Mail certificates to:

Tiger Activity Center  
Attn: Facilities Coordinator,  
700 Elm Ave. E.  
Delano, MN 55328.

1. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless School District 879 for any liability and/or expense occurring as a result of the use of the school facilities under the agreement.
2. Use of School District Facilities: The Board of Education requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of \$1,000,000/occurrence and \$2,000,000/aggregate, which names District 879 as the additional insured.
3. Certificates of Insurance may be required for:
  - a. All for-profit organizations / businesses
  - b. All non-profit organizations
  - c. Groups charging for participation
  - d. Groups charging admissions / donations
  - e. Athletic events not sponsored by District 879
  - f. Groups serving food
  - g. Events / activities open to the public
  - h. Any other event for which the district or its agent deem it necessary
4. If space is rented for which the user group contract on their own with a private business/organization to provide services during the event, the user group/individual may be required to either (1) show the

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private business/organization is an additional insured under the user group's Certificate of Liability or (2) have the private business/organization provide a Certificate of Liability to the district, in accordance with this procedure.

5. The individual named on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators.
6. Certificates of Insurance as may be required and must be received by Community Education 10 days prior to the first date of the event, or the district has the right to cancel the scheduled event.

**Fees:**

Facility use fees are assessed based on the User Group Category that is appropriate for the organization / individual and for the activity.

**Fees will consist of three components:****Facility Use Fees:**

See the attached chart. The cost per time block is based on the Category a user group falls under.

**Equipment / Preparation / Service Fees:**

Please see the attached fee schedule for the cost associated with use of various types of equipment, field preparation, and service fees.

**Staffing Fees:**

As noted above, the district will determine the need for additional staffing (for example, custodians, TAC supervisors, cooks, lifeguards, security, etc.) All user groups will be billed for all actual staff costs associated with the scheduled reservation at the completion of their event.

**Weather Related Cancellations:**

Delano Public Schools will not charge Facility Use Fees when events are canceled due to inclement weather.

- If a User group does not use their reserved facility space due to weather, the group must provide written communication (email) within 48 hours to the Facilities Coordinator to avoid being charged for the reservation.

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- If Delano Public Schools closes district facilities due to weather, user groups will not be charged for their reservations affected by the closure, and they are not required to provide written communication.

## **IV. GENERAL STATEMENT OF PURPOSE**

“District Facilities,” as referred to in this document, will include all District owned facilities, buildings, grounds, parking lots, athletic fields and vehicles.

1. The Delano Community Education Department has been designated by the School Board to manage the use of school facilities. Consideration for use of facilities is provided equally to all. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, age, disability or status with regard to public assistance.
2. The use of school district facilities must be in the public interest. The School Board reserves the final right to deny the use of their respective facilities for just cause or when activities are deemed contrary to the purpose of school district policies or public good.
3. Community use of facilities does not imply school district sponsorship or endorsement of the activity, groups or organizations, nor the purposes they may represent.
4. A fee schedule is established to offset a portion of the costs incurred by the district in the form of depreciation, utility costs, maintenance and scheduling.

## **V. RULES AND GUIDELINES FOR USE**

These rules and regulations exist to protect the public's investment in District 879 must observe the following rules.

### **General Permit Holder Responsibilities:**

1. All district policies, local and state ordinances, laws and fire codes pertaining to the use of public buildings and facilities must be observed by all user groups using district facilities.
2. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited.
3. Printed promotional materials and media announcements for non-school sponsored activities / events must include the following disclaimer: “This activity / event is NOT sponsored by District 879” and must clearly identify the name and contact information of the sponsoring group.
4. Permit holders must submit printed promotional materials to the facility scheduler for approval by the District 879 Community Education Director before being posted or distributed.

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5. When inclement weather or physical problems require closing of school facilities, the facilities may be closed for community use as well.

**Space Related Responsibilities:**

1. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.
2. If food and/or drink are to be served, this must be indicated in the online Facility Request Form and will be permitted only in designated areas.
3. Equipment brought in and its manner of use is subject to approval by school district personnel and must be approved prior to your event. School equipment may be used if advance arrangements have been made with the Facilities Coordinator. Charges for staff time and/or equipment use may be assessed, depending on the type of equipment and the extent of set-up and/or take-down needed.
4. Banners and signage may be hung only while a group is present in a building/on a field. Location and method of hanging banners/signage must be reviewed in advance with the Facilities Coordinator.
5. All users must return the areas used to their original order/condition. Additional staff costs for special set-ups or necessary clean up to prepare the facility for the regular school use will be assessed.
6. Classroom materials and information on bulletin boards, white or blackboards will not be disturbed or erased. Classroom supplies will not be used. Teacher's desks will not be disturbed.
7. User Groups agree to accept all available School District facility spaces in its "as-is" condition "with all faults."

**Supervision Responsibilities:**

1. Competent adult supervision (21 years or older) must be provided by the user group during the entire use. The group supervisor(s) will be held responsible for compliance with rules, general behavior and safety of group members.
2. Any children or siblings of program participants must be under the direct supervision of a parent or guardian at all times. User groups are responsible for communicating and enforcing this expectation. Unsupervised children and their parent/guardian may be directed to leave the premises.

**Risk Management:**

1. The applicant is liable for personal injury and any property damage done to district facilities or property and will be assessed replacement or repair fees. A deposit fee may be required at time of rental.

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2. User groups must furnish their own first aid kit. The school district has Automated External Defibrillators located in the following locations:
  - a. Delano High School/Tiger Activity Center
    - i. Near the bathrooms across from the Media Center & Auditorium.
    - ii. In the Tiger Activity Center (TAC) Commons by the elevator.
    - iii. In the Hallway by Door 31 and the entrance to the Weight Room.
  - b. Delano Intermediate School
    - i. On the wall outside of the gym across from the bathrooms.
    - ii. On the second floor on the wall across from the elevator.
  - c. Delano Elementary School
    - i. In the hallway near the gym
    - ii. In the media center entrance
  - d. Delano Community Education
    - i. On the wall in the first floor hallway across from the elevator.
3. The district is not responsible for the loss or theft of any personal items by individuals or groups using its facilities.
4. No latex balloons or other latex products are permitted.
5. Tanks of compressed gases can only be in a building if properly secured and used for curriculum purposes.
6. The use of Essential Oils is not permitted in any district facility. This includes essential oil based products, cleaners, and diffusers.

## **VI. Food Sales**

### **District Facilities:**

User groups that serve food or sell concessions while using District Facilities must meet all applicable Minnesota Department of Health regulations and must obtain the appropriate license in order to do so. Further information may be obtained from the Minnesota Department of Health or the Minnesota Department of Agriculture.

In order to comply with Minnesota Department of Health regulations, user groups that want to sell concessions must meet the following requirements including, but not limited to:

- Pre-packaged foods that require no heating and are served from their original packaging/container are allowed. Examples: bottled or canned beverages, pre-packed chips and candy.

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- Pre-Cooked, Ready-to-Eat Food: Items include the pre-packaged foods listed above, plus foods that require some heating or minimal handling. No on-site food preparation or cooking is permitted. Examples: hot dogs or sausages (hot dog roller), popcorn (popper) and hot beverages such as coffee or hot chocolate.
- Home-prepared food may never be offered to the public in a licensed establishment.

If a user group wants to offer food options beyond those listed above (pre-packaged and pre-cooked, ready-to-eat), the food must be prepared by the district food service and food service personnel must be on duty throughout the event. Appropriate charges will be assessed to the user group.

## **Mobile Food Unit (MFU):**

- **Mobile Food Units:** include Food Trucks, food stands, and individuals selling food on Delano Public Schools property. Mobile Food Units do not include vehicles, such as pizza delivery trucks, whose sole purpose is to deliver food which has been ordered, paid for, prepared, and packaged at a restaurant located elsewhere.
- Mobile Food Units may only sell at designated times and at Delano Public Schools approved locations. Mobile Food Vendors may only sell on Delano Public Schools property in accordance with the requirements of this Mobile Food Unit/Food Truck policy and all other applicable state and city policies. These include, but are not limited to, appropriate Minnesota Department of Health license, and City of Delano permit to operate.
- Mobile Food Units must complete the Vendor Application and must be approved by the Activities Director, Community Education Director or Building Principal, depending on the purpose or function of the activity it is associated with.

# **VII. Merchandise Sales & Distribution of Materials**

## **Distribution of Materials and Sale of Merchandise at Delano School Events**

Subject to the restrictions outlined below, distribution of informational materials, such as political campaign materials, materials soliciting charitable contributions, commercial materials, or any form of promotional materials shall be permitted on the Delano Public School campus on game days at dedicated locations.

- Distribution of material that is competitive with authorized sales by student groups or other approved Delano Public Schools is prohibited. Distribution of material that is in violation of Delano School District policies is prohibited.
- Distribution of such materials shall be conducted in a non-disruptive manner so as to (i) not interfere with the flow of pedestrian traffic either within or in and out of Delano Public School Facilities, and (ii) minimize litter. Distribution methods that are potentially dangerous or disruptive to spectators, such as, but not limited to, miniature plastic footballs or other objects made of a hard substance, are prohibited. Persons distributing

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materials that interfere with pedestrian traffic within or ingress to or egress from any facility may be directed to move to another location.

- No tables, chairs, structures or other wheeled or stationary carts or similar equipment may be used in support of the distribution efforts without prior written approval.
- Sale of merchandise, distribution of materials, and locations of mobile food units are not allowed inside the outlined Stadium Halo Map.

## **VIII. Group Activities, Tutoring, Private Lessons**

**Group Activities:**

- Organized group activities are not permitted without a confirmed reservation. A group is defined as five or more members engaging in an activity that resembles a practice, group workout, or similar. To reserve or rent space please fill out a facility rental request.
- While school facilities, fields and other outdoor athletic facilities are generally open to all citizens, only groups with an approved use permit have exclusive and reserved use of school property. All organized groups, teams, or activities (including private lessons) are required to obtain approval for facility use.

**Guidelines for Paid Tutoring:**

- Delano Public Schools also recognizes that tutorial help can be provided in many ways, some of which are appropriate, and some of which are perceived as a "conflict of interest" and should be avoided.
- In making a professional judgment, teachers should be governed by other school district policies, and by the Code of Ethics for Minnesota Teachers, which provides, in part: "A teacher shall not use professional relationships with students, parents, and colleagues, to private advantage". (8700.7500 subpart 2 E) Other employees should be governed by the same expectations.
- Tutorial Instruction During Student and Teacher Work Day: Tutorial help given to a student before and after school during a teacher's duty hours is also encouraged. No extra pay is authorized by the District, because such help is considered a part of the annual teacher's contract, and is part of the District's responsibility to the student.
- Paid Tutoring of an Employee's Own Students Before or After Regular Duty Hours: Tutoring instruction of an employee's daytime students for private pay before or after regular duty hours is strongly discouraged in Delano Public Schools. Providing tutorial instruction for private pay to a student who is assigned to an employee's class during the regular workday may well be a "conflict of interest," even though the service is rendered by the employee outside his or her regular duty day.

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- Provision of paid tutoring to students who are not assigned to one's class during the regular duty day raises fewer conflicts of interest or other ethical questions but is also subject to the Teacher Code of Ethics.
- Volunteer tutoring is permitted in the schools under the direction of the school principal, and the volunteers must meet the qualifications otherwise in place.
- Paid tutoring at school sites is permitted through the School District's tutoring program, coordinated by Delano Community Education. Tutors who would like to tutor outside of the school sponsored program must complete the Vendor Application and must be approved by the Community Education Director and Building Principal.

## **Guidelines for Private Lessons:**

- Organized group activities are not permitted without a confirmed reservation. A group is defined as five or more members engaging in an activity that resembles a practice, group workout, or similar. To reserve or rent space please fill out a facility rental request.
- Coaches shall not charge a fee for private instruction to student-athletes in the sport for which the coach is responsible.
- Paid private lessons or training in Delano School District Facilities is strictly prohibited without a facility rental request. The use of the TAC is for paying members to utilize the amenities. Conducting paid private training, instruction or lessons during regular TAC hours is restricted. These activities are allowed during approved rentals of the facilities.
- Volunteer training in facilities is allowed. Trainers must complete the Volunteer Training form and be approved volunteers in the District. This releases the district from liability and helps to ensure that the private lesson procedures are followed.

### ***Delano Facility Use Fee Schedule***

*T = Turf Fields*

*G = Grass Athletic Space*

*B = Ballfield*

*Individual Building User Annual*

*Registration Fee: \$15*

*Sport Association User Annual*

*Registration Fee: \$80*

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**Category 1:** *The District and City will be considered Category 1 for the use of each other's facilities.*

MN sales tax will be charged when applicable for these facilities. Tax-exempt organizations must provide their MN ST3 form.

| <b>Facility Space:</b>               | <b>1-Hour Rental</b> | <b>Category 2<br/>Reservation<br/>Fee</b> | <b>Category 3<br/>Reservation<br/>Fee</b> | <b>Category 4<br/>Reservation<br/>Fee</b> |
|--------------------------------------|----------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>Tier 1 Outdoor Athletic Space</b> |                      |                                           |                                           |                                           |
| Turf Field 1 (T1)                    | X                    | \$25.00                                   | \$50.00                                   | \$100.00                                  |
| Turf Field 2 (T2)<br>(Tiger Stadium) | X                    | \$25.00                                   | \$50.00                                   | \$100.00                                  |
| <b>Tier 2 Outdoor Athletic Space</b> |                      |                                           |                                           |                                           |
| G3 (Grass Field)                     | X                    | \$13.00                                   | \$25.00                                   | \$50.00                                   |
| G5 (Grass Field)                     | X                    | \$13.00                                   | \$25.00                                   | \$50.00                                   |
| G6 (Grass Field)                     | X                    | \$13.00                                   | \$25.00                                   | \$50.00                                   |
| G7 (Grass Field)                     | X                    | \$13.00                                   | \$25.00                                   | \$50.00                                   |
| G8 (Grass Field)                     | X                    | \$13.00                                   | \$25.00                                   | \$50.00                                   |
| <b>Tier 3 Outdoor Athletic Space</b> |                      |                                           |                                           |                                           |
| G1 (Grass Field)                     | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |
| G2 (Grass Field)                     | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |
| G4 (Grass Field)                     | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |
| B1 (Ballfield)                       | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |
| B2 (Ballfield)                       | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |
| B3 (Ballfield)                       | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |
| B4 (Ballfield)                       | X                    | \$8.00                                    | \$15.00                                   | \$30.00                                   |

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|                       |          |               |                |                |
|-----------------------|----------|---------------|----------------|----------------|
| <i>B5 (Ballfield)</i> | <i>X</i> | <i>\$8.00</i> | <i>\$15.00</i> | <i>\$30.00</i> |
| <i>B6 (Ballfield)</i> | <i>X</i> | <i>\$8.00</i> | <i>\$15.00</i> | <i>\$30.00</i> |
| <i>B7 (Ballfield)</i> | <i>X</i> | <i>\$8.00</i> | <i>\$15.00</i> | <i>\$30.00</i> |

***Indoor Facility Spaces***

| <b><i>Facility Space:</i></b>               | <b><i>1-Hour<br/>Rental</i></b> | <b><i>Category 2<br/>Reservation<br/>Fee</i></b> | <b><i>Category 3<br/>Reservation<br/>Fee</i></b> | <b><i>Category 4<br/>Reservation<br/>Fee</i></b> |
|---------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <b><i>A. Courts</i></b>                     |                                 |                                                  |                                                  |                                                  |
| <i>High School Gym #1<br/>(Main Court)</i>  | <i>X</i>                        | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   | <i>\$54.00</i>                                   |
| <i>High School Gym #2<br/>(North Court)</i> | <i>X</i>                        | <i>\$7.00</i>                                    | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   |
| <i>High School Gym #3<br/>(South Court)</i> | <i>X</i>                        | <i>\$7.00</i>                                    | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   |
| <i>TAC Main Court<br/>(Wood Main Court)</i> | <i>X</i>                        | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   | <i>\$54.00</i>                                   |
| <i>TAC Court #1<br/>(East Wood Court)</i>   | <i>X</i>                        | <i>\$7.00</i>                                    | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   |
| <i>TAC Court #2<br/>(West Wood Court)</i>   | <i>X</i>                        | <i>\$7.00</i>                                    | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   |

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|                                                     |          |                |                |                |
|-----------------------------------------------------|----------|----------------|----------------|----------------|
| <i>TAC Court #3<br/>(Synthetic)</i>                 | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>TAC Court #4<br/>(Synthetic)</i>                 | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>TAC Court #5<br/>(Synthetic)</i>                 | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>TAC Court #6<br/>(Synthetic)</i>                 | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>Intermediate School Gym #1<br/>(Main Court)</i>  | <i>X</i> | <i>\$14.00</i> | <i>\$27.00</i> | <i>\$54.00</i> |
| <i>Intermediate School Gym #2<br/>(North Court)</i> | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>Intermediate School Gym #3<br/>(South Court)</i> | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>Elementary School Gym #1<br/>(Main Court)</i>    | <i>X</i> | <i>\$14.00</i> | <i>\$27.00</i> | <i>\$54.00</i> |
| <i>Elementary School Gym #2<br/>(East Court)</i>    | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>Elementary School Gym #3<br/>(West Court)</i>    | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |
| <i>Community Education Gym</i>                      | <i>X</i> | <i>\$7.00</i>  | <i>\$14.00</i> | <i>\$27.00</i> |

| <b><i>Facility Space:</i></b> | <b><i>1-Hour<br/>Rental</i></b> | <b><i>Category 2<br/>Reservation<br/>Fee</i></b> | <b><i>Category 3<br/>Reservation<br/>Fee</i></b> | <b><i>Category 4<br/>Reservation<br/>Fee</i></b> |
|-------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <i>B. Wrestling Room</i>      | <i>X</i>                        | <i>\$7.00</i>                                    | <i>\$14.00</i>                                   | <i>\$27.00</i>                                   |

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| <b>Facility Space:</b>                                                                              | <b>1-Hour<br/>Rental</b> | <b>Category 2<br/>Reservation<br/>Fee</b> | <b>Category 3<br/>Reservation<br/>Fee</b> | <b>Category 4<br/>Reservation<br/>Fee</b> |
|-----------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>C. Pool</b>                                                                                      |                          |                                           |                                           |                                           |
| Lap Pool                                                                                            | X                        | \$34.00                                   | \$44.00                                   | \$59.00                                   |
| Diving Well                                                                                         | X                        | \$22.00                                   | \$29.00                                   | \$38.00                                   |
| Lap Pool and Diving Well                                                                            | X                        | \$44.00                                   | \$59.00                                   | \$78.00                                   |
| Lifeguard – One guard for 1 to 25 people swimming; Additional guard for each additional 25 swimmers |                          | \$20 / hour of rental time per guard      |                                           |                                           |

| <i>Facility Space:</i>                   | <i>Hourly Rates</i> | <i>Daily Rate</i> | <i>Category 2<br/>Reservation<br/>Fee</i>  | <i>Category 3<br/>Reservation<br/>Fee</i> | <i>Category 4<br/>Reservation<br/>Fee</i> |
|------------------------------------------|---------------------|-------------------|--------------------------------------------|-------------------------------------------|-------------------------------------------|
| <i>D. Performing Arts Centers</i>        |                     |                   |                                            |                                           |                                           |
| <i>Performing Arts Center</i>            | <i>X</i>            |                   | <i>\$50.00</i>                             | <i>\$100.00</i>                           | <i>\$200.00</i>                           |
| <i>Performing Arts Center Daily Rate</i> |                     | <i>X</i>          | <i>\$250.00</i>                            | <i>\$500.00</i>                           | <i>N/A</i>                                |
| <i>PAC Technician</i>                    |                     |                   |                                            |                                           |                                           |
| <i>Adult Technician</i>                  | <i>X</i>            |                   | <i>\$25/hr. (overtime may apply)</i>       |                                           |                                           |
| <i>Student Technician</i>                | <i>X</i>            |                   | <i>\$15/hr. (overtime may apply)</i>       |                                           |                                           |
| <i>Auditorium</i>                        | <i>X</i>            |                   | <i>\$25.00</i>                             | <i>\$50.00</i>                            | <i>\$100.00</i>                           |
| <i>Auditorium Daily Rate</i>             |                     | <i>X</i>          | <i>\$125.00</i>                            | <i>\$250.00</i>                           | <i>\$500.00</i>                           |
| <i>Black Box Studio</i>                  | <i>X</i>            |                   | <i>\$10.00</i>                             | <i>\$20.00</i>                            | <i>\$40.00</i>                            |
| <i>Black Box Studio Daily Rate</i>       |                     | <i>X</i>          | <i>\$50.00</i>                             | <i>\$100.00</i>                           | <i>\$200.00</i>                           |
| <i>Makeup / Dressing Rooms</i>           | <i>N/A</i>          | <i>N/A</i>        | <i>Custodial cleaning charge if needed</i> |                                           |                                           |
| <i>PAC/Auditorium Other Charges:</i>     |                     |                   |                                            |                                           |                                           |

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|                                             |  |                                  |
|---------------------------------------------|--|----------------------------------|
| <i>Permit Fee</i>                           |  | <i>Per existing fee schedule</i> |
| <i>Grand Piano</i>                          |  | <i>\$150 / use</i>               |
| <i>Piano Tuning</i>                         |  | <i>At actual cost</i>            |
| <i>PAC Orchestra Shell</i>                  |  | <i>\$100 + custodial time</i>    |
| <i>Portable Acoustic Shell (Auditorium)</i> |  | <i>\$50 plus custodial time</i>  |
| <i>Choir &amp; Band Risers</i>              |  | <i>\$50 plus custodial time</i>  |
| <i>Pit Cover Removal (Auditorium)</i>       |  | <i>Custodial time</i>            |

**Staff Charges:** Other staffing charges for supervisors, custodians, food service personnel per current facility use fee schedule.

| <b>Facility Space:</b>      | <b>1-Hour Rental</b> | <b>Category 2 Reservation Fee</b> | <b>Category 3 Reservation Fee</b> | <b>Category 4 Reservation Fee</b> |
|-----------------------------|----------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <i>E. Consession Stands</i> |                      |                                   |                                   |                                   |
| <i>Stadium</i>              | <i>X</i>             | <i>\$10.00</i>                    | <i>\$20.00</i>                    | <i>\$40.00</i>                    |
| <i>T1</i>                   | <i>X</i>             | <i>\$10.00</i>                    | <i>\$20.00</i>                    | <i>\$40.00</i>                    |
| <i>4-Plex</i>               | <i>X</i>             | <i>\$10.00</i>                    | <i>\$20.00</i>                    | <i>\$40.00</i>                    |
| <i>TAC</i>                  | <i>X</i>             | <i>\$10.00</i>                    | <i>\$20.00</i>                    | <i>\$40.00</i>                    |

| <b>Facility Space:</b>               | <b>1-Hour Rental</b> | <b>Category 2 Reservation Fee</b> | <b>Category 3 Reservation Fee</b> | <b>Category 4 Reservation Fee</b> |
|--------------------------------------|----------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <i>F. Cafeterias</i>                 |                      |                                   |                                   |                                   |
| <i>Elementary Cafeteria</i>          | <i>X</i>             | <i>\$8.00</i>                     | <i>\$15.00</i>                    | <i>\$30.00</i>                    |
| <i>Community Education Cafeteria</i> | <i>X</i>             | <i>\$8.00</i>                     | <i>\$15.00</i>                    | <i>\$30.00</i>                    |
| <i>High School Cafeteria</i>         | <i>X</i>             | <i>\$8.00</i>                     | <i>\$15.00</i>                    | <i>\$30.00</i>                    |

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| <b>Facility Space:</b>                 | <b>1-Hour<br/>Rental</b> | <b>Category 2<br/>Reservation<br/>Fee</b>                                                                       | <b>Category 3<br/>Reservation<br/>Fee</b> | <b>Category 4<br/>Reservation<br/>Fee</b> |
|----------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>G. Kitchens (Staffing Required)</b> |                          | <i>1-Hour Reservations, plus the hourly cost of a licensed cook, and actual cost of District supplies used.</i> |                                           |                                           |
| High School                            | X                        | \$12.00                                                                                                         | \$24.00                                   | \$48.00                                   |
| Intermediate School                    | X                        | \$12.00                                                                                                         | \$24.00                                   | \$48.00                                   |
| Elementary School                      | X                        | \$12.00                                                                                                         | \$24.00                                   | \$48.00                                   |
| Community Education                    | X                        | \$12.00                                                                                                         | \$24.00                                   | \$48.00                                   |

| <b>Facility Space:</b>      | <b>1-Hour<br/>Rental</b> | <b>Category 2<br/>Reservation<br/>Fee</b> | <b>Category 3<br/>Reservation<br/>Fee</b> | <b>Category 4<br/>Reservation<br/>Fee</b> |
|-----------------------------|--------------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>H. Commons Areas</b>     |                          |                                           |                                           |                                           |
| High School Commons         | X                        | \$5.00                                    | \$10.00                                   | \$20.00                                   |
| DHS Digital Commons         | X                        | \$5.00                                    | \$10.00                                   | \$20.00                                   |
| Intermediate School Commons | X                        | \$5.00                                    | \$10.00                                   | \$20.00                                   |

| <b>Facility Space:</b>  | <b>1-Hour<br/>Rental</b> | <b>Category 2<br/>Reservation<br/>Fee</b> | <b>Category 3<br/>Reservation<br/>Fee</b> | <b>Category 4<br/>Reservation<br/>Fee</b> |
|-------------------------|--------------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>I. Media Centers</b> |                          |                                           |                                           |                                           |
| High School             | X                        | \$10.00                                   | \$20.00                                   | \$40.00                                   |

| <b>Facility Space:</b> | <b>1-Hour<br/>Rental</b> | <b>Category 2<br/>Reservation<br/>Fee</b> | <b>Category 3<br/>Reservation<br/>Fee</b> | <b>Category 4<br/>Reservation<br/>Fee</b> |
|------------------------|--------------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>J. Classrooms</b>   |                          |                                           |                                           |                                           |

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|                                  |          |               |                |                |
|----------------------------------|----------|---------------|----------------|----------------|
| <i>Regular Classroom</i>         | <i>X</i> | <i>\$3.00</i> | <i>\$5.00</i>  | <i>\$10.00</i> |
| <i>Specialty Classroom</i>       |          |               |                |                |
| <i>Art Room</i>                  | <i>X</i> | <i>\$5.00</i> | <i>\$10.00</i> | <i>\$20.00</i> |
| <i>FACS Room</i>                 | <i>X</i> | <i>\$5.00</i> | <i>\$10.00</i> | <i>\$20.00</i> |
| <i>Flex Space - DIS</i>          | <i>X</i> | <i>\$5.00</i> | <i>\$10.00</i> | <i>\$20.00</i> |
| <i>Multi-Purpose Room (Elem)</i> | <i>X</i> | <i>\$5.00</i> | <i>\$10.00</i> | <i>\$20.00</i> |
| <i>Choir Room</i>                | <i>X</i> | <i>\$5.00</i> | <i>\$10.00</i> | <i>\$20.00</i> |
| <i>Band Room</i>                 | <i>X</i> | <i>\$5.00</i> | <i>\$10.00</i> | <i>\$20.00</i> |

| <i>Facility Space:</i>                              | <i>1-Hour<br/>Rental</i> | <i>Category 2<br/>Reservation<br/>Fee</i>                             | <i>Category 3<br/>Reservation<br/>Fee</i> | <i>Category 4<br/>Reservation<br/>Fee</i> |
|-----------------------------------------------------|--------------------------|-----------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| <i>K. Other Spaces</i>                              |                          |                                                                       |                                           |                                           |
| <i>Computer Labs<br/>(Staffing may be required)</i> |                          | <i>Fees to be determined by the individual<br/>activity or event.</i> |                                           |                                           |
| <i>DHS Tiger Den</i>                                | <i>X</i>                 | <i>\$10.00</i>                                                        | <i>\$20.00</i>                            | <i>\$40.00</i>                            |

**Category 2 User Groups** co-sponsoring events (tournaments/meets/competitions/etc.) with outside agencies will be charged Category 3 rates. The outside agency must provide a Certificate of Liability listing the School District as "additionally insured."

***School District Fees:******School District Equipment Fees:******(Per Use)***

|                      |                    |
|----------------------|--------------------|
| <i>LCD Projector</i> | <i>\$25</i>        |
| <i>Scoreboard</i>    | <i>25/day</i>      |
| <i>Field Lights</i>  | <i>\$15 / hour</i> |

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|                                  |                          |                |
|----------------------------------|--------------------------|----------------|
|                                  | <i>4 hrs or<br/>less</i> | <i>5+ hrs.</i> |
| <i>Parking Lots 1, 5, 6</i>      | <i>\$50</i>              | <i>\$100</i>   |
| <hr/>                            |                          |                |
| <b><u>Mobile Food Units:</u></b> | <i>\$25/day</i>          |                |

**Service Fees (At actual cost):**

*Baseball/Softball Field Lining*

*Football/Soccer/Lacrosse Field  
Lining*

*Garbage Removal*

*Piano Tuning*

**Staffing Fees:**

*All staffing fees are at the current hourly rate, plus applicable overtime. Staffing fees are subject to change without notice due to contractual obligations.*