The Board expects the users to treat the facilities with respect. The user must agree to the guidelines on the Building Use Request Form.

1120 Building Security During Non-custodial Hours

Access to school buildings and grounds during non-custodial hours shall be limited to district personnel when required and for community activities and use where a paid custodial staff member or district employee is responsible.

The district employee must obtain appropriate keys and security instructions from the specific building administrator.

When a district employee is not available a custodian shall be hired for building security. Custodial pay will be specified through the district collective bargaining agreement and the facility user will be billed.

1125 Rental Fees

1. Rental fees are in addition to custodial service fees. Rental fees may be waived by the Superintendent of Schools or his/her designee. **Custodial fees will not be waived.** Groups or individuals who seek to have rental fees waived must submit a request in writing to the Superintendent of Schools or his/her designee, explaining why the waiver should be granted. All room rates are hourly with a two (2) hour minimum.

2. Kitchen facilities will require district personnel and an additional food service personnel fee which will be determined at the discretion of the district.

Custodial Overtime

1. For functions, a district custodian must be present to safeguard school property and to clean the facilities used. Charges for custodial service are incurred when the use of buildings and facilities require district custodians to work overtime, or when additional costs are incurred as determined by the building administrator.

2. It is the practice of Humboldt County School District not to have custodians on duty during Saturday or Sunday. The exceptions would be when school activities require the district to have a custodian on duty. Generally, the buildings are locked and the heat and lights have been turned down to conserve energy and save the district money. When a group desires to rent the facility, they must pay to have a district custodian come and work in their behalf. Because of the district's negotiated agreement with the custodial staff, the district cannot force custodians to work. If the party renting the facility with the assistance of the district, can procure a custodian that would be willing to work during that time then the overtime monies would be paid to the district to pay the custodian supervising and taking care of the group's needs.

3. Overtime rates: As per negotiated agreement between Humboldt County School District and classified staff:
    - On school days, a charge is incurred if the use and/or clean up time extends beyond the normal duty hours of custodians or if the event prevents the custodial staff from completing regular duties. If previous arrangements have not been made to work

overtime, and a custodian is required to work beyond his/her normal hours, he/she will be paid a minimum of four (4) hours overtime.

- On weekends and holidays, charges begin when the building is opened and include a reasonable period for clean up after the function is over and everyone has left the building. There is a two (2) hour minimum overtime charge when custodial services are required on weekends and/or holidays.
- On weekends and holidays, the custodian will be compensated for the full number of hours agreed to at the time reservations are made, as indicated on the building use form. If events continue longer than originally scheduled, charges will be added for additional custodial time as well as rental fees.

See Attached Rental Fee Schedule
Revised and adopted 6/12/06

Appendix A

Payment of Rental Fee

The use of school buildings and facilities by community organizations is subject to School Board Policies, Administrative Regulations and central fee schedules adopted by the Humboldt County School Board.

PERMITTED USAGE

1. Free of Charge

a. To a political party for the purpose of conducting precinct organizational meetings and precinct elections required by law.

b. To the County Election Department for the conducting of elections.

c. To a public agency for the purpose of holding personnel examinations.

d. To organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest provided:

1) The public is invited.

2) No admissions, contributions or charges are collected.

3) Such use does not require extra services of school personnel for which extra salaries would have to be paid.

e. To semi-educational organizations such as parent and staff groups, Boy Scouts, Girl Scouts, and Campfire if the meetings are properly supervised and chaperoned.

2. Subject to Payment of Use

a. To organizations for public, literary, scientific, recreational, or educational meetings or for the discussion of matters of general or public interest.

1) When admissions, contributions or charges are collected or accepted from participants or those admitted.

2) When the use requires extra salaries must be paid.

3) For regularly occurring adult sports use.

COMMUNITY USE OF SCHOOL FACILITIES
SCHOOL FACILITIES RENTAL SCHEDULE

USE OF FACILITIES	CHARGE
LHS Auditorium	$ 78.00 per use or maximum of four hours. 19.50 per hour after four hours.
High School Gymnasium	135.00 per use or maximum of four hours. 33.75 per hour after four hours.
JR. High/Middle School Gymnasium	105.00 per use or maximum of four hours 26.25 per hour after four hours.
High School Cafeteria	72.00 (no food services) per use or maximum of four hours. 18.00 per hour after four hours.
High School Kitchen and Cafeteria	90.00 (plus cost of staff) 22.50 per hour after four hours.
Middle School Cafeteria/Gymnasium	49.00 (no food services) per use or 12.25 maximum of four hours.
Elementary School Cafeteria/Gymnasiums	40.00 (no food services) per use or maximum of four hours. 10.00 per hour after four hours.
Elementary School Kitchen and Cafeteria	46.00 (plus cost of staff) 11.50 per hour after four hours.
All Single Classrooms	15.00 per use or maximum of four hours. 3.75 per hour after four hours.
High School Athletic Field Daylight Activity	135.00 per use or maximum of four hours plus cost of special items requested. 33.75 per hour after four hours.
Night Activity	176.00 per use or maximum of four hours plus cost of special items requested. 44.00 per hour after four hours.

USE OF FACILITIES	CHARGE
Custodial Service	27.50 per hour - per employee.
High School Cafeteria Supervision	25.00 per hour.
Elementary School Cafeteria Supervision	25.00 per hour.
Cafeteria Helper	25.00 per hour.

BUILDING USE REQUEST FORM

Humboldt County School District
310 East 4th Street
Winnemucca, NV 89445
(To be filled out by the person renting the facility)

1. Date of Application by User _____
2. Name of Group or Organization _____
3. Mailing Address of Group or Organization _____
   _____
4. Desired Date and Time: _____
5. Facility Desired _____
6. Room Desired _____
7. What is the Nature of this Activity? _____
   _____
8. Number (Approximate) of Persons in Group _____
9. Other things the person representing the organization needs to be aware of:

   - Humboldt County School District assumes no financial responsibility for any injury or accident, lawsuit, etc. that may occur during the user's tenure of grounds or facilities.
   - As the user of the district facilities, the renter agrees to leave the grounds or facilities in a condition equal to or better than when authorized for use.
   - All charges incurred will be worked out with the building administrator and the Director of Maintenance.
   - The renter agrees to abide by the provisions of the Board's policy regarding the use of school buildings and grounds.
   - As per policy, the renter agrees to show/provide proof of liability insurance for the requested activity.

_____
(Signature of Person Representing Organization)

Home Phone _____ Business Phone _____

This completed form must be submitted to the building office no later than seven days prior to desired building use date.

Approval from building site administration office _____

Copies to:
Director of Maintenance
Building Custodian
Building Secretary
District and School Calendars

Revised 6/12/06