

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES**

All persons and groups using or renting school premises or property shall assume responsibility for all damage that occurs while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district in making needed repairs and replacements. The user shall indemnify and hold harmless the Board of Trustees, school district employees, and the school district, from any liability arising from any injury or property damage resulting from or in any way arising out of the use of school facilities by persons or community organizations.

**Class I:** Student organizations, student classes, student clubs, teacher organizations, school affiliated parent organizations, such as PTA, booster organizations, school sponsored activities, or similar organizations having a direct connection with the educational program of Park County School District No. 6 and other governmental entities such as the county or city when fulfilling governmental activities (i.e., elections, council meetings, etc.). If there is an admission charge for any such activity, the School District may charge for custodial services depending on the nature and time of the event.

**Class II:** Civic clubs, charitable and character building organizations, religious organizations, organized non-profit groups and other for-profit groups, which are conducting meetings or programs devoted to community education and/or child education for which no admission is charged.

**Class III:** All other organized non-profit civic, fraternal, religious, political, service organizations, colleges, universities, or recreation organizations sponsoring events for which admission or tuition is charged or which are held for fundraising purposes and all religious organizations desiring the use of school facilities for church services, church schools or other related activities.

**Class IV:** All for-profit entities and all other entities not falling within Class I, II or III.

**SCHEDULE OF USE CHARGES FOR DISTRICT FACILITIES**

Use Group	Regular School Days/Hours			Non Regular School Days/Hours		
	Room Use Charge	Equipment Charge	Staff Charge	Room Use Charge	Equipment Charge	Staff Charge
Class I						X
Class II	X	X	X	X	X	X
Class III	X	X	X	X	X	X
Class IV	X	X	X	X	X	X

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**FACILITY RENTAL CHARGES  
(per day or event)**

	Class I*	Class II	Class III	Class IV
Classroom	\$0.00	\$25.00	\$25.00	\$32.00
Cafeteria	0.00	40.00	85.00	125.00
Kitchen	0.00	20.00	50.00	94.00
Gymnasium	0.00	40.00	95.00	375.00
Library	0.00	25.00	50.00	94.00
Athletic Fields	0.00	50.00	100.00	250.00
Auditorium	0.00	100.00	150.00	375.00

Computer Lab (see below)

\*Reasonable fees will be charged for custodial service for events which occur after normal school hours.

Use of kitchen facilities will require a cafeteria worker to be in the cafeteria while preparation, service and cleanup is occurring. Minimum charge will be for three hours at \$40.00 per hour, with one hour included as time needed for the cafeteria worker to arrive before the event and to complete final cleanup after the event. Additional use hours will be assessed in one-hour blocks.

Custodial fees will be for a minimum of one hour at \$42.50 per hour.

All other supervisory personnel required to be in attendance at activities or functions other than custodians or cafeteria personnel will be assigned at a rate of \$45.00 per hour. Minimum charge will be for two hours.

All increases in custodial and supervisory costs will become effective at the time the board considers and adopts revised fee structures.

All rental charges set forth above are for use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at an hourly rate and will include salary and benefits expenses, which may include overtime hours.

Charges for the use of school facilities shall be as follows:

Computer labs and computers will be rented to colleges, universities, or other educational institutions only. The fee for the use of a computer class, based upon the use of district computers by a college, university, or other bona fide educational institution, shall be \$250 per lab course/class, not to exceed 12 separate classes meetings within the course. In the event that a district supervisory personnel is assigned to supervise the lab course, a fee of \$43 dollars per hour shall be assessed for each class with a two-hour minimum for each class.

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**CHARGES FOR EQUIPMENT USE:  
For Class I, II, III, and IV**

<u>Equipment</u>	<u>Use Charge/Day/Event</u>
Projection Device	50.00
Sound System	25.00
Mobile sound system	50.00
Television/VCR	50.00
Television	25.00
VCR	25.00
Overhead Projector	15.00
Portable Staging	50.00

Adopted: 1/20/98  
Revised: 2/19/02  
Revised: 7/19/06  
Revised: 5/19/09  
Revised: 3/15/11