

8:20 AP Administrative Procedure - Facilities/Equipment Rental

1. GENERAL RULES AND REGULATIONS

- a) Reservations of school property by all groups shall constitute acceptance of the rules and regulations specified in the Facilities / Equipment Rental Policy heretofore.
- b) School events/activities have first priority over non-school related events. Every effort shall be made to avoid conflicts in scheduling. However, should a school event be scheduled after approval is received, Harlem School District exercises the right to reschedule the non-school related event at another facility if available, or cancel and rescheduled for an alternate date. No political groups or political candidate shall be able to rent facilities.
- c) Harlem School District provides a smoke-free environment. No smoking, vaping or use of any illegal substance is prohibited in all buildings and on school property (grounds).
- d) Individuals, groups and organizations must provide, prior to the rental date, a certificate of liability insurance naming Harlem School District as additionally insured in the amount of \$1,000,000 property damage, \$1,000,000 per person and \$1,000,000 per occurrence with contractual liability endorsement.
- e) Users of school facilities shall indemnify and hold harmless the District and its agents and employees for and from any and all losses including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- f) Restitution for any damages to school facilities, furniture, or equipment arising out of its use of school property, whether such damage was accidental or deliberate, shall be made to the District. The cost of damages will be based on the repair or replacement cost.
- g) All groups must supply adequate supervision to insure proper care and use of school facilities. All adult supervisors must have cell phones with them at all times.
- h) No furniture or equipment may be moved without prior approval from the principal.
- i)) Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
- k) Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled time. Use of the school facility is not permitted past the agreed end time. No functions are to continue after 12:00 midnight unless board approval is granted.
- l) No gambling, games of chance, or the consumption, sale of, or possession of alcoholic beverages are permitted on school property.
- m) No open fires are permitted on school premises. The use of grilling equipment is prohibited outside designated areas.
- n) Public affairs/events where an admission fee is charged and/or vendors are present, one on duty uniformed police officer shall be obtained by the School District at the expense of the sponsoring organization. When attendance exceeds 500 persons, two or more on duty uniformed officers shall be employed.
- o) Rental fees in excess of \$200.00 are required to be paid in advance.
- p) Exceptions to any section of this policy must be approved by the Superintendent and Assistant Superintendent for Business & Operations.
- q) All equipment/services requests must be included on the facility request.

r) The District reserves the right to change rental fees at any time.

2. GROUPS DEFINED

a) **Affiliated Groups:** Groups in which the membership is made up of enrolled students of the District, school sponsored events, and/or groups which their main objective is direct support to district programs. For the purpose of this policy District supported groups, PTA, PTO and Booster clubs are included in this group. To be considered Affiliated, the group must not have charged the students a membership or participation fee.

No fees will be assessed to groups affiliated with Harlem School District when using facilities for official meeting purposes while District staff is on duty.

b) **Aligned Groups (In District):**

- Groups in which a majority of the membership is students enrolled in the District
- Not-for-Profit Community Organizations within School District boundaries

Special reduced fees will be assessed to groups aligned with Harlem School District when using facilities for official meeting purposes while District staff is on duty.

c) **Aligned Groups (Out of District):**

- Groups in which a majority of the membership may not be students who are enrolled in the District.
- Not-for-Profit Community Organizations out of School District boundaries.

d) **Universities and Colleges of Higher Learning for Professional Advancement**

Special reduced classroom fees will be assessed to universities and colleges of higher learning for professional advancement. A maintenance fee shall be assessed per class meeting for "Special" Classroom use.

e) **Business Partnerships:** Local for profit organizations who have given support to the District and/or are a current District vendor.

Special reduced fees will be assessed to business partnerships for the purpose of professional meetings, workshops, teleconferencing, and employee training. The standard rental fees shall apply to business partnerships for purposes other than stated.

f) **Non-School Related Groups:** All other groups, organizations, individuals, etc., not categorized in a), b), c), or d) above. The standard rental fees shall apply to non-school related groups.

g) **Political Group or Political Candidate Group:** Shall not be allowed to rent facilities for any type of political fundraising or activity.

3. PROCEDURES TO RESERVE FACILITIES

Facility Request Forms should be completed online and submitted to the District's Property Services Office for approval and reservation of all District facilities. Facility request forms must be submitted at least two weeks in advance of event. Upon approval facility requests are incorporated into the master schedule for usage of District facilities and notification to the appropriate staff. Confirmation of reservations is sent to the originator of the request.

Facility Request Forms are available on the District's website: www.harlem122.org.

FACILITY REQUEST FORMS MUST BE COMPLETED FOR ALL EVENTS AND/OR RENTALS

4. FACILITY RENTAL FEES FOR In District ALIGNED GROUPS – Current Rental Rates

Monday – Friday (School Attendance Days)

(Sat & Sun add \$10.00/per hr for all categories)

(Add \$20.00/hr if Admission Fees are Charged for this Event)

	Harlem High	Harlem Middle	All Elementary	Hoffman
Gymnasium	\$ 5.00/hour	\$ 5.00/hour	\$ 3.00/hour	\$ 4.00/hour
+ Shower & Locker	\$15.00/hour	\$15.00/hour	n/a	\$15.00/hour
Regular Classroom	\$ 2.50/hour	\$ 2.50/hour	\$ 2.50/hour	\$ 2.50/hour
Special Classroom	\$ 5.00/hour	\$ 5.00/hour	n/a	\$ 5.00/hour
Cafeteria	\$ 4.00/hour	\$ 4.00/hour	\$ 4.00/hour	\$ 4.00/hour
Pool	\$40.00/hour	\$40.00/hour	n/a	n/a
Outdoor Facility	No Charge	No Charge	No Charge	No Charge

5. FACILITY RENTAL FEES FOR Out of District ALIGNED GROUPS – Current Rental Rates

Monday – Friday (School Attendance Days)

(Sat & Sun add \$10.00/per hr for all categories)

(Add \$20.00/hr if Admission Fees are Charged for this Event)

	Harlem High	Harlem Middle	All Elementary	Hoffman
Gymnasium	\$15.00/hour	\$15.00/hour	\$13.00/hour	\$14.00/hour
+Shower & Locker	\$25.00/hour	\$25.00/hour	n/a	\$25.00/hour

Regular Classroom	\$12.50/hour	\$12.50/hour	\$12.50/hour	\$12.50/hour
Special Classroom	\$15.00/hour	\$15.00/hour	n/a	\$15.00/hour
Cafeteria	\$14.00/hour	\$14.00/hour	\$14.00/hour	\$14.00/hour
Pool	\$47.00/hour	\$47.00/hour	n/a	n/a
Outdoor Common Area	No Charge	No Charge	No Charge	No Charge
Football Stadium*	\$50.00/hour	\$35.00/hour	n/a	n/a
Baseball Diamond	\$40.00/hour	n/a	n/a	n/a
Tennis Court	\$40.00/hour	\$30.00/hour	n/a	n/a

* An additional \$10.00/hour will be assessed for night time rentals

6. RENTAL FEES FOR UNIVERSITIES AND COLLEGES OF HIGHER LEARNING FOR PROFESSIONAL ADVANCEMENT

Current Rental Rates

(Monday – Friday (School Attendance Days only))

	Harlem High	Harlem Middle	All Elementary	Hoffman
Regular Classroom	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour
Special Classroom*	\$12.50/hour	\$12.50/hour	n/a	\$12.50/hour

* An additional \$25.00/computer fee will be assessed for use of computer labs and Wi-Fi access

7. RENTAL FEES FOR BUSINESS PARTNERSHIPS

	Harlem High	Harlem Middle	All Elementary	Hoffman
Gymnasium	\$70.00/hour	\$35.00/hour	\$25.00/hour	\$25.00/hour
+ Shower & Locker	\$80.00/hour	\$45.00/hour	n/a	n/a

Regular Classroom	\$25.00/hour	\$25.00/hour	\$25.00/hour	\$25.00/hour
Special Classroom*	\$30.00/hour	\$30.00/hour	\$30.00/hour	\$30.00/hour
Cafeteria	\$25.00/hour	\$25.00/hour	\$25.00/hour	\$25.00/hour
Auditorium	\$75.00/hour	n/a	n/a	n/a
Pool	\$55.00/hour	\$55.00/hour	n/a	n/a
Outdoor Common Area	No Charge	No Charge	No Charge	No Charge
Football Stadium**	\$70.00/hour	\$50.00/hour	n/a	n/a
Baseball Diamond	\$60.00/hour	n/a	n/a	n/a
Tennis Court	\$60.00/hour	\$40.00/hour	n/a	n/a

*An additional \$25.00 computer fee will be assessed for use of computer labs and Wi-Fi access.

** An additional \$10.00/hour will be assessed for night time rentals

8. STANDARD RENTAL FEES FOR NON-SCHOOL RELATED GROUPS

	Harlem High	Harlem Middle	All Elementary	Hoffman
Gymnasium	\$100.00/hour	\$35.00/hour	\$25.00/hour	\$25.00/hour
+ Shower & Locker	\$120.00/hour	\$55.00/hour	n/a	\$45.00/hour
Classroom	\$25.00/hour	\$25.00/hour	\$25.00/hour	\$25.00/hour
Cafeteria	\$35.00/hour	\$35.00/hour	\$35.00/hour	\$35.00/hour
Auditorium	\$110.00/hour	n/a	n/a	n/a
Pool	\$65.00/hour	\$65.00/hour	n/a	n/a
Press Box	\$20.00/use	n/a	n/a	n/a
Outdoor Common Area	No Charge	No Charge	No Charge	No Charge

Football Stadium*	\$150.00/hour	\$100.00/hour	n/a	n/a
Baseball Diamond	\$100.00/hour	n/a	n/a	n/a
Tennis Court	\$100.00/hour	\$75.00/hour	n/a	n/a

* An additional \$10.00/hour will be assessed for night time rentals

9. EQUIPMENT FEES

(Applies to all groups and organizations, with the exception of District personnel for the purpose of work-related meetings or presentations.)

- a) Table @ \$1.00/use each (or flat rate fee if using a large number of tables for setup)
- b) Folding chair @ .25/use each (or flat rate fee if using a large number of chairs for setup)
- c) Volleyball standards/nets @ \$5.00/use
- d) Piano @ \$14.00/use
- e) P.A. System (stadium, auditorium, portable) @ \$20.00/use
- f) * Scoreboard @ \$25.00/use
- g) * Spot light (auditorium) @ \$7.00/use each
- h) * Projector (auditorium) @ \$25.00/use
- i) Projection screen @ \$3.00/use
- j) Light & Sound System (auditorium) Technician (Required) @ \$15.00/hour
- k) Lab/maintenance fee @ \$25.00 computer for use of computer labs and Wi-Fi access. (\$25.00 Flat Fee for Day)
- l) Kitchen Use- Food Service \$20.00/per hour
- m) Police Security \$41.00/ per hr/per officer (Rate subject to change)

*Groups/Organizations are required to pay for District staff to operate this equipment in addition to rental fee.

10. LABOR FEES

(Applies to all groups and organizations)

- a) Reimbursement is required to be made to the District for all wages paid to custodial (approx. \$35.00/ per hr) or District personnel for hours worked beyond their regular work schedule.
- b) Groups and organizations will be invoiced for the exact wages paid to a District employee for extra working hours as a result of facility usage.
- c) Any group or organizations requesting use of pool facilities must provide a substantial number of certified lifeguards at their own expense.
- d) Snow Plowing/Salting: For weekend rentals during winter if snow removal or salting is needed prior to 8:00 a.m., or a second snow removal is needed due to rental a charge of approx. \$45.00 per hour, per vehicle operator, will be included in the rental fees.

11. RENTAL FEE PAYMENT

If payment is not received within 30 days of the invoice date, the District reserves the right to refuse all future rentals. The District may also turn over the overdue invoice to the District's designated collection agency.

12. CANCELTATION FEES

72 Hours Before Event: A cancelation fee of \$50.00, or cost of facility rental (whichever is less), will be charged.

24 Hours Before Event: A cancelation fee of \$100.00, or cost of facility rental (whichever is less), will be charged.

APPROVED: