

Administrative Procedures

Community Use of School Facilities

FACILITIES / EQUIPMENT RENTAL POLICY

(Updated 10/27/08)

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 is allowed in school facilities or on school grounds.
- d) Individuals, groups and organizations not affiliated with Harlem School District must provide a certificate of liability insurance naming Harlem School District as additionally insured prior to the rental date. Proof of insurance must verify that the group maintains adequate insurance coverage against personal injury and/or property loss.
- 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.
- 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.
- j) Concessions are restricted to group(s) designated by the Board of Education. The Harlem Fans Club has the right of first refusal. No outside concessions may be utilized unless District approval has been granted.
- k) 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) Police protection at public affairs shall be obtained by the School District at the expense of the sponsoring organization. When attendance exceeds 500 persons, two or more uniformed officers shall be employed.

- o) Rental fees are required to be paid in advance.
- p) Exceptions to any section of this policy must be approved by the Board of Education.
- q) All equipment/services requests must be included on the facility request.

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.

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:**
 - 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. The District reserves the right to change rental fees at any time.

- c) **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.

- d) **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.

- e) **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.

- f) *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 and forwarded to the District's Property Services Office for approval and reservation of all District facilities. It is recommended request forms be sent 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 ALIGNED GROUPS – Current Rental Rates
Monday – Friday (School Attendance Days)

	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	See Section 8	See Section 8	n/a	n/a
Outdoor Facility	No Charge	No Charge	No Charge	No Charge

- a) Fees as stated above are for facility usage only.
- b) Harlem School District will invoice for rental fees.
- c) Labor fees will be assessed for rentals that require additional work hours by District staff.
- d) Standard rental fees will be assessed for facilities/locations not included above.
- e) Rental rates are subject to change upon Board approval.

5. FACILITY RENTAL FEES FOR ALIGNED GROUPS – Current Rental Rates
Saturday – Sunday or Non-school Attendance Days

	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	See Section 8	See Section 8	n/a	n/a
Outdoor Facility	No Charge	No Charge	No Charge	No Charge

- a) Fees as stated above are for facility usage only, Saturday, Sunday and Non-school Attendance Days.
- b) Harlem School District will invoice for rental fees.
- c) Labor fees will be assessed for rentals that require additional work hours by District staff.
- d) Standard rental fees will be assessed for facilities/locations not included above.
- e) Rental rates are subject to change upon Board approval.

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 2 hour session	\$10.00 per 2 hour session	\$10.00 per 2 hour session	\$10.00 per 2 hour session
Special Classroom*	\$16.00 per 2 hour session	\$16.00 per 2 hour session	n/a	\$16.00 per 2 hour session

- a) Fees as stated above are for facility usage only.

- b) Harlem School District will invoice for rental fees.
- c) Labor fees will be assessed for rentals that require additional work hours by District staff.
- d) Standard rental fees will be assessed for facilities/locations not included above.
- e) Rental rates are subject to change upon Board approval.

* An additional \$25.00/computer fee will be assessed for use of computer labs.

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	See Section 8	See Section 8	n/a	n/a
Outdoor Facility	\$70.00/hour	\$35.00/hour	\$25.00/hour	\$25.00/hour

- a) Fees as stated above are for facility usage only.
- b) Harlem School District will invoice business partners for rental fees.
- c) Labor fees will be assessed for rentals that require additional work hours by District staff.
- d) Standard rental fees will be assessed for facilities/locations not included above.
- e) Rental rates are subject to change upon Board approval.

*An additional \$25.00 computer fee will be assessed for use of computer labs

8. STANDARD RENTAL FEES FOR NON-SCHOOL RELATED GROUPS

	Harlem High	Harlem Middle	All Elementary	Hoffman
Gymnasium	\$140.00/hour	\$35.00/hour	\$25.00/hour	\$25.00/hour
+ Shower & Locker	\$160.00/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	\$150.00/hour	n/a	n/a	n/a
Pool w/locker	\$85.00/hour	\$85.00/hour	n/a	n/a
Stadium	\$275.00/hour	\$275.00/hour	n/a	n/a
Press Box	\$20.00/use	n/a	n/a	n/a

- a) Fees as stated above are for facility usage only.
- b) Harlem School District will invoice groups for rental fees.
- c) Labor fees will be assessed for rentals that require additional work hours by District staff.
- d) Rental fees are required to be paid in advance.
- e) Rental rates are subject to change upon Board approval.

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) 16mm Projector @ \$5.00/use
- j) Slide projector @ \$5.00/use
- k) Tape recorder @ \$5.00/use
- l) Overhead projector @ \$5.00/use
- m) Film strip projector @ \$5.00/use
- n) Projection screen @ \$3.00/use
- o) Video cassette recorder @ \$20.00/use
- p) Television @ \$10.00/use
- q) Light & Sound System (auditorium) Technician @ \$15.00/hour
- r) Lab/maintenance fee @ \$25.00 computer for use of computer labs.

*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 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.

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.

APPROVED: October 27, 2008