Linn-Mar CSD

Facilities Use Manual

Policy 1004.1-R1



Revised: 10/26

Policy 1004.1-R1 Facilities Use Manual Regulation

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OVERVIEW (Reference: Policy 1004.1)

The Linn-Mar Community School District facilities are owned, maintained, and supported by the public. The district actively seeks to respond to the educational, recreational, and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community at large. However, all school facilities and outdoor areas have been primarily erected and maintained for the use of the students of the district and shall not be used for any other purposes that will conflict with that primary use.

The facilities of the district may be made available for use by certain local, social, civic, or service organizations when the use does not conflict with the education program or school-related activities, with due consideration given to the conservation of energy and district expenses. Promotional materials must clearly state the disclaimer: "This is a private activity not sponsored by the LMCSD". Users of district facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and board policies. Any activity connected with approved school programs will take precedence over any request for use of facilities for any other purposes. The board reserves the right to deny use of district facilities to any group.

This document outlines administrative policies, guidelines, and processes for community use of school facilities and grounds in the Linn-Mar Community School District (hereafter referred to as "the district"). Please read this manual thoroughly before completing a facilities request via the district website: https://www.linnmar.k12.ia.us/district/departments/support-services-facilities/.

For questions regarding the use of district facilities, please contact the Business Office at 319-447-3145.

SCHEDULING OF DISTRICT FACILITIES

1. Types of activities prohibited:
    a. District facilities will not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States;
    b. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare will be cause for refusing facility use; and/or
    c. Private parties, social events, celebrations, or other similar exclusive uses. *(Reference: Policy 1004.1)*
2. Rental of district facilities is for occasional or temporary use, not for regular or ongoing use. Approval for building use shall be for one year in length maximum, with annual application. *(Reference: Policy 1004.1)*
3. Only indoor sports/activities will be provided indoor facility space for practices as determined by the district. *(Reference: Policy 1004.1)*
4. No overnight stays will be permitted.
5. Facility rental times cannot be requested before 6:00 AM and must end no later than 10:00 PM. *(Reference: Policy 1004.1)*
6. It is within the discretion of the superintendent to allow use of district facilities on Sundays. *(Reference: Policy 1004.1)*
7. Users, other than the district and the before/after school childcares contracted with the district, will not be allowed access to the facilities while students are present. There will be a 90-minute window between the end of the student day and the beginning of facility access for renters. *(Reference: Policy 1004.1)*
8. School facilities are not normally available for rent on school-designated holidays and over school breaks (including summer break). The superintendent [or designee] may allow use at these times if doing so does not interfere with facility maintenance/cleaning schedules and is contingent upon availability of adequate personnel.
9. When school is cancelled or dismissed early for weather-related or other reasons, all facility rentals will be cancelled. The district also reserves the right to cancel non-school day (including weekend) facility rentals when the conditions are deemed unsafe.
10. Facility use regulations, fees, and other terms for before/after school programs contracted with the district will be detailed in their individual board-approved agreements.
11. The district reserves the right to reject any or all applications, as well as the right to rescind, modify, or amend any or all rules or regulations or to make exceptions.

FACILITIES REQUEST PROCESS

1. Organizations, individuals, and other entities interested in using district facilities and/or grounds should make such requests online through the Linn-Mar website. An online Facilities Request Form must be submitted a minimum of two weeks in advance of the requested date for all facilities, except for the Stadium and Aquatic Center. For the Stadium and Aquatic Center, an online Facilities Request Form must be submitted a minimum of six months in advance of the requested date.

2. Upon receipt of a request, the Business Office will determine the availability of the facility/area requested and the proper user group classification based on the fee schedules. (Refer to pages 10-16)

3. Once classification is determined, the chief financial/operating officer [or designee] will determine the appropriate charges (if any) for the use of district facilities based on classification, activity, personnel fees, equipment, fee schedule, and deposits. When necessary, additional fees may include but not be limited to cleaning fees, failure to cancel a reservation, law enforcement supervision, replacement or repair for damage or theft, or other costs. All, or a percentage of, the estimated usage and personnel fees for a group's activity may be required to be paid prior to facility use.

4. The extent of district staff (building supervisors, custodians, technicians, Nutrition Services, etc.) needed by groups reserving district facilities will be determined by the chief financial/operating officer.

5. Permission granted for facility usage by the Business Office shall be made electronically.
    a. It is the responsibility of the group's representative to read the Facilities Use Manual and be aware of all guidelines for usage, as well as any other specific instructions set forth by district, buildings, or administrative staff.
    b. A signed facilities use agreement, including proof of insurance (required for Class D and Class E groups), must be submitted to the Business Office prior to rental. The submitted certificate of insurance must be in the amount of at least $1,000,000 per occurrence/$2,000,000 aggregate and show coverage dates.
    c. The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances including Class A activities (Refer to user group classifications on pages 10-16). If approval has been given to a group and it is later determined that the facilities will not be

available, notice of cancellation or change of venue will be given to the group's representative as soon as possible with reasons for the cancellation or change. District administrators, the designated building supervisor, custodian, or other district staff on duty have the right to terminate any activity at any time due to violations of board policies; federal, state, or municipal laws; or if the activity is deemed to be hazardous to people, buildings, or equipment.

6. A 72-hour notice is required to request approval for any changes in the initial request requirements. The district cannot guarantee any requested changes made after this deadline. Changes to initial request requirements may be subject to additional fees.

7. Groups whose requests have previously been approved and wish to cancel must give at least a 72-hour notice. Failure of timely cancellation notification will result in a minimum cancellation fee or the costs incurred to the district in anticipation of the group's use, whichever is greater.

8. On the dates of the event, access to the district facilities will be granted through a designated staff member.

9. Upon completion of the rental event and, if applicable, the district will invoice the group's representative for outstanding charges related to the rental activity.

FACILITIES USE GUIDELINES

1. The group's designated representative must be an adult and must remain onsite during the entire activity.
2. A district employee must be present while the district facilities and/or equipment are being used by an outside entity.
3. The group's representative will be responsible for the following regulations for facility use by the group:
    a. The group's representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was before entering;
    b. The facility must be used only for the purpose that was originally intended and set forth on the Facilities Request Form;
    c. Persons using the facilities must confine themselves to the rooms/ areas assigned for their use and the group's representative must provide supervision to prevent trespassing to portions of the facility not authorized for use;
    d. The group's representative is responsible for communicating to group members and for ensuring group members understand and follow all guidelines;
    e. The group's representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group's representative should contact the district designee (as stated on the Facilities Request Form) within 24 hours to report any injuries. Custodians or other district staff present should also be notified;
    f. Any damage or theft to the facilities or equipment must be reported following the same guidelines as stated in item "e" above;
    g. The group's representative will make themselves known to the custodian or other district staff present; and
    h. The group's representative is responsible for knowing fire and tornado safety procedures for directing the group members in an event of an emergency. Guidelines are posted in every room.
4. The group's representative should make a preliminary check of the facilities prior to their use. If anything that will be used is already damaged, they should contact the district custodian/supervisor on duty.
5. Permission to use additional educational equipment must be approved through the chief financial/operating officer in conjunction with the building principal, Nutrition Services manager, or other district staff. Charges for use of equipment may apply.
6. All equipment used or moved must be returned to the proper place in original condition.
7. The renter assumes individual financial responsibility on behalf of the organization being represented for any part of the facilities, or contents made available therein, that may be damaged or stolen during the hours the facilities were in use by the rental group.

8. The renter is liable for any and all loss, damage, or injury sustained by any person(s) by reason of negligence of the renter. The renter will indemnify and hold harmless the district from any and all loss, damage, or injury.
9. Food and beverages are permitted in designated areas only.
10. The distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, or other controlled substances (refers to misuse of both licit and illicit drugs), or "look-alike" substances that appear to be tobacco/nicotine products, alcohol, or other controlled substances (ex: schedule I drugs; schedule II-V drugs without a valid prescription), profane language, gambling activities, and weapons within facilities and on school grounds is prohibited. Persons failing to abide will be asked to leave school premises. *(Reference: Policies 1004.3, 1005.3, and 502.8)*
11. The maximum number of people in any given area is restricted to the seating/room capacity indicated and deemed appropriate by the fire marshal.
12. No pets or other animals are allowed on district grounds. Exceptions include service animals as defined under the *American with Disabilities Act* or other exceptions as authorized by appropriate district personnel.
13. Specific facility/room regulations shall be as follows:
    a. Auditorium/Theatre/Performance Hall:
        - Groups requesting use of an auditorium/theatre/performance hall will list in detail their equipment requests and audio/visual technician needs;
        - Only district staff may operate the audio/visual equipment, rigging systems, and other equipment in the auditorium, theatre, and performance hall;
        - Renters will be charged accordingly for equipment and personnel use; and
        - No food or beverages are allowed in the auditorium, theatre, and performance hall.
    b. Multi-Purpose Rooms/Gymnasiums:
        - No wearing of shoes that mark up the floors;
        - No hanging on basketball rims;
        - No leaning on volleyball nets;
        - No bouncing balls in hallways or off ceilings;
        - No climbing or playing on bleachers (If bleachers are needed the custodians will move them in and out);
        - No pushing/pulling of tables, chairs, or other equipment across floors;
        - No taping/marking on floors without prior approval;
        - No playing on gymnastic equipment in the gyms; and
        - No use of scoreboards unless previously approved.
    c. Stadium/Turf Field:
        - Use of the Stadium will be granted on a limited basis as determined by appropriate district staff;

- No pets, skateboards, scooters, roller blades/skates, non-authorized vehicles, or any similar conveyance or equipment is allowed on Stadium grounds or the turf field;
- No unauthorized paint, marking materials, or like substances are allowed on Stadium grounds or the turf field;
- No track/metal spikes, high heels, sharp objects, or other materials or substances that may cause damage are allowed on the turf field; and
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products are allowed on the turf field; and
- Only participants, coaches, directors, or credentialed individuals are allowed on the turf field, track, and field areas.

d. Tracks:
   - No cleats, high heels, or unauthorized footwear on the track surfaces;
   - No pets, skateboards, scooters, roller blades/skates, bikes, non-authorized vehicles, or any similar conveyance or equipment allowed on the tracks;
   - No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on the tracks; and
   - No sharp objects or materials that will adhere to or damage surfaces (e.g., bobby pins, glitter, jewelry, etc.) allowed on the tracks.

e. Parking Lots/Open Spaces:
   - Groups are expected to clean up all trash, papers, or other litter in the parking lots or open spaces. Failure to provide appropriate cleanup will result in additional charges;
   - Use of tents, temporary structures, or signage where stakes are driven into the ground must be preapproved;
   - The district reserves the right to cancel any event in order to prevent damage to athletic fields or other district property; and
   - Water and electricity may not be available from district sources unless special arrangements are made.

f. Aquatic Center:
   - Use will be granted on a limited basis as determined by appropriate district staff;
   - A district lifeguard must be present before entering the water;
   - Only swimmers, coaches, officials, and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities from the pool lobby or spectator area only;
   - Proper swimwear is required. Swimmers may not swim while wearing compression shorts or athletic sports bras as swim attire;

- Swimmers should not enter the pool if they have a communicable disease or an open wound;
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups;
- No diving in the shallow end of the pool and in other areas marked as no diving;
- No horseplay in or around the swimming pool;
- No running on the pool deck;
- Proficient swimming ability is required in deep water areas. The use of floatation aide devices (other than those made available by the district) by non-swimmers is prohibited unless authorized by appropriate district personnel;
- No swimming or reaching beneath the moveable bulkheads;
- No use of starting platforms unless approved by appropriate district personnel;
- Glass containers are prohibited;
- Activities deemed unsafe by the lifeguard will be prohibited; and
- No district pool equipment is to be used unless approved when reservations are made. Charges for equipment use may apply.

14. The Linn-Mar Booster Club will have the first right of concessions at any non-school sponsored events open to the public. *(Reference: Policy1004.1)*
15. The school board reserves the right to waive/modify fees for specialized programs or events with approval from the superintendent [or designee].

USER GROUP CLASSIFICATIONS IN PRIORITY ORDER

CLASS A: SCHOOL DISTRICT AND DISTRICT-RELATED ORGANIZATIONS

a. Regular classroom activities;
b. School-sponsored activities for students (e.g., clubs, athletics, etc.);
c. School-sponsored activities for parents (e.g., plays, open houses, etc.);
d. School-related groups and organizations (e.g., PTOs, Booster Club, LM School Foundation, etc.);
e. School/district sponsored staff activities (e.g., trainings, wellness, bargaining groups, etc.); and
f. School board approved community activities.

FEE SCHEDULE – CLASS A

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C
Little Theatre (Stage/Seating Only)	N/C
Performance Hall (Stage/Seating Only)	N/C
Commons Area	N/C
Lecture Hall	N/C
Wrestling Room	N/C
Regular Classrooms	N/C
Lab	N/C
Weight/Cardio Room	N/C

School/Facility	Fee
Middle Schools	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	N/C
Commons Area	N/C
Regular Classrooms	N/C

Linn-Mar Stadium/Aquatic Center
N/C

School/Facility	Fee
Intermediate Schools	
Gym	N/C
Cafeteria	N/C
Kitchen	N/C
Commons Area	N/C
Regular Classrooms	N/C

School/Facility	Fee
Elementary Schools	
Gym	N/C
Multi-Purpose Rooms	N/C
Kitchen	N/C
Regular Classrooms	N/C

School/Facility	Fee
Outdoor Areas	
Parking Lots	N/C
Armstrong Field	N/C
Tennis Courts	N/C
Outdoor Tracks	N/C
Elementary Outdoor Fields	N/C
Middle School Non-Competition Fields	N/C
Middle School Competition Fields	N/C
High School Baseball/Softball Complex	N/C

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 16 for details.**

N/C = No Charge / FCFS = First Come, First Served

CLASS B: PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES

a. Official meetings of the City of Marion, the City of Cedar Rapids, the City of Robins, or a community activity sponsored by one of the city boards;
b. Community, social, civic, or service organizations sponsoring money making activities with all proceeds going directly to the Linn-Mar Community School District;
c. National, state, and local elections or caucuses;
d. Political meetings not boosting specific candidates, state, or national platforms; and
e. Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees.

FEE SCHEDULE – CLASS B

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	N/A
Auditorium (Stage/Seating Only)	N/C
Little Theatre (Stage/Seating Only)	N/C
Performance Hall (Stage/Seating Only)	N/C
Commons Area	N/C
Lecture Hall	N/C
Wrestling Room	N/C
Regular Classrooms	N/A
Lab	N/A
Weight/Cardio Room	N/C

School/Facility	Fee
Middle Schools	
Gym (Main)	N/C
Gym (Auxiliary)	N/C
Cafeteria	N/C
Kitchen	N/A
Commons Area	N/C
Regular Classrooms	N/A

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 15

School/Facility	Fee
Intermediate Schools	
Gym	N/C
Cafeteria	N/C
Kitchen	N/A
Commons Area	N/C
Regular Classrooms	N/A

School/Facility	Fee
Elementary Schools	
Gym	N/C
Multi-Purpose Rooms	N/C
Kitchen	N/A
Regular Classrooms	N/A

School/Facility	Fee
Outdoor Areas	
Parking Lots	N/C
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	FCFS
High School Baseball/Softball Complex	Call for price

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CLASS C: COMMUNITY YOUTH ORGANIZATIONS/TEAMS

a. Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth-oriented groups;
b. Practices for youth activities during their regular program season. In order to be considered in this classification, youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request;
c. This category is for individual teams, packs, or groups. It is not for the use of an entire organization; and
d. Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees.

FEE SCHEDULE – CLASS C

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	N/A
Gym (Auxiliary)	N/A
Cafeteria	N/A
Kitchen	N/A
Auditorium (Stage/Seating Only)	N/A
Little Theatre (Stage/Seating Only)	N/A
Performance Hall (Stage/Seating Only)	N/A
Commons Area	N/A
Lecture Hall	N/A
Wrestling Room	N/A
Regular Classrooms	N/A
Lab	N/A
Weight/Cardio Room	N/A

School/Facility	Fee
Middle Schools	
Half Main Gym	$10/hour
Gym (Auxiliary)	$10/hour
Cafeteria (Weekend Only)	$30/hour
Commons Area (Weekend Only)	$20/hour
Kitchen	N/A
Regular Classrooms	N/A

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 15

School/Facility	Fee
Intermediate Schools	
Gym	$10/hour
Cafeteria (Weekend Only)	$30/hour
Kitchen	N/A
Commons Area (Weekend Only)	$20/hour
Regular Classrooms	N/A

School/Facility	Fee
Elementary Schools	
Gym	$10/hour
Multi-Purpose Rooms	$30/hour
Kitchen	N/A
Regular Classrooms	N/A

School/Facility	Fee
Outdoor Areas	
Parking Lots	$20/hour
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	N/A
High School Baseball/Softball Complex	Call for price

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 16 for details.**

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CLASS D: COMMUNITY NON-PROFIT ORGANIZATIONS, CIVIC ORGANIZATIONS, AND EDUCATIONAL INSTITUTIONS

a. A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders but instead uses them to help pursue its organization's goals. The district reserves the right to ask for a 501c non-profit form if the organization's non-profit status is in question;
b. This includes but is not limited to community, social, civic, or services organizations for purposes that have educational, recreational, or cultural purposes; local church services; and religious classes and activities;
c. Educational activities of public and private colleges and universities; and
d. Educational activities of public and private K-12 institutions.

FEE SCHEDULE - CLASS D

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	$100/hour
Gym (Auxiliary)	$50/hour
Cafeteria	$30/hour
Kitchen	N/A
Auditorium (Stage/Seating Only)	$100/hour
Little Theatre (Stage/Seating Only)	$50/hour
Performance Hall (Stage/Seating Only)	$200/hour
Commons Area	$30/hour
Lecture Hall	$50/hour
Wrestling Room	$30/hour
Regular Classrooms	N/A
Lab	N/A
Weight/Cardio Room	N/A

School/Facility	Fee
Middle Schools	
Gym (Main)	$75/hour
Gym (Auxiliary)	$35/hour
Cafeteria	$30/hour
Commons Area (Weekend Only)	$20/hour
Kitchen	N/A
Regular Classrooms	N/A

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 15

School/Facility	Fee
Intermediate Schools	
Gym	$50/hour
Cafeteria	$30/hour
Kitchen	N/A
Commons Area	$20/hour
Regular Classrooms	N/A

School/Facility	Fee
Elementary Schools	
Gym	$30/hour
Multi-Purpose Rooms	$30/hour
Kitchen	N/A
Regular Classrooms	N/A

School/Facility	Fee
Outdoor Areas	
Parking Lots	$20/hour
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	N/A
High School Baseball/Softball Complex	N/A

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 16 for details.**

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CLASS E: FOR-PROFIT ORGANIZATIONS/ACTIVITIES AND OTHER PRIVATE INTEREST GROUPS

a. Commercial groups or businesses;
b. Local, state, and national groups hosting special events, workshops, or conferences;
c. Political meetings sponsoring specific candidates, state, or national platforms;
d. Any group, business, or individual located outside of the district;
e. Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold;
f. Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request; and
g. Other special events.

FEE SCHEDULE - CLASS E

School/Facility	Fee
Linn-Mar High School	
Gym (Main)	$150/hour
Gym (Auxiliary)	$75/hour
Cafeteria	$50/hour
Kitchen	N/A
Auditorium (Stage/Seating Only)	$150/hour
Little Theatre (Stage/Seating Only)	$75/hour
Performance Hall (Stage/Seating Only)	$300/hour
Commons Area	$50/hour
Lecture Hall	$75/hour
Wrestling Room	$50/hour
Regular Classrooms	N/A
Lab	N/A
Weight/Cardio Room	N/A

School/Facility	Fee
Middle Schools	
Gym (Main)	$100/hour
Gym (Auxiliary)	$75/hour
Cafeteria	$50/hour
Commons Area (Weekend Only)	$40/hour
Kitchen	N/A
Regular Classrooms	N/A

Linn-Mar Stadium/Aquatic Center
See separate fee schedule on page 15

School/Facility	Fee
Intermediate Schools	
Gym	$100/hour
Cafeteria	$50/hour
Kitchen	N/A
Commons Area	$40/hour
Regular Classrooms	N/A

School/Facility	Fee
Elementary Schools	
Gym	$50/hour
Multi-Purpose Rooms	$40/hour
Kitchen	N/A
Regular Classrooms	N/A

School/Facility	Fee
Outdoor Areas	
Parking Lots	$30/hour
Armstrong Field	FCFS
Tennis Courts	FCFS
Outdoor Tracks	FCFS
Elementary Outdoor Fields	FCFS
Middle School Non-Competition Fields	FCFS
Middle School Competition Fields	N/A
High School Baseball/Softball Complex	N/A

***Additional fees may apply (e.g., weekend custodian charges) depending on the reservation request. See "Other Fees" on page 16 for details.**

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LINN-MAR STADIUM & AQUATIC CENTER FEE SCHEDULE

School/Facility	Fee
Linn-Mar Stadium *(2-hour min charge)*	
Class A & B Use	N/C
Class C Use	$150/hour
Class D Use	$200/hour
Class E Use	$250/hour
Lights	$75/hour
Scoreboard	$100/event
Press Box	$100/event
Sound System	$100/event
Stadium Seating Cleaning Fee	$500/event
LM Supervisor	$75/hour
Custodian/O&M Staff	Actual costs per union contract
Crowd Manager *(One for every 250 spectators)*	$40/hour (each)
Gate Manager *(One per entrance used)*	$40/hour (each)
Other District Personnel	Charges depend on request
Police Supervision *(If applicable)*	Actual costs
Additional Equipment/Services	Charges depend on request

School/Facility	Fee
Aquatic Center *(2-hour min charge)*	
Pool Access	$200/hour
Concession Room Access	$100/event
Scoreboard/Timing System	$100/event
Sound System	$100/event
LM Supervisor	$70/hour
Timing Computer Operator	$40/hour
Lifeguards *(Minimum of three)*	$25/hour (each)
Crowd Manager *(One for every 250 spectators)*	$40/hour (each)
Stadium Seating Cleaning Fee	$100/event
Custodian/O&M Staff	Actual costs per union contract
Other District Personnel	Charges depend on request
Additional Equipment/Services	Charges depend on request

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OTHER FEES SCHEDULE

Description	Fee	Minimums
Personnel Fees		
Custodian/O&M Staff *(If not already on duty)*	Actual costs per union contract	2 hour minimum
Building/Event Supervisor *(If applicable)*	$75/hour	2 hour minimum
Auditorium/Theatre/Performance Hall Technician Supervisor	$40/hour	2 hour minimum
Police Supervision *(If applicable)*	Actual costs	N/A
Other District Personnel	Charges depend on request	2 hour minimum
Auditorium/Theatre Use Fees		
Use of lights other than house lights		$100/event
Use of sound system other than one microphone		$100/event
Use of rigging system		$100/event
Use of sound shell		$300/event
Chairs, stands, risers		$100/event
Piano *(Non-grand)*		$100/event
Miscellaneous Fees		
Minimum Cancellation Fee		$25
Custodial Flat Fee *(If custodian is on duty and deemed necessary)*		$25
Additional Equipment		Charges depend on the request
Building/Equipment Replacement or Repair Fees		Actual costs

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Adopted: 6/70
Reviewed: 2/18; 6/05; 10/08
Revised: 3/00; 1/11; 3/13; 4/14; 6/15; 11/18; 5/19; 10/26
Related Policy: 1004.1; 1004.1-R2; 1004.4