

MAINTENANCE CHARGES FOR SCHOOL BUILDING USE

The Board and staff will work with community organizations and agencies in making school facilities available to them when such does not interfere with the educational program or school activities. Requests for the use of school facilities must be submitted on the official District Form to the building principal. The building principal will send a copy of all approved facility requests to the district office. Liability insurance will be required for any activity relating to the use of school facilities. Unusual requests will be referred to the Board for consideration. The following fees will apply to specific school facilities and activities.

All Schools: Commons Area \$30/hr + 1.5 x custodial pay per hour
 Classrooms \$20/hr + 1.5 x custodial pay per hour
 Board Room \$30/hr + 1.5 x custodial pay per hour

Auditorium(s): \$40/hr + 1.5 x custodial pay per hour + 1.5 x light/sound operator pay per hour.
Note: Light and sound operator must be a trained school employee

All Camps: Building Usage \$75.00 per day
 Building Usage \$250.00 per week
If the camp is not recognized as WHSAA approved the trainer or lead sponsor must assure that liability insurance is in place for all participants and for their own activities.

Gym, Weight Room, Walking:
 The use of these areas will be strictly monitored by and through the Community Recreation Program. The public should not be in these areas unsupervised or without permission. Community Recreation Program hours are from 6:30 p.m.–9:00 p.m. Monday through Thursday but are subject to change based on maintenance needs and school-related facility use requirements. Please contact the high school office to check on availability.

Lunchroom Facilities:
 Kitchen \$30/hr + 1.5 x custodial pay per hour
 Lunchroom without kitchen \$30/hr + 1.5 x custodial pay per hour
 Kitchen Staff 1.5 x food service pay per hour
(Approval must be obtained from building principal to schedule any staff for appliance use.)

Transportation: The use of school vehicles is only allowed for school sponsored activities and approved activities under the WHSAA. School personnel may request the use of school transportation vehicles for school related programs but must be charged the established rates as directed by the Wyoming Department of Education.

Other (Junior Jazz, USA Wrestling and other related educational activity programs):

Practice Usage \$10/day + 1.5 x custodial pay per hour

Additional Custodians (same as custodian)

Tournaments on weekends must have a custodian on duty. When a custodian is not on duty for their regular job then a custodian must be paid. If crowd control becomes a problem an extra custodian will be used or another paid school employee. All rules and regulations associated with this request will be upheld. It is the requesting sponsors responsibility to relay these rules to all participating groups.

Community Service Groups:

All non-profit groups, civic clubs, charitable and character building organizations that desire to use building(s) for non-admission community education and/or child education meetings, are encouraged to contact the building administration to make the arrangements. Permits or charters of the group's goals and organizational ambitions should be provided at the time of the request. If the requested areas or times are outside the established cleaning time and/or supervised times, custodial payments will be required. Liability insurance will be required for any activity relating to the use of school facilities.

For-Profit Organizations:

District labor, supplies and equipment shall not be used for private gain; nor shall school district facilities be used for such purposes.

Adopted: October 4, 1994

Revised: January 8, 2008

Revised: August 14, 2012