

## SAYDEL COMMUNITY SCHOOL DISTRICT

### USE OF SCHOOL DISTRICT FACILITIES REGULATION CLASSIFICATION FEE STRUCTURE

The Director of Activities & Community Education/District designee reserves the right to terminate any agreement if said guidelines are not followed, thus resulting in requesting organization forfeiting any fees paid plus paying for additional damages, if necessary.

The following is a description of how organizations are classified for accessing fees. Regardless of fee structure, a refundable key, cleanup and damage deposit may be required or assessed after the event as needed. The contractual and financial liabilities of this policy remain in effect for all groups.

**Class 1: School / Community Class** – No rental fee shall be charged to the following groups for qualifying activities serving District residents. A refundable key and damage deposit may be required. The contractual and financial liabilities of this policy remain in effect for all groups. These groups are listed below in their order of priority for scheduling approvals:

- I. District affiliated organizations, including but not limited to, PTO, Booster Clubs, Alumni Association, and Community Education Advisory Council, or approved District contractors.
- II. Community social, civic or service organizations sponsoring money-making activities with ALL proceeds directly benefitting the schools
- III. Local youth service groups (for meetings only), including but not limited to, Boy Scouts and Girl Scouts, 4-H, Campfire.
- IV. Local volunteer fire departments.
- V. Request for national, state and local elections (District Office Only).
- VI. Single event usage by Polk County governmental units.

**Class 2: Community Education & Saydel Youth Groups/Leagues Class**

- I. Board approved community/district education activities, groups and organizations.
- II. Areas rented to youth groups are restricted to areas of need. Additional needed space could be assessed rental fees.
- III. All Class 2 groups utilizing Saydel facilities are responsible for providing their own supplies. No Saydel Community School District supplies or equipment will be provided with or without a fee. (Basketballs, volleyballs, baseballs) Other equipment such as volleyball nets can be arranged but the Saydel Community School District may require for those responsible for set up to be trained or required District personnel to set up. If outside of regular school hours, the cost of the setup may be assessed.
- IV. If facilities are provided for free, costs may be offset by funds from the Public Education and Recreation Levy (PERL) at a rate set by the Board.

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CLASSIFICATION FEE STRUCTURE CONTINUED**

- V. Community Education events lasting more than two hours such as tournaments may incur reasonable costs, including custodial fees. These fees will be set by the Director of Activities & Community Education or District designee.
- VI. Saydel Youth Groups/Leagues - No charge if:
  - Participants must consist of at least 75% Saydel School District youth.
  - On school days when custodial staff is present or when building employees are involved to open/close facilities.
  - Group is responsible for trash, field maintenance, and supervision or custodial fees as needed.
  - Per request, are able to report financial information to Board and/or district officials.
  - If use requires set up the District may require training for individuals using the facility. (Volleyball nets)

**Class 3: In-District Non-Profit Class**

In-district and/or non-profit organizations, residents or businesses that serve the interests of the Saydel community and/or schools. One hour minimum charge.

**Class 4: Out-of-District Private Class**

Out-of-district organizations, private interest/sector groups, church organizations, higher-educational institutions, and social groups. One hour minimum charge.

The Community Education office/designee will collect in full any rental fee if applicable.

Location	Class 1	Class 2	Class 3	Class 4
High School South/Competition Gym (limited availability)	NC	NC	\$75/hr	\$125/hr
High School Auxiliary/North Gym	NC	NC	\$50/hr	\$100/hr
Woodside Gym	NC	NC	\$50/hr	\$100/hr
Cornell Gym	NC	NC	\$50/hr	\$100/hr

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High School Wrestling Room (includes cleaning fee)	NC	NC	Unavailable for Class 3 & 4	Unavailable for Class 3 & 4
Woodside Wrestling Room (includes cleaning fee)	NC	NC	\$25/hr	\$50/hr
Locker Rooms (charged per Locker Room)	\$15/hr per Locker Room	\$15/hr per Locker Room	\$25/hr per Locker Room	\$25/hr per Locker Room
High School Auditorium	NC	NC	\$50/hr	\$120/hr
Sound & Lights (Auditorium Only)	NC	NC	\$35/hr	\$45/hr
Saydel Little League Fields	Lease Agreement Only			
High School Football Field Without Spectator Access	NC	NC	\$100/hr	\$150/hr
High School Football Field With Spectator Access, Press Box, Restrooms	Custodial fee applies; Light fee may apply	Custodial fee applies; Light fee may apply	\$200/hr (Additional event manager/ site supervisor fee may apply)	\$250/hr (Additional event manager/ site supervisor fee may apply)
High School Track Without Spectator Access	NC	NC	\$50/hr	\$100/hr
High School Track With Spectator Access, including Restrooms	Custodial fee applies; Light fee may apply	Custodial fee applies; Light fee may apply	\$150/hr	\$200/hr

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High School Tennis Courts (for Tournament or Team Play)	NC	NC	\$10/hr	\$20/hr
Cafeterias (excludes Food Service & Prep Areas)	NC	NC	\$35/hr	\$85/hr
Concession Stands	Individuals or organizations may request a District-run concession stand. Decision to provide a concession stand is at the discretion of the Director of Activities & Community Education or District designee based on worker availability and profitability. No external organization may rent or operate District concession stands or operate their own concession stands on District property.			
Cornell Elementary Fields (for Tournament or Team Play)	By Lease Agreement Only			
Classrooms	NC	NC	\$20	\$40
Classrooms Specials (Foods, Music Rooms, CTE, Computer Classrooms, Art Rooms) <b>Note: Restricted to District &amp; Community Education</b>	NC	NC	Unavailable for Class 3 & 4	Unavailable for Class 3 & 4
Media Centers	NC	NC	\$35/hr	\$85/hr
Police & Security	May be required by District rental agreement. Must be arranged and paid for by user.			
Custodian	NC	\$20/hr	\$35/hr	\$35/hr

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District Supervisor	\$30/hr if required for facility use	NC	\$35/hr	\$35/hr
Equipment & Technology	NC	NC	Varies by request - set at time of contract	Varies by request - set at time of contract
Outside Light	\$75/use	\$75/use	Included in usage fees	Included in usage fees

Cleanup and damage fees will be assessed at actual value, with a minimum of one hour custodial fee.

Fee for actual cost of impact and/or criminal charges may apply for unreturned keys.

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