

Maumee City School District Administrative Guidelines

7510B - CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES

This procedure is established to implement the Board of Education policy governing use of school premises. The following categories are established to determine priorities and a schedule of fees for the approved users listed below, other than regular curricular programs or activities, when designated school premises are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: Student Groups

Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, nonschool-sponsored clubs and organizations.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply and will be absorbed by the school district

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

B. Category 2: School-Community Groups

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. They will be granted second priority to available school premises.

Fees for Category 2

(SAME AS CATEGORY 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. **Category 3: Community Nonprofit Groups**

Community nonprofit groups are defined as governmental agencies and groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for school premises during non-school hours on a third priority basis.

Fees for Category 3

(SAME AS CATEGORY 2)

D. **Category 4: Private, Nonprofit Groups**

Private, nonprofit groups, defined as those primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces during non-school hours.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.

Fees for Category 4

Category 4 users will be charged **two (2) times** (bold face & underline) the rate shown in the Schedule of Fees for allowable space permits.

When activities in Category 4 involve ticket sales or admission fees, an additional percentage may be charged at the discretion of the school district will be charged based on the relationship of the admission price to actual costs.

E. **Category 5: Commercial/Business Users & For Profit Groups/Organization**

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs will receive level five priority of use and will be allowed to rent facilities only during non-school hours.

Fees for Category 5

Fees for Category 5 users will be **three (3) times** the rates shown in the Schedule of Fees.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.

SCHEDULE OF FEES

| Outside Groups Utilizing MCSD Facilities (2 hour minimum) | Mon-Thu Weekday | Fri-Sun Weekend |
|--|----------------------------|----------------------------|
| HS Gymnasium | \$65.00 | \$75.00 |
| HS Gymnasium Annex | \$35.00 | \$45.00 |
| All other Gymnasiums | \$35.00 | \$45.00 |
| Middle School Auditorium | \$85.00 | \$100.00 |
| All School Cafeterias | \$30.00 | \$40.00 |
| Kitchens and Equipment | \$30.00 | \$40.00 |
| Classroom | \$30.00 | \$40.00 |
| Locker Rooms/Showers | \$30.00 | \$40.00 |
| Stadium Facility at HS | \$220.00 | \$225.00 |
| Stadium Facility at HS (with field lights) | \$360.00 | \$375.00 |

Additional Equipment Rental (Facilities other than Performing Arts Center)

| | | |
|--------------------------------------|---------|---------|
| Projector (per event) | \$25.00 | \$25.00 |
| Wrestling Mats (per event) | \$90.00 | \$90.00 |
| Stage Lighting (per event) | \$55.00 | \$55.00 |
| Chairs (100 or fraction) (per event) | \$15.00 | \$15.00 |
| Stage (Portable) (per event) | \$45.00 | \$45.00 |
| Choir Risers (per event) | \$25.00 | \$25.00 |

| PERFORMING ARTS CENTER AT MHS Basic Rental | Mon-Thu Weekday | Fri-Sun Weekend |
|---|----------------------------|----------------------------|
| Per Hour (minimum 2 hours) | \$165.00 | \$200.00 |
| Concession Stand (if rented independently, flat fee) | \$150.00 | \$175.00 |
| Lobby Rental (if rented independently, flat fee) | \$150.00 | \$175.00 |
| Rehearsal Room (if rented independently, flat fee) | \$150.00 | \$175.00 |
| Theatre Concert Lighting – no additional cost | \$0.00 | \$0.00 |

| | | |
|---|----------|----------|
| House Sound – no additional cost | \$0.00 | \$0.00 |
| Full data/voice/distance learning (per hour) | \$110.00 | \$110.00 |
| Projection Devices (per event) (no charge for RGB) | \$55.00 | \$55.00 |
| Music Stands (up to 45 stands) (Up to 12 music stand lights) | \$165.00 | \$165.00 |
| Piano Rental (upright) (per event) | \$115.00 | \$115.00 |
| Piano Tuning (not included in rental-at guest cost) | \$110.00 | \$110.00 |
| Follow Spot (each) (per event) | \$85.00 | \$85.00 |
| Lobby Tables and Chairs | \$310.00 | \$310.00 |
| Heavy Load-Ins and Large Productions (per hour) | \$40.00 | \$40.00 |
| Technical Director (per hour) | \$30.00 | \$30.00 |
| Stage Director (per hour) | \$30.00 | \$30.00 |
| House Manager (per hour) | \$15.00 | \$15.00 |
| Stage Crew (per hour/each) | \$15.00 | \$15.00 |
| Technical Crew (per hour/each) | \$15.00 | \$15.00 |
| Ushers (per hour/each) | \$15.00 | \$15.00 |
| Custodian (per hour) | \$45.00 | \$45.00 |
| Deposit required to reserve the Performing Arts Center | \$275.00 | \$275.00 |

Additional request and the costs will be assessed on an as needed basis.

The Board reserves the right to change fees at any time.

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