

Fees for Use of School Facilities

| | Category A (no charge) {excluding 28e agreements} (examples not exclusive) | Category B | Category C |
|---|---|--|--|
| | <ul style="list-style-type: none"> School sponsored programs/school activities Jointly sponsored adult/youth education programs District and its communities youth programs Government sponsored programs Activities that benefit school sponsored programs or scholarships Youth Sports Groups --Must collaborate with district coaches for knowledge of skills and pedagogy | <ul style="list-style-type: none"> * individuals or groups promoting cultural, educational or recreational/wellness activities * Civic Organizations | <ul style="list-style-type: none"> * Businesses * For profit organizations *Private individuals (receptions, birthday parties, etc.) * School District (not Tipton) * Youth Sports Groups(for profit organizations, use of paid coaches, invite only, or teams which utilize tryouts/cut practices) |
| Facility | A | B | C |
| Gymnasium or Multi-Purpose Room/Cafeterias | \$0 | \$10/hour | \$20/hour |
| Technology Room and/or Classroom/Media Centers (+Technology Fee if needed) | \$0 | \$10/hour | \$10/hour |
| Kitchen | <i>(Direct billing from Food Service Department for Staff & supplies.)</i> | <i>(Direct billing from Food Service Department for Staff & supplies.)</i> | <i>(Direct billing from Food Service Department for Staff & supplies.)</i> |
| Athletic Complex for organized events | | | |
| - Baseball/Softball Fields <i>includes concession stand and equipment there in</i> | \$0 | \$10/hour +manager fee of \$50 if needed | \$50/hour +manager fee of \$50 if needed |
| - Football Field <i>Includes concession stand and equipment there in</i> | \$0 | \$10/hour +manager fee of \$50 if needed | \$50/hour +manager fee of \$50 if needed |
| - Track <i>Includes concession stand and equipment there in</i> | \$0 | \$10/hour +manager fee of \$50 if needed | \$50/hour +manager fee of \$50 if needed |
| Auditorium | | | |
| - Rental | \$0 | \$10/day | \$75/day |
| - Rehearsal Rental Fee | \$0 | \$0 | \$25/day |
| - Adult Technician* | \$0 | actual costs | actual costs |
| - Initial training and set up | | \$200 - 2 hours | \$200 - 2 hours |
| - Annual follow up training and set up for lights, sound and fly system. | | \$100 - 1 hour | \$100 - 1 hour |

Auditorium Use

- Rental group agrees to pay for any expenses over the rental fee, which may occur
 - Group covers cost of piano tuning (if applicable): piano tuner must be approved by music department faculty.
 - A school-approved technician will correspond with group/individual making requests.
- A fee of \$200 for initial training and set up and \$100 for annual follow up training and set up. Training and set up will include both light and sound boards and the fly system. The group/individuals will be responsible for bringing sound files and signs for hanging on the fly system to the training and meetings. Training and set up sessions will be scheduled directly with an approved Tipton Fine Arts member.

* If a group does not wish to undergo training and a school employee is available, charges will be based on employee actual cost.

All Facility Use

- Cleaning Fee (to be determined) will be charged if the facility is left unkept. Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition prior to its use.
- Personnel Costs - A flat fee per hour (rate to be determined by personnel hired and will include any overtime).

Tournament pay will be \$20.00 per hour plus the costs of custodial fees for the event. This fee will be waived if the organization provides a donation equal to or more than the cost of rent excluding custodial fees. Use of the Middle School gym will follow Board Policy and central office procedures. 905.1E1 (The Tipton Middle School gymnasium is the school district's main competition gym. Its' use will be exclusively for school district purposes. The superintendent may waive this for special circumstances if the need serves a community or school district purpose).

The superintendent or superintendent designee has the ability to determine any additional fees charged or any fees waived to handle special or unforeseen circumstances regarding all facility use.

Note: Practices that utilize the gym will have a 90-minute time limit except for volleyball which shall be 2 hours, due to setting up and taking down time. **Limit one practice per week per team.**

Note: Once a time is blocked the organization will be billed for that time. The time is your time to use. In some cases we may have already turned away other groups based on your request. Therefore, if you leave early you will still be billed. You may contact the school no later than one week prior to the event to shorten your requested facility times. The billing times will then be adjusted to the new shortened requested times. Exceptions may be made in cases of inclement weather.

Free Use of the Facilities (Category A) will require the following:

1—A copy of the flyer that will be sent home with each student. The cost of the copies is your responsibility. Please work with staff in regards to the flyers being sent home. As the announcements are not sent to everyone the flyer is required to be sent home. A copy of this flyer will also be kept on hand so that it may be posted and/or handed out to any new students moving into the district.

2—A Certificate of Liability Insurance must be on file with the school. Most insurance agents will know what the school requires. Many choose to use their homeowners policy. This is something you will wish to discuss with your agent. The Certificate may be faxed to the school at 563-886-2341.

3—A completed copy of the Building Use Form. These forms are available on the school's website.

4—A letter or email from the appropriate varsity coach stating that you are working with them regarding knowledge of skills.

Approved: _____

Reviewed: 8/14/2023

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