

1  
2 REVISION  
3 Second Reading

4 Joint School District No. 2, Meridian

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6 SCHOOL – COMMUNITY RELATIONS

7  
8 Series 1000

9  
10 Policy Title Rental Fees Schedule

Code No. 1003.20

11  
12 HOW TO APPLY FOR FACILITY USE

13  
14 Contact the individual building facilities coordinator at the location of the facility you  
15 would like to lease.

16  
17 DAMAGE DEPOSIT: RENTAL USAGE AGREEMENT:

18  
19 A refundable deposit of ~~\$500~~ 50% of the rental fee with a minimum of \$100 will be paid  
20 to Joint School District No. 2 when the Rental Fee Agreement is signed. If the  
21 conditions of the agreement are not met, the deposit will not be refunded. The renter  
22 may waive inspection rights, but will be held liable for any damages in the event the  
23 building, or any portion thereof, or any fixtures or equipment located on the premises are  
24 damaged, sold, taken or destroyed as a result of the use of the building, the approved  
25 individual or organization will at his/her own expense repair and/or replace all such  
26 damaged or destroyed property. The amount of damages and acceptable method of  
27 restoration shall be determined by the school Principal and the Joint School District No.  
28 2 Director of Operations.

29  
30 Only certified District Technicians will operate auditorium sound and lighting equipment.

31  
32 HOLD HARMLESS & INSURANCE REQUIREMENTS:

33  
34 In addition, a certificate of insurance must be submitted at the time the contract is  
35 signed. See attached **Hold Harmless and Indemnity Agreement (Appendix C)** found  
36 under Forms on the Intranet.

37  
38 If any question arises as to rental fees, a conference with the superintendent his or  
39 designee may be arranged for negotiation.

40  
41 RENTAL FEE SCHEDULE:

42

43 A.	Senior High Schools' Facilities	\$ Amount
44 1.	Theatres:	
45	Local commercial activities	75.00 per hour
46	Local non-commercial activities	45.00 per hour
47		
48 2.	Gymnasium:	
49 a.	Upper level gym	
50	Local recreation (2 hr. min.)	25.00 per hour
51 b.	Main gym	
52	*Local recreation (2 hr. min.)	40.00 per hour
53	Local commercial activities	75.00 per hour

54	Local non-commercial activities	45.00 per hour
55	Local summer athletic camps	100.00 per hour

56

57

\* Does not include use of scoreboards.

58

59 **B. Middle Schools' Facilities**

60

1. Auditorium: ~~(Meridian Middle School)~~

61

62

~~Basic Package, i.e. meeting type program, house lights~~

63

## a. Facility

64

Local commercial (2 hr. min.) 75.00 per hour

65

Local non-commercial (2 hr. min.) 45.00 per hour

66

## b. Custodial – hourly rate

67

## c. Security – hired at hourly rate for groups of 350+

68

## d. Equipment (See Appendix B)

69

70

~~Small Package, i.e. light play (1-2 scenes, use of stage manager panel)~~

71

72

## a. Facility

73

Local commercial (4 hr. min.) 85.00 per hour

74

Local non-commercial (4 hr. min.) 55.00 per hour

75

## b. Custodial (2 hr. min.) – hourly rate

76

## c. Technical (4 hr. min.) – hourly rate

77

## d. Security – hired at hourly rate for groups of 350+

78

## e. Equipment (See Appendix B)

79

80

~~Large Package, i.e. large production, use of master panel~~

81

## a. Facility

82

Local commercial (4 hr. min.) 100.00 per hour

83

## b. Custodial (4 hr. min.) – hourly rate

84

## c. Technical, Sound (1) (4 hr. min.) – hourly rate

85

## d. Technical, Lights (1) (4 hr. min.) – hourly rate

86

## e. Security – hired at hourly rate for groups of 350+

87

## f. Equipment (See Appendix B)

88

89

**Note: Rehearsal hours are charged at the same rate.**

90

91

## 2. Gymnasium: (All Middle Schools)

92

\*Local recreation (2 hr. min.) 40.00 per hour

93

Local commercial activities 75.00 per hour

94

Local non-commercial activities 45.00 per hour

95

96

\* Does not include use of scoreboard.

97

98

**C. Elementary Schools' Facilities**

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**Gymnasiums:**

101

1. Local P.T.A. &amp; Boosters Meeting No Charge

102

2. Local recreational groups (2 hr. min.) 20.00 per hour

103

3. Local commercial activities 40.00 per hour

104

4. Local non-commercial activities 30.00 per hour

105

106

**D. School cafeterias or multi-purpose rooms used as cafeterias**

- 107  
108 1. Cafeteria only (no kitchen)  
109 a. P.T.A. & Boosters No Charge  
110 b. Local commercial activities 40.00 per hour  
111 c. Local non-commercial activities 30.00 per hour  
112  
113 \*2. Cafeteria with kitchen  
114 a. Local P.T.A. & Boosters Spvr. pay only  
115 b. Local commercial activities 50.00 per hour  
116 c. Local non-commercial activities 40.00 per hour  
117  
118 \* A school lunch employee must be on duty at hourly rate.  
119  
120 E. Other facilities including classrooms 20.00 per hour  
121  
122 F. Facilities for weekend use by religious groups on a regular,  
123 on-gong basis (elementary multi-purpose room) 25.00 per hour  
124  
125 1. With the following conditions:  
126 a. Does not include use of a kitchen  
127 b. Shall be limited to 4 hours/weekend  
128 c. Shall be limited to not more than 12 continuous  
129 months, unless approved by the board of trustees  
130 d. Custodians will be paid at the current hourly rate  
131  
132 2. Each additional room used 20.00 per hour  
133  
134 G. Use of facilities in excess of agreed contracted hours will be charged at the rental  
135 rate.  
136  
137 H. Storage space:  
138 1. Any equipment stored at the school must have building principal approval,  
139 subject to space availability and a storage fee of \$50 per month.  
140 2. Equipment left in schools will be at owner risk.  
141 3. Equipment cannot be left in hallways.  
142

143 ~~The renting and/or leasing of school facilities creates special problems related to~~  
144 ~~custodial services. School custodians shall open the building, shall close the building~~  
145 ~~and shall perform all custodial services that may be required. Anyone renting school~~  
146 ~~facilities will pay, in addition to the regular rental fee, for custodial time at the hourly rate~~  
147 ~~for the custodian(s) taking care of the building. This fee must be paid to the district with~~  
148 ~~the rental fee and the custodians will in turn be paid by the district at the hourly pay rate.~~  
149

150 ~~A contract to use a school facility must be signed and full payment, plus deposit, made~~  
151 ~~prior to the use of the facility. The purpose of payment and custodial time will be~~  
152 ~~estimated at the time of the agreement.~~  
153

#### 154 SUPERVISION:

- 155  
156 A. Attendance at an event in a rented district facility exceeding 50% of capacity may  
157 require additional supervision. The building principal may assign a certificated  
158 employee to supervise. The organization renting the facility will be required to  
159 pay an hourly rate for supervisory assistance.

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Description	Per Hr/Day	Centennial High	Eagle High	Meridian High	Mt. View High	Academies	Middle	Elementary
<b>*Auditorium (Small)</b>								
With Audience	Hr	\$ 100	\$ 100	\$ 80				
Without Audience	Hr	\$ 50	\$ 50	\$ 40				
<b>*Auditorium (Large)</b>							<b>MMS only</b>	
With Audience	Hr	\$200	N/A	N/A	\$200		\$ 200	
Without Audience	Hr	\$100	N/A	N/A	\$100		\$ 100	
Sound System	Hr	\$ 10	\$ 10	\$ 10	\$ 10		\$ 10	
Lighting System	Hr	\$ 10	\$ 10	\$ 10	\$ 10		\$ 10	
Sound Technician	Hr	\$ 20	\$ 20	\$ 20	\$ 20		\$ 20	
Light Technician	Hr	\$ 20	\$ 20	\$ 20	\$ 20		\$ 20	
Dressing Rooms	Hr	\$ 30	\$ 30	\$ 30	\$ 30		\$ 30	
Microphones	D	\$ 20	\$ 20	\$ 20	\$ 20		\$ 20	
Intercom Headsets	D	\$ 15	\$ 15	\$ 15	\$ 15		\$ 15	
Gels	D	***	***	***	***		***	
Baby Grand Piano	D	\$125	\$125	\$125	\$125		\$125	
Upright Studio Piano	D	\$ 75	\$ 75	\$ 75	\$ 75		\$ 75	
Choral risers (per section)	D	\$ 25	\$ 25	\$ 25	\$ 25		\$ 25	
Pit cover (on or off)	D	\$825						
<b>Gymnasium</b>								
With Audience	Hr	\$150	\$150	\$150	\$150	N/A	\$100	\$ 60
Without Audience	Hr	\$ 75	\$ 75	\$ 75	\$ 75	\$50	\$ 50	\$ 30
<b>**Stadiums</b>	Hr	\$250	\$250	\$250	\$250	N/A	N/A	N/A
<b>Multi-Purpose Rooms</b>								
With Audience	Hr							\$ 60
Without Audience	Hr							\$ 30
<b>Classrooms</b>	Hr	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
<b>Cafeteria Without Kitchen</b>	Hr	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
<b>Cafeteria With Kitchen</b>	Hr	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
<b>Food Service Attendant</b>	Hr	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
<b>Custodian</b>	Hr	\$ 20	\$ 20	\$ 20	\$ 20	\$20.	\$ 20	\$ 20
<b>Supervision</b>	Hr	\$ 25	\$ 25	\$ 25	\$ 25	\$25	\$ 25	\$ 25
<b>Security</b>	Hr	Provided by Lessor						
<b>Scoreboard with Operator</b>	Hr	\$ 25	\$ 25	\$ 25	\$ 25	N/A	\$ 25	N/A
<b>Locker Rooms</b>	D	\$ 50	\$ 50	\$ 50	\$ 50	N/A	\$ 50	N/A

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District Service Center will be rented at above rates

\* Piano Tuning – responsibility of Lessor

\*\* All rentals are a 2 hour minimum except Stadiums which are a 3 hour minimum

\*\* All stadium rental monies are placed in the stadium maintenance account.

\*\* All auditorium rental monies are placed in the auditorium maintenance account.

171 \*\*\* Gels fees are determined at meeting with Auditorium Manager.

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178 ~~under **Forms on the Intranet.**~~

179

180 ~~If any question arises as to rental fees, a conference with the superintendent his or~~  
181 ~~designee may be arranged for negotiation.~~

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183

184 Date of Revision:

185 08/22/94

Legal Reference: Code of Idaho

33-601