

Classifications

The following organizations are deemed to have Class B status:

1. Foundation for Learning in Tredyffrin/Easttown (FLITE).
2. Better Understanding of Individuals with Learning Differences (B.U.I.L.D.)
3. Area Residents Caring and Helping (ARCH)

Application Processing Procedures and User Requirements

1. All groups (Users) requesting use of district facilities are required to submit a written request using the Application and Agreement Form (AAF). These forms should be submitted to the Business Manager or his designee.
2. Application and Agreement Forms are available in the District Administrative Offices and on the District website.
3. An authorized organization representative must sign each AAF for each facility request. This representative will be responsible for proper use of the facility and serve as the contact person for District.
4. No group will be permitted use of school facilities if it interferes with school programs. The Business Manager, building Principal, Athletic Director, or their designee, may cancel any AAFs for school use should conflicts with school programs develop.
5. School authorities reserve the right to limit, restrict, or prohibit proposed school facilities use when this use is not in the interest of the District or community.
6. Under no circumstances may any individual who is being privately paid to tutor a student conduct that tutoring during the school day on District property without the express written permission of the Superintendent.
7. Users recognize the fact that TESD's making its facilities available to the community in accordance with Board Policy and administrative regulations does not create any right in User to the continued use of the facilities except at the discretion of TESD.
8. All requests should be made at least ten (10) business days prior to the scheduled facility use, but no sooner than six (6) months. No contract will be longer than twelve (12) months in duration. Exceptions can be made at the discretion of the appropriate administrator.
9. Applicants that request the use of facilities for seasonal (in season) sports will receive priority over those requesting use for out of season sports. PIAA guidelines will be used to determine priority use.
10. User requests for gym space for the upcoming school year for classification A, B and C users are due by August 1st in order to be given priority in scheduling. All users in any classification are welcome to submit their requests, but A, B and C users will be scheduled first.
11. Users will be prioritized within each classification based on the groups they serve, the number of T/E participants and the frequency of their facility use.
12. All users will receive final approval for their requests when the approved AAF is signed by both the Building Principal/Administrator and the Business Manager, and a copy of the signed AAF is returned to the requester.
13. All applicants will receive either a signed AAF or a phone call notifying them of their approval or disapproval.
14. Classification A, B and C users who submit their AAF by August 1st, will be notified of their approval within ten to twelve (10-12) business days after August 1st.
15. User requests received after August 1st, and throughout the school year, will be notified of their approval within ten to twelve (10-12) business/school days after receipt.
16. After approved AAF is processed, the Business Manager or his designee will distribute copies to the appropriate support personnel.
17. Users may not assign the approved agreement or sublet the premises.

18. Users understand that the AAF is limited to use of the designated facility, building or field. The User and anyone accessing the facility through the User group may not access other parts of the facility, building or field not expressly set forth on the AAF. In particular, where school buildings are under construction, it is imperative that User groups remain in the permitted area. The User is responsible for supervising all individuals in User group. TESD reserves the right to terminate AAFs or refuse to issue future AAFs to Users who fail to abide by this provision.
19. Each User group falls under a classification as determined in School District Policy 7040. Once the AAF is approved, the user will not be reprioritized or denied use unless the District determines there is a District or Class A user need for the space.
20. If classification is contested the request shall be referred to the Superintendent or designee.
21. Charges for all facility requests will be estimated in advance of the activity itself. A bill will be sent following the activity. Added fees may be assessed for additional rental time and/or excessive or unexpected custodial time or support services.
22. Community non-profit groups (Classification C) of less than twenty (20) persons that request the use of a classroom to conduct meetings and are denied due to the unavailability of classrooms or to rules set by the school principal will be scheduled in an alternate room but charged at the classroom rate.
23. If two (2) unrelated organizations use a facility at the same time, each will pay all required rental fees in full.
24. Requests for the Use of Facilities by Tredyffrin or Easttown Townships will be approved by the Superintendent or designee. The Superintendent or designee will determine, on a case by case basis, if the approved use will incur charges.
25. Programs run by Classification A Users that charge admission, or a sign up fee, where the proceeds exclusively benefits the A group will incur no rental charge. The District reserves the right to request an accounting of the proceeds and the costs of running the program.
26. Programs run by Classification B Users where a fee is collected, the majority of the gross receipts must be given to and retained by the sponsoring Class B organization or the District, otherwise the fees schedule of the most appropriate organization classification (as determined by the Business Manager) will be charged. The District reserves the right to request an accounting of the proceeds and costs of running the event.
27. Classifications C charging admission or using the facilities for fund raising purposes will be charged according to Class G specifications (Appendix B) unless the proceeds exclusively benefit TESD School children or the School District.
28. The District reserves the right to charge a security deposit for any group.
29. All charges are payable within thirty (30) days after the billing date. The District reserves the right to assess late fees of up to one percent (1%) per month when bills are not paid on time.
30. Construction/renovations at any of TESD's buildings may require that utilities be cut off for a period of time. TESD reserves the right to terminate the use of the building for that time period with twenty-four (24) hours notice to the User.
31. The District's participation in the Demand Response program may require utilities to be cut back or off for a required period of time. TESD reserves the right to cancel or delay the use of the building in connection with the Demand Response Program.
32. In the event that a User needs to cancel, User shall inform TESD in writing to the Business Manager two (2) weeks prior to the scheduled event or pay as liquidated damages the rental fee heretofore provided. There will be no refunds of rental fees for cancellations requested less than two weeks prior to the scheduled use of facilities. This applies except when cancellation is due to a School District decision for weather or other circumstances.
33. Users are responsible for damage to District facilities. If facility Users find the part of the premises approved for use to be damaged or defective, the User should report this condition as soon as possible, preferably before using the facility.
34. Any group using District facilities is required to restore or pay for the restoration to original condition, at the discretion of the District, any property destroyed or suffering from more than

- normal wear and tear. The TESD School District shall be the sole judge of destruction of property or excessive wear and tear.
35. The District reserves the right to curtail the use of or close any facility for safety concerns related to construction, field maintenance or renovations, or any other reason that the District deems necessary. Facility use is automatically cancelled when the schools are closed by school authorities because of local, state, or national disaster, or emergencies (fire, flood, storms, or mechanical failure) as well as weather-related school closings. It is the User's responsibility to verify if the facilities or field is open or closed and available for use during any above mentioned curtailments or school closings.
 36. The District reserves the right to close any facility to outside use when schools have a delayed opening or dismiss early due to weather-related events. If the District permits the outside use of school buildings on these delayed opening or early dismissal days, the user may elect to cancel their scheduled use to avoid rental fees by informing the Business Office in writing (email is acceptable) at least three hours prior to their contracted start time.
 37. AAFs are subject to the appropriate support personnel being available and willing to work as needed. TESD reserves the right to cancel any use of building when custodial or kitchen services are not available for any reason and upon giving the User three (3) days notice prior to the time the use is to commence.

Associated Fees and Charges

1. Charges for all Users will be levied according to the Charges for Specific Use Classifications located in Appendix A.
2. The rental fee schedules are located in Appendix B of this regulation and also on the District website.
3. These rental fees include charges related to School District custodial personnel that are required to support the facility use.
4. If excessive and/or unexpected custodial services are required, those charges, in addition to charges detailed in Appendix B, will be billed directly to the User according to the fee schedule in Appendix C. The User will be notified by the Business Office if such custodial services were required after the custodial pay records are reviewed.
5. Rental fees do not include support personnel for the stage or cafeteria. Those charges will be billed separately according to the fee schedule in Appendix C.
6. Rental fees and labor rates will be reviewed and updated, if needed, on an annual basis.
7. Should rental fees change for an upcoming school year, the Business Office will notify past year users of the changes by March 15 prior to the change.
8. Custodial service/requirements:
 - a. For all facility requests that require a custodian, the Business Office will ensure that the custodial supervisor for the requested facility assigns a custodian(s).
 - b. The custodian(s) will ensure that the appropriate facility is opened, set up, lighted, heated, ventilated, cleaned and closed.
 - c. The custodian(s) must not deviate from approved procedures and will report variances and enforce regulations.
 - d. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
9. Kitchen/cafeteria services/requirements:
 - a. Arrangements for kitchen use shall be made through the Food Services manager a minimum of thirty (30) days in advance.
 - b. When the kitchen or kitchen/cafeteria is used, a cafeteria employee must be employed to supervise school equipment use. Except for Class A Users, an additional charge will be made for this as per fee schedule (Appendix C).
 - c. Organizations and groups who have banquets will be charged for food supplies, and personnel costs for preparation, serving, and supervision.

- d. For all activities open to the public where food is sold, all user groups must have a Certified Food Manager (certified by the Chester County Health Department) and must provide an event license from the Chester County Health Department.
 - e. The District will allow the use of a *School District* Certified Food Manager only for Class A and B groups and only when all of the following conditions are met:
 - i. A temporary license is required and issued for the activity for a single date or a weekend.
 - ii. The scope of the activity does not involve selling or delivering food off school District premises.
 - iii. All food is purchased through the District or a source approved by the Certified Food Manager.
 - iv. No food is brought in from outside vendors unless from a Chester County licensed food establishment approved by a Certified Food Manager.
 - v. Food is prepared under the supervision of the Certified Food Manager at the facility site.
 - vi. The chairperson or a designee receives training from the Certified Food Manager prior to the activity.
 - vii. The number and level of cafeteria worker(s) necessary at a function, and the associated charges, will be determined as part of the AAF preparation based on employee availability.
10. Security services/requirements:
- a. The District reserves the right to require a security monitor and/or outside police to be present at an activity at the expense of the User.
 - b. Organizations using school facilities agree to comply with all ordinances, statutes, and regulations of all Local, State and Federal authorities and agencies; and User hereby indemnifies TESD and agrees to hold TESD harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so. These organizations further agree to indemnify and save TESD harmless from all loss damage, liability, claims and demands, whether involving misconduct, negligence or otherwise, arising out of or resulting from such use of the premises.
11. Additional support personnel services/requirements:
- a. The District reserves the right to require that authorized school personnel be employed to operate or set-up District equipment. For example, a Stage Manager will be used whenever the use of the stage equipment is required (in conjunction with an auditorium rental). Another example might be the need for an electrician to set up extra electrical conduits.
 - b. The User will pay all charges for these personnel in accordance with Appendix C.
 - c. The Business Office will review pay records to ensure that multiple users will not be charged for the same time.
12. All bills for use of school buildings or other facilities shall be issued by the Business Office upon receiving a copy of the Community application designated by administrative regulation. The Business Office shall promptly bill the contracting person or organization, specifying current charges and any previous charges due. Upon receipt of monies to satisfy the bill, the Business Office shall make prompt deposit at the approved depository and credit the appropriate account. Any individual or organization not satisfying the bill within ninety (90) days may be denied the privilege of further use of school facilities until all outstanding charges are paid.

Insurance Requirements

1. Class A and B users who request use of District facilities MUST get preapproval from the Business Office for the specific activities they are sponsoring in our facilities in order to ensure that appropriate and necessary insurance coverage is in place. The District will indemnify and hold harmless the Class A and B Users only to the extent the coverage is provided through the liability

- insurance policies carried by the District. The coverage will be extended only for activities on school property and for activities that the District has designated as "School District-sponsored."
2. Class B groups must submit to the appropriate building administrator a list of planned activities for the school year no later than two weeks prior to the start of the school year or the scheduled event. The administrator will forward the list of activities to the Business Manager, who will forward this list to the insurance carrier for review. The Business Manager will transmit the carrier's approval or disapproval of activities to the administrator, who will then notify the organization of the insurance carrier's responses and whether the activities will be designated as "School District-sponsored".
 3. When the AAF is submitted, users in class C, D, DD, E, EE, and G must provide a Certificate of Insurance (listing the District as additional insured) to the Business Manager or their designee. This certificate must be received at least ten (10) working days before any scheduled use of the facility. The minimum insurance limits provided shall be \$1,000,000 combined single limit of Bodily Injury/Property Damage. The User must assume full responsibility for personal injury to participants and spectators.
 4. The requirement for a Certificate of Insurance for Class C, D, DD, E and EE groups is waived when the request is for a meeting held in a regular classroom for purposes of discussion and when attendance is not expected to exceed thirty-five (35) people.
 5. Any facility user that employs non-District personnel to work for them on School District property must provide proof of Worker's Compensation Insurance. By signing the AAF, the User agrees to indemnify and hold harmless the District for any claims made against the District for Worker's Compensation Insurance by any persons performing work on behalf of User on school District Property.
 6. The District retains the right to require the User to furnish evidence of additional insurance in cases of unusual hazard.

Rules When Using District Facilities

1. Misuse of the facilities or ignoring rules related to facilities by Users may result in barring future use.
2. If it is determined the District facilities reserved by a User and not being (actively) used by the User, the District may deny future use.
3. The use of alcohol and/or tobacco products is prohibited on TESD property.
4. Any person who uses, abuses, possesses, is under the influence of, distributes or attempts to distribute regulated substances, including alcohol, or drug paraphernalia on school property, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol or any mood altering substances, including inhalants, is in violation of school Policy and State law.
5. All illegal activities are prohibited on District property and Users that permit illegal activities may be banned from future use of District facilities.
6. No dogs are allowed on school property at anytime, with the exception of guide or service dogs or with permission from the building Principal.
7. When an event is held in a school building, refreshments and/or food must be served only in the cafeterias unless authorized in advance by the Business Manager or his designee.
8. When using District fields, except for class A and B Users, there is absolutely no barbequing on school property and no outside food vendors are allowed.
9. Night and weekend temperature setbacks will not be changed during the User's use period, especially in athletic areas.
10. The User designee will serve as the contact person for the District and is responsible to supervise the activity, be responsible for the conduct of participants and spectators, and adequately protect the facility and any equipment.
11. Users may use only assigned fields, rooms, and spaces as stated in the application, and Users may only use them for the specific, intended, and approved purposes during the approved hours.

12. Users are not permitted to use school equipment including, but not limited to, rock walls and gymnastics apparatus, unless otherwise approved by the appropriate administrator.
13. The School District will determine when fields must be closed for weather or other reasons. Users will not be permitted on closed fields, violators will lose their privileges and there will be no refunds.

14. When fields are open but the ground is wet, soggy, or muddy or precipitation is falling or has recently fallen, it is the Users' responsibility to consider potential damage that may occur to the fields if they are used. Users must also consider the potential safety hazard to their players if fields are used under these conditions.
15. The User shall not prepare the athletic fields (lines, etc.) except with the approval of, or at the direction of, the Athletic Director or his designee.
16. No facility, field or parking lot, shall be subjected to overcrowding or use by Users in excess of permitted capacity.
17. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be permanently fastened to walls, ceilings, and/or floors. No object may be fastened to the floors in any manner that will damage floor finish. All objects, furnishings, and equipment must be installed and removed by the User under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends.
18. All Users will be responsible for picking up their trash and putting it in trash receptacles. The District will be responsible for providing and emptying trash receptacles under normal circumstances. If no trash receptacles are available or the available receptacles are full, the User must take away their trash.
19. Users will not block any exits from District facilities.
20. The District will not supply storage space for the User except with the permission of the athletic director or appropriate administrator.
21. District owned equipment must not be taken from school premises.
22. District equipment may not be used unless specifically requested on the application and approved.
23. Chairs and/or other obstructions will not be placed in aisles, entrances, or exit areas.
24. Footwear and appropriate dress will be worn inside buildings. Sneakers or gym shoes should be worn when using gymnasiums for athletic purposes.
25. Vehicles must be parked in designated areas only. No parking is allowed in the designated Fire Lanes. Improperly parked vehicles may be towed from the premises.
26. No parking is permitted on Route 252 (aka: Valley Forge Road adjacent to VFMS).
27. The use of vehicles designed primarily for recreational or sporting purposes are prohibited on District property. These vehicles includes, but are not limited to, motor scooter, powered cycles, snowmobiles, skateboards, and other vehicles or equipment of a similar nature. Exception to this Policy may be made at the discretion of the Business Manager and only if such use is under the control and direction of adults who make a prior agreement, in writing accepting full responsibility for such control.

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Revised: June, 2007
Revised: May, 2009
Revised: December 2009
Revised: July 2010
Revised: October 2010
Revised: June 23, 2011
Revised: November 10, 2011
Revised: March 9, 2012
Revised: March 12, 2012
Revised: June 8, 2012
Revised: October 15, 2015

Appendix A

Charges for Specific Use Classifications

Class A - criteria for charges

- (1) no rental fees
- (2) no custodial charges
- (3) no charges for any support personnel (i.e.: stage manager)
- (4) no charge for any cafeteria personnel

Class B - criteria for charges

- (1) no rental fees
- (2) no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (3) no charges for any support personnel needed during regular school hours; support personnel needed outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (4) no charges for any cafeteria personnel needed during regular cafeteria hours; cafeteria personnel needed outside these hours will be estimated prior to the event and billed by Food Services to User according to the fee schedule and Appendix C

Class C, D, DD, E, EE and G – criteria for charges

- (1) rental fees (Appendix B)
- (2) no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to User according to fee schedule in Appendix C
- (3) support personnel charges will be estimated prior to the event and billed to User according to the fee schedule and Appendix C
- (4) cafeteria personnel charges will be estimated prior to the event and billed by Food Services to User according to the fee schedule and Appendix C

Appendix B
Weekday Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Elementary Schools</u>							
Classroom	(No Charge)	\$8/hr	\$12/hr	\$15/hr	\$35/hr	\$45/hr	\$63/hr
Cafeteria w/o Kitchen	(No Charge)	\$9/hr	\$15/hr	\$18/hr	\$40/hr	\$50/hr	\$66/hr
Cafeteria w/Kitchen	(No Charge)	\$16/hr	\$30/hr	\$36/hr	\$80/hr	\$100/hr	\$108/hr
Gymnasium	(No Charge)	\$9/hr	\$25/hr	\$30/hr	\$40/hr	\$50/hr	\$66/hr
Athletic Field	(No Charge)	\$3/hr	\$14/hr	\$18/hr	\$30/hr	\$30/hr	\$45/hr
Parking Lot	(No Charge)	\$6/hr	\$12/hr	\$18/hr	\$35/hr	\$45/hr	\$63/hr
Main Hallway	(No Charge)	\$6/hr					
<u>Tennis Courts*</u>							
<u>Middle Schools</u>							
Classroom	(No Charge)	\$8/hr	\$18/hr	\$21/hr	\$45/hr	\$55/hr	\$75/hr
Computer Lab	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$55/hr	\$65/hr	\$81/hr
Large Group Room	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$65/hr	\$75/hr	\$87/hr
Auditorium	(No Charge)	\$30/hr	\$42/hr	\$45/hr	\$95/hr	\$110/hr	\$145/hr
Library	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$55/hr	\$65/hr	\$81/hr
Cafeteria w/o Kitchen	(No Charge)	\$9/hr	\$21/hr	\$24/hr	\$50/hr	\$60/hr	\$78/hr
Cafeteria w/Kitchen	(No Charge)	\$23/hr	\$42/hr	\$45/hr	\$95/hr	\$110/hr	\$114/hr
Gymnasium	(No Charge)	\$9/hr	\$45/hr	\$45/hr	\$55/hr	\$65/hr	\$78/hr
Locker Room	(No Charge)	\$9/hr	\$15/hr	\$18/hr	\$40/hr	\$50/hr	\$60/hr
Adaptive Gym	(No Charge)	\$8/hr	\$18/hr	\$21/hr	\$45/hr	\$55/hr	\$75/hr
Athletic Field	(No Charge)	\$3/hr	\$14/hr	\$18/hr	\$30/hr	\$30/hr	\$45/hr
Outside Bathroom (VFMS)	(No Charge)	\$30/hr	\$39/hr	\$45/hr	\$80/hr	\$85/hr	\$63/hr
Parking Lot	(No Charge)	\$6/hr	\$30/hr	\$36/hr	\$65/hr	\$70/hr	\$54/hr

* \$30/hour for one court, \$60/hour for two courts

**Class EE Fees per semester block – see Appendix C

Appendix B
Weekday Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Conestoga High School</u>							
Classroom	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$75/hr	\$105/hr	\$108/hr
Computer Lab	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Lg. Group Room (140&142)	(No Charge)	\$30/hr	\$36/hr	\$39/hr	\$100/hr	\$115/hr	\$120/hr
Auditorium	(No Charge)	\$36/hr	\$48/hr	\$50/hr	\$130/hr	\$132/hr	\$135/hr
Library	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Cafeteria w/o Kitchen	(No Charge)	\$21/hr	\$27/hr	\$30/hr	\$85/hr	\$108/hr	\$111/hr
Cafeteria w/Kitchen	(No Charge)	\$34/hr	\$48/hr	\$50/hr	\$130/hr	\$132/hr	\$135/hr
Gymnasium(s)	(No Charge)	\$21/hr	\$50/hr	\$50/hr	\$85/hr	\$108/hr	\$111/hr
Locker Room	(No Charge)	\$15/hr	\$21/hr	\$27/hr	\$75/hr	\$102/hr	\$105/hr
Adaptive Gym	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$75/hr	\$105/hr	\$108/hr
Athletic Field	(No Charge)	\$4/hr	\$14/hr	\$18/hr	\$30/hr	\$40/hr	\$108/hr
Track	(No Charge)	\$12/hr	\$18/hr	\$21/hr	\$70/hr	\$85/hr	\$102/hr
Parking Lot	(No Charge)	\$6/hr	\$30/hr	\$36/hr	\$45/hr	\$50/hr	\$70/hr
Lobby	(No Charge)	\$18/hr	\$24/hr	\$27/hr	\$80/hr	\$105/hr	\$108/hr
Courtyard	(No Charge)	\$21/hr	\$27/hr	\$30/hr	\$85/hr	\$108/hr	\$111/hr
<u>TEAO</u>							
Room 200	(No Charge)	\$24/hr	\$30/hr	\$33/hr	\$90/hr	\$110/hr	\$114/hr
Rooms 201 or 202	(No Charge)	\$21/hr	\$24/hr	\$27/hr	\$80/hr	\$105/hr	\$108/hr

**Class EE Fees per semester block – see Appendix C

Appendix B
Weekend Rental Fees

Facility	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Elementary Schools</u>							
Classroom	(No Charge)	\$10/hr	\$20/hr	\$25/hr	\$40/hr	\$50/hr	\$105/hr
Cafeteria w/o Kitchen	(No Charge)	\$15/hr	\$25/hr	\$30/hr	\$45/hr	\$55/hr	\$110/hr
Cafeteria w/Kitchen	(No Charge)	\$30/hr	\$50/hr	\$60/hr	\$90/hr	\$120/hr	\$180/hr
Gymnasium	(No Charge)	\$15/hr	\$35/hr	\$40/hr	\$45/hr	\$55/hr	\$110/hr
Athletic Field	(No Charge)	\$3/hr	\$23/hr	\$30/hr	\$35/hr	\$35/hr	\$75/hr
Parking Lot	(No Charge)	\$10/hr	\$20/hr	\$25/hr	\$40/hr	\$50/hr	\$105/hr
Main Hallway	(No Charge)	\$10/hr					
<u>Tennis Courts*</u>							
<u>Middle Schools</u>							
Classroom	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$50/hr	\$60/hr	\$125/hr
Computer Lab	(No Charge)	\$30/hr	\$40/hr	\$45/hr	\$60/hr	\$70/hr	\$135/hr
Large Group Room	(No Charge)	\$40/hr	\$50/hr	\$55/hr	\$70/hr	\$80/hr	\$100/hr
Auditorium	(No Charge)	\$50/hr	\$70/hr	\$80/hr	\$100/hr	\$115/hr	\$190/hr
Library	(No Charge)	\$30/hr	\$40/hr	\$45/hr	\$60/hr	\$70/hr	\$135/hr
Cafeteria w/o Kitchen	(No Charge)	\$25/hr	\$35/hr	\$40/hr	\$55/hr	\$60/hr	\$130/hr
Cafeteria w/Kitchen	(No Charge)	\$50/hr	\$70/hr	\$80/hr	\$100/hr	\$115/hr	\$190/hr
Gymnasium	(No Charge)	\$25/hr	\$55/hr	\$60/hr	\$65/hr	\$75/hr	\$130/hr
Locker Room	(No Charge)	\$15/hr	\$25/hr	\$30/hr	\$45/hr	\$55/hr	\$100/hr
Adaptive Gym	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$50/hr	\$60/hr	\$125/hr
Athletic Field	(No Charge)	\$4/hr	\$23/hr	\$30/hr	\$30/hr	\$30/hr	\$75/hr
Outside Bathroom (VFMS)	(No Charge)	\$50/hr	\$65/hr	\$75/hr	\$80/hr	\$100/hr	\$105/hr
Parking Lot	(No Charge)	\$10/hr	\$50/hr	\$60/hr	\$65/hr	\$75/hr	\$90/hr

* \$30/hour for one court, \$60/hour for two courts

**Class EE Fees per semester block – see Appendix C

Appendix B
Weekend Rental Fees

	Class A&B	Class C	Class D	Class DD	Class E	Class EE**	Class G
<u>Conestoga High School</u>							
Classroom	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$90/hr	\$120/hr	\$180/hr
Computer Lab	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Lg. Group Room (140&142)	(No Charge)	\$50/hr	\$80/hr	\$85/hr	\$115/hr	\$135/hr	\$200/hr
Auditorium	(No Charge)	\$60/hr	\$90/hr	\$95/hr	\$150/hr	\$170/hr	\$225/hr
Library	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Cafeteria w/o Kitchen	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
Cafeteria w/Kitchen	(No Charge)	\$60/hr	\$90/hr	\$95/hr	\$150/hr	\$170/hr	\$225/hr
Gymnasium(s)	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
Locker Room	(No Charge)	\$25/hr	\$65/hr	\$70/hr	\$90/hr	\$110/hr	\$175/hr
Adaptive Gym	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$90/hr	\$115/hr	\$180/hr
Athletic Field	(No Charge)	\$4/hr	\$23/hr	\$30/hr	\$30/hr	\$30/hr	\$180/hr
Track	(No Charge)	\$20/hr	\$30/hr	\$35/hr	\$85/hr	\$105/hr	\$170/hr
Parking Lot	(No Charge)	\$10/hr	\$50/hr	\$60/hr	\$70/hr	\$70/hr	\$90/hr
Lobby	(No Charge)	\$30/hr	\$60/hr	\$65/hr	\$95/hr	\$115/hr	\$180/hr
Courtyard	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$100/hr	\$120/hr	\$185/hr
<u>TEAO</u>							
Room 200	(No Charge)	\$40/hr	\$70/hr	\$75/hr	\$105/hr	\$125/hr	\$190/hr
Rooms 201 or 202	(No Charge)	\$35/hr	\$65/hr	\$70/hr	\$95/hr	\$120/hr	\$180/hr

**Class EE Fees per semester block – see Appendix C

Appendix C

LABOR RATES
(Includes Benefits)

	<u>Basic</u>	<u>Sunday</u>	<u>Holiday</u>
Custodian or Security Guard	\$ 34.00	\$ 46.00	\$ 69.00
Maintenance	\$ 49.00	\$ 66.00	\$ 98.00
Cafeteria			
Manager	\$36.00	\$48.00	\$71.00
Cook	\$30.00	\$40.00	\$59.00
Gen Kitchen Worker	\$26.00	\$35.00	\$52.00
Stage Crew			
Manager	\$44.00	\$44.00	\$44.00
Trained Student	\$17.00	\$17.00	\$17.00

Rates for all personnel are hourly per employee. When use of the facility requires custodial services an additional MINIMUM of 1 hour will be added to the Users AAF. (For Class B Users: no custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be estimated prior to the event and billed to User according to the fee schedule and Appendix C. For Remaining Users (excluding Class A Users): no custodial charges unless the event requires excessive or unexpected custodial services; any such custodial charges will be billed to User according to fee schedule in Appendix C)

The basic labor rate for evening and Saturday usage is comprised of one and one half times the regular pay rate plus benefits. The Sunday labor rate is two times the regular rate plus benefits. The holiday labor rates are three times the regular rate plus benefits.

Semester Block Fees for Class EE Users

The semester equivalent is the use of one classroom for four hours for an eight week period. Any use of classroom exceeding a semester equivalent will incurred the weekly rental rates in Appendix B.

September 2011-May 2012 Rates

Classroom \$690 per semester

Appendix D

Athletic Fields Availability

<u>Days</u>	<u>Hours</u>
Weeknights (Monday – Friday)	5:30 PM - 9:00 PM*
Saturday	8:00 AM -12:00 PM 1:00 PM - 5:00 PM
Sunday	9:00 AM -1:00 PM 1:00 PM - 5:00 PM

Seasonal Dates

Fall	August 23 rd through November 15 th
Spring	March 13 th through June 5 th
Summer	June 27 th through July 31 st

* Earlier start times may be approved at the discretion of the Business Manager.