

SCHOOL FACILITY USE POLICIES

All school-related activities, such as clubs, athletic teams, class events, etc. shall have priority in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

Liability insurance must be presented at the time the request for facility use is submitted. All organizations are responsible to pay for any damages. Also, guests using our facilities during regular school days or on campus prior to 2:30 pm must sign in with the school office.

Schedule of Fees:

<u>Site</u>	<u>Facility</u>	<u>Non-profit Rate</u>	<u>For Profit Rate</u>
ALL	Multipurpose Room	\$40 /hour	\$140 /hour
MHS	Gymnasium	\$60 /hour	\$200 /hour
ALL	Classrooms	\$25 /hour	\$75 /hour
ALL	Library	\$30 /hour	\$90 /hour
ALL	Kitchen	\$250 (one-time fee)	

Note: There is an additional custodial personnel service charge of \$35 per hour (2 hour minimum) that applies to all organizations on non-school days and after 5pm on school days.

Non-profit Youth Organizations for MUSD Students: (school days only)

Before 5pm: Facility fees & custodial charges are waived from immediately after school to 5pm.

5pm-8pm: Facility fees are waived students; however, the custodial service fee of \$35 per hour still applies.

For Profit Groups: Fair market rental rates apply to all profitable events.

Kitchen: (applies to all organizations)

A \$500 per reservation security/damage deposit is required at the time of booking. This deposit is refundable so long as the facility is left clean and in order as determined by the Director of Food Services for MUSD. The organization granted use of the facility will be held responsible for any damage to the facility and/or property caused by such.

Note: The kitchen is not available for use during the school year by any organization.

Field Use Fees: The daily use of the athletic fields, excluding building use, will be \$100 per day. For non-profit youth organizations for MUSD students, these fees may be reduced or waived as determined by the superintendent or designee.

Overnight Use Fees:

Out-of-town schools	\$250
Other groups	\$500

Summertime Use: It is the intent of the Board to make available school facilities to the community whenever possible. However, the Board believes that the school district should not incur a cost due to this use. The district reserves the right to deny summertime use of facilities whenever such use interferes with the work of the maintenance, operations, & transportation department in preparing the facilities for end-of-year school functions as well as for the upcoming academic year. **Use will be denied from June 1st through the last week of school as well as the three weeks preceding the start of the new school year for all facility requests.**