

FEES FOR USE OF SCHOOL DISTRICT FACILITIES

Rates for Rental of Facilities

All parties wishing to request use of any part of the school facilities will complete the required forms. This application can be obtained at the District Office. Completed forms must be turned in to the District Office well in advance of scheduled usage and must be approved by the superintendent or superintendent's designee prior to facility use.

There may be fees assessed for the use of school facilities as well as supervisory, janitorial, maintenance, or other services that may need to be provided by the school personnel. These fees are outlined below.

Groups: May be charged a usage fee of up to \$500/day.

Security Deposit: The district reserves the right to request a security deposit of up to \$500. This deposit is fully refundable if the facilities are left in the same condition they were rented in. Any cleaning or damage fees will be deducted from this deposit.

Maintenance/Supervision: If it is necessary to assign a district employee for supervision or maintenance, an hourly fee of up to \$100/hour may be charged.

An estimate of fees will be recorded on the facilities use request form. All required fees and deposits will be paid prior to the date of the requested use. Checks should be made out to Schleswig Community School and turned in to the District Office. Refund of deposits will be made within ten (10) business days of the facility use.

The superintendent will be responsible for setting fees. Additional fees may be charged if an event incurs more cleaning/maintenance than planned for or if there is damage to district property.
