

## FEE CLASS CATEGORIES FOR USE OF SCHOOL FACILITIES

Activities officially sponsored by Lewis Central Community School District will in all cases have first priority in the use of all school buildings, facilities, equipment and grounds. School approved / school sponsored programs will not be subject to the fee schedule, however such designation of an organization as school approved / school sponsored must be made by the Superintendent with annual designation for a school approved / school sponsored organization being required.

The school's facility will be made available at a reasonable rental fee to all local civic, religious, fraternal, patriotic, and community charitable organizations or groups, interested in promoting cultural, educational, or recreational activities. Rental fees will be applied to groups and activities as designated by use of Class I, II, and III. All groups designated as Class II or III using school facilities are responsible for a facility usage fee as well as any additional staff/building costs (custodian, food service, building supervision, equipment, supplies, and additional trash pickup) that might be incurred.

Any group/individual is responsible for the repair and/or replacement due to damage, theft or loss to the premises resulting from their use. In the event damage is caused by a group/individual, a deposit (as determined) will be required prior to any future approved scheduled use.

### FEE CLASS CATEGORIES

**Class I** – No Rental Fee (EXCEPT when extra personnel staffing services are required):

1. Lewis Central Community School District sponsored activities, school related organizations, and school sponsored programs including those designated for community benefit (i.e. PTA, Booster Club, band vocal music, and athletic groups for school related activities)
2. Local non-school youth groups such as boy/girl scouts groups, 4-H, etc.
3. Local non-profit charitable and service organizations when utilized for fund raising for a charitable cause.

**Class II** – See Rental Fees Chart

1. Local community recreation groups such as AAU, YMCA, police department, adult community recreational groups, Council Bluffs Parks and Recreation, Little League, and other groups who use the facilities for such activities as baseball, volleyball, exercise, etc.
2. Local non-profit community groups offering programs for civic improvement, services, cultural enrichment, or youth recreation (i.e., Fine Arts, Community Betterment Groups, Chamber of Commerce, YMCA or other nonprofit community groups.)
3. Local groups of a religious nature for worship or donation events.
4. Local community organizations, groups and/or individuals when such facilities are used for recreational or educational/instructional seminars, classes, activity camps or clinics.
5. Educational organizations (i.e., IWCC, AEA).

**Class III** – See Rental Fee Chart

1. Non-local youth, civic, service, charitable, and religious groups.
2. Private agencies, companies, vendors, business or special interest groups, for profit groups and/or non-profit groups with regional or statewide clientele for activities of a commercial nature for profit making.

*All user classes must complete a "Use of School Facilities" form. The building custodian will examine the requested facilities prior to and following use and report any problems/concerns to the Activities Office. Users who do not obey the rules and expectations will be suspended for a period of time as determined by the District. Any needed repairs/replacement due to improper usage will result in a monetary assessment by the District.*

## SCHOOL PERSONNEL SERVICE FEES

The Superintendent or his/her designee reserves the right to determine whether or not supervision and/or additional school personnel services will be required.

Groups/individuals using Lewis Central Community School facilities are responsible for staff charges resulting from their use. A one (1) hour minimum charge will be assessed for any of the following required staff:

Custodial	May include additional time opening or closing a building, set-up, clean-up, or being present during a time when otherwise not staffed and/or hours called to the building beyond normal work hours.	\$25.00 / hour
Food Service	When the use of kitchen equipment for food preparation requires necessary sanitizing of dishes, utensils, and tableware following facility usage, will normally require the staffing of a District lunchroom employee.	\$15.00 / hour
Building Designated Supervisor	Placed by Lewis Central Community Schools to protect and oversee the facility and represent the school district.	As determined
Light/Sound System Media Operators:	When required for the operation of Lewis Central Community School District's sound system, theatre Light system, and/or any media equipment.	As determined