



Administrative Procedure 7121A COMMUNITY USE OF FACILITIES - Terms and Conditions / Fees Schedule

Responsible: Office of Capital Projects and Facilities Management, Housekeeping Department

PROCEDURE

1. Following is the process for submission and approval of a Community Use of Facilities application in the Washoe County School District ("District" or "WCSD"). The District may make available to the community buildings, rooms, and/or grounds under the provisions set forth within Board Policy 7120, Administrative Regulation 7121, and the terms and conditions of this document/application.
 - a. The Community Use of Facilities Application must be approved by the site administrator and the WCSD Housekeeping Division **prior** to the use of the facility.
2. Instructions
 - a. To apply to use a District facility, complete Administrative Form 7122 and submit it, with all necessary accompanying paperwork and fees, if applicable, to the school principal or site administrator.
 - i. The name/organization signing the Use of Facilities Application must match that of the individual/organization listed on the general liability insurance documentation.
 - b. The school principal or site administrator shall review the application, ensure the application is completed in its entirety, determine the availability of the facility, and either provide preliminary approval or deny the application.
 - i. If the application is denied, the outside entity shall be notified and no further action shall be taken by the District.
 - c. If preliminary approval is granted, the application and all necessary paperwork and fees shall be forwarded to the Housekeeping Division for review and approval. Necessary paperwork must include proof of insurance as indicated herein.
 - i. If the application is denied by the Housekeeping Division, the outside entity shall be notified and no further action shall be taken by the District. Potential grounds for denial include, but are not limited to, lack of required insurance/fees, failure to meet the terms and conditions; unavailability of the room/field.
 - ii. If the application is approved by the Housekeeping Division, the outside entity shall be notified. A copy of the application, and proof of insurance, will be retained by the Housekeeping Division and the rental site for three (3) years.

- d. The site administrator shall not allow use of the facility until the application has been approved and all fees received.
3. Records Retention
 - a. No reservations will be made until a properly completed application is approved by the site administrator and the Housekeeping Division. Upon final approval of the use of facilities by the Housekeeping Division, copies shall be distributed and retained as follows:
 - i. one (1) copy to the applicant. The site administrator shall provide the applicant a signed copy of the approved form.
 - ii. one (1) copy to the site administrator of the school/facility,
 - iii. one (1) copy to School Police, and
 - iv. one (1) copy to the Housekeeping Division.
 - b. When fees are charged, the Housekeeping Division will work with the District's Business Office to deposit monies.
4. Questions about these procedures should be directed to the Housekeeping Division at 775-851-5696.

TERMS AND CONDITIONS

1. The operation and maintenance of the facilities referred to in this agreement are under the jurisdiction of the Washoe County School District (“District” or “WCSD”) and the contracting party is subject to its power and authority.
 - a. As used herein, the following terms shall have the following meanings: “Site” shall mean the Washoe County School District, abbreviated as “District;” “Facility” shall mean the District facility (site, field, building, and/or room) scheduled; “User” shall mean the contracting party to this agreement; and “Board” shall mean the Board of Trustees for the Washoe County School District.
2. In consideration of the mutual covenants herein contained, the parties agree as follows:
 - a. Subject to the terms and conditions hereof, the District grants to the User the right and privilege to use the herein described facility located in the premises stated on the WCSD Facility Use Application.
 - b. **Dates/Times of Use.** The terms of this agreement shall be for the date(s) and times only as outlined in the WCSD Facility Use application. The days and dates may not be changed without written authorization and approval of the Site Administrator and the Facilities Use Administrator in the Housekeeping Department of the Office Capital Projects and Facilities Management.
 - c. **Fees.**
 - i. The User of the premises is subject to the payment of all fees as described below at the time the completed application is presented to the Site Administrator. The application will not be accepted without said fees presented at the time the application is received. Final payment is due upon receipt of invoice of items beyond the original payment for the room, labor, and equipment fees.
 - ii. Rental fees may be waived at the discretion of the principal/site administrator **and** with the approval of the Facilities Management Housekeeping Department. Such waivers may be approved when the activity/event is tied to a legitimate pedagogical purpose, which is an extra learning activity/opportunity. Fee waivers for custodial support after hours, weekends, or holidays are not available.
 - iii. Charges for custodial services and/or school police services, when applicable, may not be waived.
 - d. **Permits.** The User of the premises is subject to the filing of all proper permits (i.e., non-profit form 501C3, health department permits, business permits, etc.) as described in the Facility Use application at the time the completed application is presented to the Facilities Use Administrator. The application will not be accepted without said permits presented at the time the application is received.
 - e. **Liability Insurance.**
 - i. Throughout the term of this Agreement, the User shall maintain general liability insurance with minimum limits of liability of \$500,000 per occurrence, combined single limit for bodily injury, personal injury, and property damage.

- ii. The District shall be named as an additional insured on all applicable policies. A certificate(s) evidencing such insurance(s) shall be attached to the completed WCSD Facility Use Application.
 - iii. The WCSD Facility Use Application will not be accepted without said certificates presented at the time the application is received.
- f. **Compliance with WCSD Policies/Regulations and Applicable Laws.**
- i. The User shall comply with all rules and regulations of the District with respect to the use of the premises. It is understood that through this agreement the District does not relinquish its right to control the management of the facility and to enforce all necessary laws, rules and regulations.
 - ii. The User and all persons associated with the User while on District property are required to abide by District policies and regulations and shall identify themselves upon request to District officials acting in the performance of their duties. Violation of WCSD policies may subject a person to removal from the premises and/or possible legal penalties.
 - iii. User will comply with all laws, ordinances and regulations, including tax and license fees of federal, state, and local governmental agencies or bodies, and District rules and regulations.
 - iv. The District prohibits bullying, harassment, sexual harassment and/or discriminatory practices, to include those based on race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, veterans or military status, or the presence of any sensory, physical or mental disability by any individual using or visiting District property. The District prohibits discrimination against any youth group listed in Title 36 as a patriotic society (i.e. Boy Scouts of America) from access to public school facilities use.
- g. **Stated Purpose.** The premises shall be used for the purpose stated in the application filed by the site User and no other use will be permitted. User agrees not to assign, transfer, or sublet the facility without the previous written consent of the District.
- h. **Condition of Facilities.**
- i. The District has inspected the premises, which are the subject of this Agreement, and has noted the premises' existing condition. The User is responsible to maintain said premises as noted by the District representative.
 - ii. The User, at its expense, shall leave the premises and all fixtures, if any, in same working condition, as they were prior to use. No alterations or additions shall be made to the premises without the prior written consent of the District. All approved alterations and additions to the premises become the property of the District upon the termination of this agreement.
 - iii. The User is responsible for set-up, takedown, and return of tables, chairs, and other equipment to their proper locations, and the User shall be responsible for general clean-up and removal of any debris. Users who do not return the room to the same prior use condition may be denied future use of District Facilities and may not receive a full refund of deposit.

- i. **Maximum Occupancy.** Maximum occupancy for all District rooms must be adhered to in compliance with existing fire and safety codes.
- j. **Safety and Emergency Procedures**
 - i. All materials used by the User must conform to all existing fire and safety codes. The provision of the fire prevention code that prohibits open flame (i.e. Candles), smoking, flammable decorations, open flames, and explosive or inflammable fluids, gases and compounds must be observed. The District may require written evidence that all such codes have been observed and that operators have the required license(s).
 - ii. User agrees that at all times they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations and requirements by duly authorized governmental agencies responsible for public safety.
 - iii. Should it become necessary in the judgment of the District to evacuate the facility because of public safety, the User will make every attempt to comply and help the District to evacuate the facility.
 - iv. Should the fire alarm be activated accidentally, the User shall immediately notify the District facility contact on site. In the event of an actual emergency, the User shall immediately dial 911.
 - v. The District shall maintain the right to cause the interruption or termination of any event when, in the sole judgment of the District, such action is necessary in the interest of public safety.
 - vi. The District maintains the right to determine appropriate number of staff and security arrangements necessary to serve and protect the public, at the expense of the User.
 - vii. The District reserves the right to prohibit, limit, or cancel the use of its facilities without prior notice and for any period of time in the event circumstances arise that may impact the health, safety or welfare of individuals in using the District's facilities. Such circumstances include, but are not limited to, infectious disease outbreaks, fire, flooding, severe weather conditions, poor air quality, hazardous materials spills, and/or building/facility integrity. The preceding list of possible circumstances is illustrative only and is not intended to be exhaustive.
- k. **School Police.**
 - i. WCSD Police Officers will be assigned by school authorities as needed. The costs associated with the officers' attendance will be the responsibility of the organization using the facilities.
 - 1. An exception may be granted if the organization using such facilities has the inherent ability to provide regularly employed peace officers of the City of Reno, the City of Sparks, Washoe County, or assigned supervisors from the Recreation Department of the City of Reno, City of Sparks, or Washoe County. All such requests for exception will be reviewed by the WCSD School Police for the appropriateness of same, and as well as to staffing levels, under the same standards as outlined above.

- ii. When school police are deemed to be necessary for a particular event, facility use charges may include school police services costs for functions which occur during normal school police hours or work assignments. Charges for facility use after normal police hours or for events that require additional school police from that which is typically assigned to the location will include the school police service charge, per shift hour.
- l. **Heating, Air, Lighting.** The District will provide within the normal course of business, heating/air conditioning (if available), and overhead light for ordinary use. Off-hour requests for heating/air conditioning, overhead light, and all other services or equipment needs will be at the expense of the User as established in the WCSD Facility Use Fees Schedule. District Site equipment does not leave the District facility.
- m. **Custodial Services.**
 - i. Facility use charges shall include custodial/maintenance costs for functions which occur during normal custodial hours. Charges for facility use after normal custodial hours or for events that require labor for special set up and cleanup will include the custodial service charge, per shift hour.
 - ii. "Tipping" of custodial or other school personnel is prohibited. Only the Board of Trustees may authorize payment of District employees for services involving the use of school facilities.
 - iii. Payment for services rendered to the organization using the facilities by persons who are not regular employees of the District must be made directly to the individual with whom such arrangements are made.
- n. **Requests for Special Arrangements.** Requests for special arrangements such as use of the public address system, the use of lighting panels, extra chairs, etc., may result in additional cost to the applicant. Such use may require additional staff support. The cost of such use shall be subject to negotiation.
- o. **Alcohol, Controlled Substances, Tobacco.**
 - i. The District does not permit the possession, sale, or consumption of alcoholic beverages or controlled substances by any person upon any property of the District or at any school-sponsored function.
 - ii. The use or sale of tobacco and tobacco products is prohibited on District property. That restriction is extended to the possession and use of smokeless tobacco products, to include "herbal" or "fake" chew and any device which simulates smoking such as an electronic cigarette, cigar or pipe, personal vaporizer, e-hookah, or electronic nicotine delivery system.
- p. **Animals.** The User shall not bring or have caused to have present, without prior written approval on the part of the District, any animals into the facility. Service animals used as aids for a disabled person are permitted.

q. **Equipment.**

- i. The User shall furnish and install at its own expense all additional equipment that may be necessary for the activity and use to which it will be put on premises.
- ii. Any User wishing to use the sound system or theater lighting system on the facility must first obtain permission from the District representative or designee. The system may only be operated by authorized District personnel and a fee to cover the District's cost will be charged to the User.

r. **Food and Drink.**

- i. The Nutrition Services Department, in conjunction with the site administrator, will determine if Nutrition Services personnel are needed. If so, appropriate arrangements will be made, and appropriate charges will be administered. Due to District insurance requirements, any wages paid to the Nutrition Services worker must be paid through the Nutrition Services office.
 - ii. Arrangements for catering are the responsibility of the User. The District's Nutrition Services Department must be given first option to be the food provider for any event held on District sites.
 - iii. If the Nutrition Services Department declines to provide the services, an external licensed caterer may be contracted to provide the food services for the particular event. This shall require approval by the WCSD Nutrition Services Director.
 1. The external licensed caterer shall maintain general liability insurance with minimum limits of liability of \$1,000,000 per occurrence, combined single limit for bodily injury, personal injury, completed products and property damage. The District shall be named as an additional insured on all applicable policies. A certificate(s) evidencing such insurance(s) shall be attached to the completed WCSD Facility Use Application. The WCSD Facility Use Application will not be accepted without said certificates presented at the time the application is received. The User must also provide the required food handler permits. If using a licensed caterer, User shall enlist their assistance in ensuring that all food and other materials will be removed at the close of User's program.
 - iv. Food and drink are only allowed in designated areas as authorized by the District. All food events are subject to Health Department safety guidelines.
 - v. Use of a school kitchen requires the review and approval of the WCSD Nutrition Services Department. See Administrative Procedure 7123, Application for Use of Kitchen Facilities.
- s. **Parking.** The User and attendees of the event may park in the District facility parking lot free of charge. Attendees are to observe all District Parking Rules. User and attendees are not to park in red zones, yellow zones, or in front of exit doors.
- t. **Display of Materials.** Any user wishing to hang or otherwise display instructional materials on or in the District facility being used as per the Facility Use Agreement, must have authorization and proper instruction from District staff before placing materials on wall surfaces. Glue and other adhesive products may not be used on

District facility wall, window, and door surfaces. Glitter, fog machines, and/or confetti may not be used on or in District facility rooms. Special decorations (such as balloons, etc.) or special equipment must be approved from District staff.

- u. **Event Admission or Fees.** The User shall not charge admission or fee to the public without the prior written consent of the District site representative and the Facility Use Administrator.
- v. **Responsibility for the Premises.** The User shall maintain and be responsible for the premises but only during the times previously specified when it will be occupying the premises. At no time shall the user abandon or leave the facility unattended. User shall be responsible for any and all damages to the facility from said abandonment.
- w. **Event Advertising.** User agrees that all advertising of the event will be honest and true and will include accurate information on the event. No advertising or publicity may state or imply that the District sponsors, endorses, or is responsible for the user's activities without the express written consent of the District. The use of the District site name in publicity and informational materials is prohibited other than to describe the location of the meeting or event. Use of the District name for political activities is strictly prohibited.
 - i. Generally, flyers and/or information relative to a non-District-sponsored event shall not be distributed to students using District resources and during school hours. Contact the District's Office of Communications and Community Engagement for additional information or see Administrative Regulation 1141.
 - ii. If approval to distribute event advertising is granted by the District's Office of Communications, the User may be asked to include the following disclaimer to printed materials made available within a District facility:

"The Washoe County School District and the Board of Trustees neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service."
- x. **Removal from Facility.** The District reserves the right to remove from the facility any person or persons whose behavior is deemed to be unsafe and/or who could cause injury to his/herself, others or District property; neither the District nor its employees shall be liable to the User for any damages that may be sustained through the exercise of this right.
- y. **Accidents, Injury, Property Loss.**
 - i. The District is not responsible for accidents, injury, illness, or loss of group or individual property which occurs during User's use of the District's facilities.
 - ii. The District shall have the sole right to collect and have custody of any article left in the facility by persons attending any event in the facility.
 - iii. The District shall not be responsible for losses by user, its agents, employees, patrons, or ticket holders due to theft or disappearance of any personal property.
 - iv. An authorized officer of the using organization must sign a statement of responsibility for any loss, damage, liability, cost or expense that may arise

during usage and/or occupancy. If the organization does not take reasonable and proper care of the facilities, further use may be denied.

- z. **Damage to or Theft of District Facilities/Property.** The User shall be responsible for any damages caused to the District facility and damages, theft, or loss of District equipment during use. The User hereby assumes full responsibility for the character, acts, and conduct of all persons acting for or in behalf of said User.
- aa. **Cancellation.**
- i. All approved applicants understand and acknowledge that the District reserves the right and authority to prohibit the use of its facilities for any Approved Applicant and its members, without prior notice and for any period of time in the event circumstances arise that may impact the health, safety or welfare of individuals in using the District's facilities. Such circumstances include, but are not limited to, fire, flooding, severe weather conditions, poor air quality, hazardous materials spills and building/facility integrity. The preceding list of possible circumstances is illustrative only and is not intended to be exhaustive.
 - ii. If, for any reason, an unforeseen event occurs, including but not limited to fire, casualty, labor strike, or other occurrence, which renders impossible the fulfillment of the terms of this agreement, the User shall have no right to make a claim for damages against the District.
 - iii. In the event that a program or activity must be rescheduled, the party rescheduling the program or activity shall; whenever possible, provide a minimum of fifteen (15) days written notice to the other party.
 - iv. In the event that a program or activity must be discontinued, the party discontinuing the program or activity shall provide a minimum of ninety (90) days written notice to the other party.
- bb. **Breach of Agreement.** Upon breach of this Agreement for any reason, the District shall have full authority to retake possession of the premises and terminate this agreement.
- cc. **Use of District Contact Information.** The User will not use or have caused to use the Site or District address, telephone numbers, e-mail, addresses, fax numbers or any other form of communication in any form whatsoever without the express written permission of the District.
- dd. **User.** It is expressly understood that this is a Facilities Use Agreement and that except for the contractual obligations set forth herein, the District does not accept any responsibility for the supervision, direction, or control of service of user's employees and/or agent for the manner, means, and/or details by which user's employees and/or agents carry out the terms of this agreement. It is understood that the User is not an employee or agent of the District and the User agrees to assume all liabilities normally accruing thereto. Persons engaged by the User to provide labor and service shall not be deemed or considered employees, agents or independent contractors of the District.
- ee. The User may not assign any right, privilege or license conferred by this agreement.
- ff. The person signing this agreement on behalf of the District is fully empowered by

appropriate action to execute this agreement on behalf of the District.

- gg. The waiver or failure of the District to insist upon strict or prompt compliance with this agreement herein shall not constitute nor be construed as a termination of the District's right thereafter to enforce the same rights under this agreement.
- hh. Violations of any of the terms and conditions conveyed in this document or by any policy, regulation or procedure of the District may result in the User's rights under the Facility Use Agreement being revoked.
- ii. This Facility Use Agreement shall be governed by the laws of the State of Nevada. Jurisdiction and venue for any disputes arising from this Facility Use Agreement shall be Washoe County, State of Nevada.

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PRIORITY OF USE

1. The District allows the use of facilities and grounds on a priority of use basis, as follows:
 - a. District Sanctioned or Sponsored programs and activities
 - b. District-recognized teams and organizations
 - c. Non-profit or government-sponsored programs and activities solely for youth
 - d. All other programs and activities solely for youth
 - e. General public groups, organizations, businesses, or private citizens
2. The tier structure and fees schedule has been established to enable the District to recoup labor costs incurred when facilities are used outside of regular building hours, for field/grounds maintenance and repair, or when the District incurs extra utility, cleaning, or supervision costs. The following describes each Tier based on priority of use:
 - a. Tier I – District-sanctioned activities, including booster clubs and other parent/support groups; non-profit or governmental entities for meetings, programs, or events where the public is invited to attend and no admission, contributions, or charges are collected.
 - i. No room or field charges shall be assessed during normal operational hours, weekends, or holidays.
 - ii. Custodial or other labor charges of school personnel for which extra salary would be required are applicable if Tier I event is held on a WCSD site during weekends or holidays, or otherwise outside of normal work hours.
 - iii. If applicable, a charge may be assessed for school police service if Tier I event is held on a WCSD site after normal operational hours or during weekends or holidays.
 - iv. A site supervisor labor charge is applicable if Tier I event is held inside a WCSD building during weekends or holidays. Generally, for outside events, no District staff member is required as a site administrator.
 - b. Tier II – Non-profit or governmental entities for meetings, programs, or events where the public is invited to attend and admission, contributions, or charges are collected.
 - i. Subject to minimal charges for use during normal operational hours, weekends, or holidays.
 - ii. Custodial or labor service charges are applicable if Tier II event is held on a WCSD site during off hour weekdays (i.e. summer evenings when school is out), weekends, or holidays.
 - iii. If applicable, a charge may be assessed for school police service if a Tier II event is held on a WCSD site after normal operational hours or during weekends or holidays. In addition to being requested, the WCSD school police department may determine if their services are required for a particular event.

- iv. A site supervisor labor charge is applicable if Tier II event is held inside a WCSD building during weekends or holidays. Generally, for outside events, no District staff member is required as a site administrator.
- c. Tier III – General public groups, organizations, businesses, or private citizens for meetings, programs, or events where the public is invited to attend and admission, contributions, or charges are collected.
 - i. Subject to charges for use during normal operational hours, weekends, or holidays.
 - ii. Custodial or labor service charges are applicable if Tier III event is held on a WCSD site during off hour weekdays (i.e. summer evenings when school out), weekends, or holidays.
 - iii. If applicable, a charge may be assessed for school police service if Tier III event is held on a WCSD site after normal operational hours or during weekends or holidays.
 - iv. A site supervisor labor charge is applicable if Tier III event is held inside a WCSD building during weekends or holidays. Generally, for outside events, no District staff member is required as a site administrator.
- d. Tier IV – District-recognized and approved teams and organizations.
 - i. District-recognized teams and organizations must have prior approval through the District’s Student Activities and Athletics Department. See Administrative Regulation 5326 for additional information.

PRIORITY OF USE (District-developed buildings, playgrounds, and fields)		FEE SCHEDULE			
		I	II	III	IV
1. District Sanctioned or Sponsored programs and activities					
	School booster clubs, parent groups, and other support groups	x			
	WCSD parent organization general monthly meetings	x			
	Partners in Education meetings /events as long as it is not a fundraising or profit making event	x			
	Fundraisers that are school sponsored and in-house only	x			
	WCSD Parent Organizations activities / fundraisers when admissions, contributions or charges are collected or accepted from participants or those admitted.		x		
	WCSD Administration or support services meetings/events.	x			

PRIORITY OF USE (District-developed buildings, playgrounds, and fields)		FEE SCHEDULE			
		I	II	III	IV
2. District-recognized teams and organizations (Such teams and organizations must have prior approval through the Districts Student Activities and Athletics Department.)					
	District recognized teams and organizations for field use				X
	District recognized teams and organizations for building use (team meetings, etc.)	X			
3. Non-profit or Government-sponsored programs and activities solely for youth <ul style="list-style-type: none"> For use of ES/MS outdoor facilities, this includes youth sports, or non-profit organizations which serve adults and children with disabilities 					
	For indoor use, non-profit organizations that are not charging, collecting, or accepting admissions, contributions or charges from participants or those admitted	X			
	Kids Cafe	X			
	WCSD partnerships with government agencies	X			
	Youth sports leagues when admissions, contributions or charges are collected or accepted from participants or those admitted and that are affiliated with WCSD site sports programs. <ul style="list-style-type: none"> This includes youth leagues that involve staff of WCSD but are operated outside the District 		X		
	Tutoring services provided by WCSD teachers or staff (subject to Administrative Regulation 4530, Conflict of Interest) or an outside organization providing tutoring services for District students where there is no charge and additional custodial charges are not required.	X			
	Nonprofit latch key programs when there is no conflict with school programs or course offerings of the District and the facility is used when additional custodial services are not required.		X		
	Meetings of semi-educational youth organizations such as Boys Scouts, Girl Scouts, and Campfire, if the meetings are properly supervised and chaperoned.	X			
4. All other programs and activities solely for youth					
	Youth sports tournaments that are not affiliated with WCSD sites. (I.E. AAU tournaments, sports vendor sponsored events.)			X	
	Tutoring services for District students where there is a charge for such services. (Note: Tutoring services by District faculty is subject to Administrative Regulation 4530, Conflict of Interest)		X		

PRIORITY OF USE (District-developed buildings, playgrounds, and fields)		FEE SCHEDULE			
		I	II	III	IV
5. All other programs and activities					
	Political party for the purpose of conducting precinct organizational meetings and precinct elections/caucuses as required by law	x			
	County Election Department for the conducting of elections	x			
	Public agency for the purpose of holding personnel examinations	x			
	WCSD partnerships with government agencies	x			
	Non-profit organizations that are not charging, collecting, or accepting admissions, contributions or charges from participants or those admitted	x			
	Organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest provided: <ul style="list-style-type: none"> • The public is invited. • No admissions, contributions or charges are collected. 	x			
	Organizations, to include non-profit organizations, for public, literary, scientific, recreational, or educational meetings or for the discussion of matters of general or public interest when admissions, contributions or charges are collected or accepted from participants or those admitted. This includes: <ul style="list-style-type: none"> • Public recreation groups, summer camps & activities. • City, county, state, and other government agency meetings / programs. • Commercial enterprises donating goods and services – no monetary donations / offers accepted. • Fundraisers that are put on by youth organizations and have vendors/ businesses selling goods on site. (i.e. craft fairs, carnivals) • Camps – Sports, Art, Music, Theater, Science, etc. - that are advertised on site only where event is taking place. 		x		
	Community Education through Truckee Meadows Community College <ul style="list-style-type: none"> • This includes Adult Education, Adult English Learners courses, Driver’s Education, and camps (e.g. Sports, Art, Music, Theater) that require District wide advertising. 		x		

PRIORITY OF USE (District-developed buildings, playgrounds, and fields)		FEE SCHEDULE			
		I	II	III	IV
	To general public groups, organizations, businesses, private citizens, or: <ul style="list-style-type: none"> • For regularly occurring adult sports use. • Adult sports tournaments. • Churches, organizations, groups that have recurring use – weekly, bi- weekly, or monthly. • Use by a school or government agency from another county. • Business or corporate activities. • Fundraisers – using commercial / business entities that sell goods for profit and giving portion of profits as a monetary donation / offer. • Adult Camps – Sports, Art, Music, Theater, etc. - that are advertised on site only where event is taking place. • Community Theater events that charge admission. • Community Music events that charge admission. • Independent contractors (i.e. day care, youth recreation) using facilities while charging users for services. 			x	

FACILITY RENTAL FEES

1. Following are rental fees for use of WCSSD facilities. These fees do not include any applicable custodial, police, or site supervision costs, as follows:

ROOM / FIELD TYPE	TIER I HOURLY USE	TIER II HOURLY	TIER III HOURLY	TIER IV BY SEASON
CLASSROOM	\$0.00	\$7.00	\$11.00	\$0.00
LIBRARY	\$0.00	\$7.00	\$11.00	\$0.00
CONFERENCE	\$0.00	\$8.00	\$12.00	\$0.00
TECHNOLOGY	\$0.00	\$10.00	\$15.00	\$0.00
SCIENCE LAB(S)	\$0.00	\$10.00	\$15.00	\$0.00
COMPUTER LAB(S)	\$0.00	\$10.00	\$15.00	\$0.00
MUSIC	\$0.00	\$10.00	\$15.00	\$0.00
BAND	\$0.00	\$10.00	\$15.00	\$0.00
MULTI-PURPOSE - ELEMENTARY	\$0.00	\$10.00	\$15.00	\$0.00
SMALL CAFETERIA – MIDDLE SCHOOL	\$0.00	\$12.00	\$18.00	\$0.00
LARGE CAFETERIA/COMMONS – HIGH SCHOOL	\$0.00	\$15.00	\$23.00	\$0.00
ELEMENTARY SCHOOL KITCHEN	\$0.00	\$10.00	\$15.00	\$0.00
MIDDLE SCHOOL KITCHEN	\$0.00	\$12.00	\$18.00	\$0.00
HIGH SCHOOL KITCHEN	\$0.00	\$15.00	\$23.00	\$0.00

QUAD/INTERIOR AREA	\$0.00	\$10.00	\$15.00	\$0.00
AUDITORIUM	\$0.00	\$15.00	\$23.00	\$0.00
THEATER	\$0.00	\$15.00	\$23.00	\$0.00
SMALL GYM	\$0.00	\$15.00	\$23.00	\$0.00
LARGE GYM	\$0.00	\$18.00	\$30.00	\$0.00
ATHLETIC – DAY	\$0.00	\$15.00	\$23.00	\$850**
ATHLETIC – NIGHT	\$10.00*	\$20.00	\$40.00	\$850**
FOOTBALL/STADIUM	\$0.00	\$20.00	\$40.00	\$850
BASEBALL	\$0.00	\$15.00	\$23.00	n/a
SOFTBALL	\$0.00	\$15.00	\$23.00	n/a
SOCCER	\$0.00	\$15.00	\$23.00	\$850
TENNIS COURT	\$0.00	\$12.00	\$23.00	n/a
TRACK	\$0.00	\$15.00	\$23.00	n/a
PRACTICE	\$0.00	\$12.00	\$18.00	\$850
JOINT USE	\$0.00	\$12.00	\$18.00	n/a
AMPHITHEATERS	\$0.00	\$10.00	\$15.00	n/a
OPEN/EXTERIOR QUADS	\$0.00	\$10.00	\$15.00	n/a
PARKING LOTS	\$0.00	\$6.00	\$10.00	n/a

* Tier I Charge for Field Light use on all athletic fields in evenings only if the event is not a District-sponsored event.

2. Labor Services Fees. All labor service fees shall include the hours of the scheduled event and include one hour prior to the start of the event (to ensure that the facility is safe, clean, and operational prior to the event) and one hour after the completion of the event (to ensure that the facility is safe, clean, and in good repair after the event).

Off Hour Custodial	Week Days: \$30.00 / hour
Weekend Custodial	\$30.00 / hour
Holiday Custodial	\$40.00 / hour
Technology Support	Available upon request
School Police / Security	Available upon request. WCSD reserves the right to require police / security assistance at an event.

3. District-recognized athletic teams shall be charged in accordance with Board Policy 5325, District-Recognized Athletics, and associated regulations and procedures, as follows:
 - a. A charge of \$850 per season for boys' teams and \$850 per season for girls' teams shall be assessed for managing the athletic fields for regular weekday practices/games and normal upkeep, maintenance, and supplies. Such fee shall include the use of athletic fields for an established number of regular season games. The proposed practice and game schedules must be submitted with the

Use of Facilities application. The WCSD Department of Student Activities and Athletics shall determine the number of practices/games to be included in the \$850 charge for a particular sport before additional fees shall be assessed.

- b. Use of fields for practice, games and/or tournaments in excess of the established and approved schedule or weekend use shall be based on the District's established fees schedule. This includes, but is not limited to, fees for the use of a custodian or groundskeeper, or other additional charges as outlined in this document.
- c. Access to an outdoor field, designated by the school administrator, shall be limited to 2.5 hours per day on school days. Use requested outside of those parameters shall require a separate Use Agreement, administrator approval, and payment of additional fees (e.g. Saturday games, an all-day tournament).