Usage Charges

- Rental fees and charges are listed in Appendix A.
- Staff costs are listed in Appendix B.
- Energy charges are listed in Appendix C.
- Class I A, B, C, D and E groups will not be charged rent during normal operating hours.
- All groups are subject to a non-cancellation charge as outlined below.
- Normal operating hours are defined as any time a custodian is on duty during his/her normal working schedule, Monday through Friday, and before 3 p.m. on summer weekdays.
- The Pool and the Performing Arts Center are exceptions to not being charged rent. Other exceptions are fee charging events and large, group E special events or gatherings.
- Churches and private schools may use District facilities free during normal operating hours for recreational use. Facilities for worship services and/or institutional use will be provided at the set rental rate.
- Class I F may rent facilities for educational and recreational purposes.
- Class II users will be charged rent.
- An authorized building supervisor or custodian must be on duty at all times when the facilities are in use.
- Fundraising and fee charging activities will be charged the current rental rate.
- Groups shall pay any extra custodial or staff costs that are incurred as a result of their use. Groups will be billed at the current rate, Appendix B.
- Arrangements for food service personnel services must be made any time food preparation and kitchen equipment is used. These arrangements will be done through the Food Service Department.
- Estimated charges for space will not be reduced unless Community Education staff are notified at least three (3) days before the permit event start date. Changes made less than three (3) days before the event start date will not lower the rental charges.
- Bills for facility use and staff charges will be billed after the event.
- Groups who have space rented and do not use the space and do not cancel their permit three (3) business days before the start: date, will be charged for the rent costs.
- Any group that has space rented or reserved, that does not show up for their use and that does not cancel their permit will be charged $25 per facility, date, or time that is not cancelled. Any permit they have for future use will be cancelled and no future permit will be issued until the charge is paid to the Community Education Office.
- If a group or organization has an unpaid facility use bill, the District reserves the right to deny new requests until the account is paid in full and to revoke any previously issued permits.