

**RENTAL FEES:**

Organizations desiring building/facility use are classified into four categories. Rental fees are determined by group classification. All events must have approved adult supervision.

**GROUP I – TOP PRIORITY-SCHOOL/CIVIC**

- A. School related student, teacher, and parent organization.
- B. Elementary Activities with no fees coordinated by Varsity Head Coach or Advisor.
- C. Community Education and recreation events.
- D. Organized local, non-profit youth groups.
- Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and no admission fee charged.
- *No rental charge. Custodial/Food Service staff charges may be incurred.*
- *No rental charge for RRC youth sports practice.*

**GROUP II – COMMUNITY SERVICES COORDINATED GROUPS/BOOSTER CLUBS**

- A. Youth sports associations.
- B. Adult sports associations.
- C. Weekend tournaments for youth and adult sports associations.
- To qualify for Group II status, 80% of the rental group must consist of Red Rock Central School District Residents.
- Custodian/Food Service Staff charges may be incurred.
- RRC groups in this category may apply for a fee waiver.

**GROUP III – NON-PROFIT 501(c)-3 status**

- A. Organized community services, citizens and civic groups (Lion's, Etc.)
- B. Special interest groups (youth groups, church, boy & girl scouts, 4-H, community theater, etc.)
- Custodian/Food Service Staff charges in addition to rental fees.

**GROUP IV –PROFIT**

- A. Commercial –business or business organizations.
- B. Special interest groups – admission charged,
- C. Group IV charges shall apply to all groups from outside the school district boundaries, (except governmental agencies).
- D. Political party meeting and conventions.
- Custodial/ Food Service Staff charges in addition to rental fees.
- A custodian will be assigned as custodian/supervisory anytime regular custodians are not on duty (ex. Weekends, holidays, etc.) – at a rate of \$50/hour – two (2) hour minimum.
- Garbage Pickup Fees. \$185. Such a fee will be necessary when activities such as banquets or concessions generate extra garbage.
- Site supervisor required at a rate of \$50/hour.
- The school district reserves the right to set and modify rental fees for other groups or organizations not included in the four categories identified.

Location	Group II & Group III	Group IV
Classrooms Not For Rent: <b>Shop, Science Rooms, FACS, Art</b>	\$10/hr, max of \$50/day	\$10 plus \$20/hr to a max of \$120/day
Music Rooms	\$10/hr, max of \$50/day	\$10 plus \$20/hr to a max of \$120/day
Concession stand	\$15/hr, max of \$75/day	\$20 plus \$20/hr to a max of \$120/day
Wrestling Room/Multipurpose room	\$10/hr, max of \$50/day	\$20 plus \$20/hr to a max of \$120/day
Elementary Gymnasium	\$10/hr, max of \$50/day	\$25 plus \$30/hr to a max of \$250/day
High School Gymnasium	\$25/hr, max of \$125/day	\$25 plus \$45/hr to a max of \$500/day
Auditorium	\$25/hr, max of \$125/day	\$25 plus \$45/hr to a max of \$500/day
Auditorium green rooms	\$25/hr, max of \$125/day	\$25 plus \$45/hr to a max of \$250/day

## **Process For Scheduling Facilities**

1. Prior to using school district facilities, a non-district applicant must apply for a permit at least 14 days prior to expected use.
2. The application for permit must be submitted by an authorized adult representative of the organization or individual applying for the use and must list the person responsible during the use.
3. A submitted application constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities.
4. If the application is approved, the district will issue a permit to the applicant in writing via email.

Facilities are not reserved until the user group receives a facility use permit.

**Permit changes after approval must be submitted 48 business hours in advance and incur a \$15 change fee. Change requests are not guaranteed.**

5. Once a permit is granted, facilities will be used strictly for the purposes, locations and times for which the space was requested. Permit holders must not transfer or sublet the permit to another organization or individual, doing so nullifies an approved permit.
6. All groups requesting use of District 2884 facilities must sign the rental agreement, and pay the applicable fees associated with the facility location(s), equipment and support staff.

A permit will not be granted for any use that in the judgment of the district administration (1) may conflict with the mission of the district, or (2) for which satisfactory sponsorship or adequate adult supervision is not provided.

# Permit application

\$20 per year

## Organizational Information

Name and Type of Organization: Examples, Youth sports, business name.

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Address of Organization

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Does your organization reside and operate within RRC district boundaries?\* At least 80% of roster/group must be district residents to answer yes.

Yes \_\_\_\_\_

No \_\_\_\_\_

## Classification Type

Non-Profit Organization \_\_\_\_\_ \*provide proof such as 501 ©(3) status

For-Profit Organization \_\_\_\_\_

Other \_\_\_\_\_

## Insurance Company Name and Policy Number

Please note that proof of insurance is required with RRC #2884 listed as an additional insured. The coverage amount, per statute, is a minimum of \$500,000 per occurrence, \$1,500,000 aggregate.

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Contact information:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## **Rental Request Information**

Name of Event \_\_\_\_\_

Approximate number of participants using the space \_\_\_\_\_

Space(s) requested (place an X next to request)

Classrooms \_\_\_\_\_

Music Room(s) List band or choir room \_\_\_\_\_

Concession Stand \_\_\_\_\_

Wrestling room/Multipurpose room \_\_\_\_\_

PE Gym \_\_\_\_\_

Main competition gym \_\_\_\_\_

Auditorium \_\_\_\_\_

Auditorium Green Rooms \_\_\_\_\_

**Date(s) of your event** \_\_\_\_\_

**Requested permit time(s)?** \_\_\_\_\_

Please note: Setup, tear-down, clean up, and coach/parent/athlete discussion time is all billable time and should be built into your permit time. Groups that arrive early or stay late will have their permit times adjusted at the hourly rental rate, with additional early/late exit fees. This is strictly enforced.

### **Equipment Needs?**

Note: Organizations must provide their own sports equipment. Use of district-owned physical education, athletic and activity group supplies and/or equipment is not permitted. Renters cannot store equipment on district grounds.

Note: Additional fees apply for scoring equipment, tables, chairs, microphones, sound/audio/tech.