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Statement of.....

Policy and Responsibility

SUBJECT: PROCEDURES & RENTAL RATES FOR RENTAL OF BUILDINGS & GROUNDS

I. TYPES OF RENTAL

A. FREE

Under the provisions of the Community Center Act, free use of school district buildings may be allowed for supervised recreational, artistic, economic, educational, political and moral interests of the community where:

1. The meeting is open to all members of the community.
2. Everyone is welcome without fee or admission charges.
3. No donations are accepted or expected.

Therefore, any public service organization such as: civic groups, city and county governments, Boy Scouts and Girl Scouts, United Way etc., may be allowed the use of the school building without cost, provided there is no other more suitable facility and they meet the above requirements. However, the organization may be charged for supervision, custodial or technician fees depending on the size and scope of the event. Furthermore this act states:

4. The use of the school building shall in not interfere with any regular school function.
5. The school building shall not be used on Sunday without the approval of the Board.
6. The Board may refuse the use of any building when such is deemed inadvisable by the Board.

B. SCHOOL RELATED

School and school related organizations such as PTA, school clubs, athletic teams, and adult/community education classes and programs etc., shall not be charged rental fees when activity is sponsored by the district.

C. NON-PROFIT

This refers to any activity or event whose motive is not to profit an individual or an organization. Generally, such individuals or organizations will have a tax exempt IRS number.

D. COMMERCIAL

This refers to any individual, business or organization whose motive is to profit from the activity or event.

II. PROCEDURES AND GENERAL INFORMATION

A. PRINCIPAL'S RESPONSIBILITIES

1. The principal is responsible for the facilities assigned to him/her. To rent Murray City School District facilities, the lessee must complete a contract through the office of Murray Community Education.
2. The principal has the right and obligation to deny requests which would disrupt regular school programs or threaten to damage the building or grounds.
3. The principal must give prior approval for all rentals of their building.

B. SUPERVISION

1. A responsible district employee must be present at all times. Students ~~are~~ shall not be left unsupervised at any time.
2. Any non-school lessee must provide one or more supervisors as the occasion requires. In addition, the lessee may be required to pay a supervision fee as part of the rental contract.

C. ADDITIONAL MANPOWER AND EQUIPMENT

1. When additional manpower such as custodial, supervisors, technicians, security etc., are determined to be necessary, the lessee will pay an additional fee for such services.
2. Compensation for additional manpower will be determined according to the School District rental fee/salary schedule.
3. When equipment is requested, a rental fee shall be charged (i.e. piano, laptop projector, sound, lighting).
4. The equipment rental fee is listed on the Murray School District Rental Fee Schedule. Higher rates may be charged depending upon the duration of requested use.
5. The district reserves the right to deny any equipment requests which are deemed inadvisable.

D. RENTAL PROCEDURES

1. Requests for use of building or grounds must be made in advance, in writing, through the Murray Community Education office.
2. All fees associated with the rental shall be paid in advance to the office of Murray Community Education. Each lessee must provide proof of \$2,000,000 liability insurance at least five business days before the activity/event or the activity/event will be canceled.
3. The person renting the facility must present a signed form of authorization to the designated school employee at the time the building is used.
4. The Murray Community Education Coordinator is responsible for the collection of rent according to the Murray School District Rental Schedule and the depositing of all such fees in an existing "rental fee" account.
5. The rental time shall be computed from the time the lessee requested the opening of the doors until the doors are locked at the close of the activity.
6. Any time over the estimated closing time shall be charged on a full hour basis. No refunds will be given.
7. There is not a rate differentiation between practice, rehearsals and performances in the rental of facilities.
8. A responsible officer from the renting organization shall sign for the use of the building and grounds. Said signatory thereby accepts full responsibility and liability for and in behalf of the renting organization, its officers and members for all accidents, damaged, injuries, etc., to persons, building, grounds and equipment associated or connected with the activity, event or function of the renting organization.
9. The assistant superintendent of curriculum and instruction may adjust rental fees for individual activities in situations where special circumstances exist.

E. STANDARDS OF CONDUCT

1. The use of tobacco, alcohol, drugs or boisterous conduct, etc., are all expressly prohibited by law in public buildings.
2. Vandalism and/or the abuse of school property, are prohibited. The lessee and/or renting organization or party will be held responsible for the cost of damages incurred.
3. The use of areas, not covered by the rental agreement, is also prohibited. The lessee and/or renting organization or party will be held responsible for cost of damages incurred in these areas. In addition, the lessee will be charged the rental fee for areas that were used, but not listed in the contract.

III. MURRAY NATURE CENTER

A. RESTRICTIONS ON THE USE OF THE MURRAY NATURE CENTER

1. The Murray Nature Center may not be rented/used for private functions such as weddings, parties, etc.
2. All other provisions of this policy apply to the Murray Nature Center.

IV. RENTAL FEES (see spreadsheet)

Murray School District Rental Fee Schedule

	Auditorium			Commons			Gym			Aux Gym			Parking Lot			Classroom		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Murray High School					100	125												
		150	350		50	75		125	300		85	200					30	50
Each additional mike	5	5	5															
Screen		5	5															
Projector		5	5															
Spot Light		5	5															
Laptop	5	5	5															
Choir Risers		20	35															
Sound Shell		20	35															
Dressing Rooms		40	40															
Grand Piano*		200	200															
*\$300 deposit for piano																		
Little Theater		50	75															
Podium & Mike		10	10															
Spartan Cove		45	65															
Football Field per event		400	400															
Track		50	75															
Lights		30	30															
Snack Shack		30	50															
PA System		20	20															
Extra tables & chairs		20	30															
Junior High School																		
					45	75		75	200		50	75		20	30		30	50
Hillcrest Junior High		100	200		90	125												
					45	75		75	200		50	75		20	30		30	50
Riverview Junior High		100	200		90	125												
					45	75		75	200		50	75		20	30		30	50
					90	125												
MSD Employees																		
MHS Supervisor	30	30	30															
Regular Supervisor	25	25	25															
Technician	25	25	25															
Custodial	25	25	25															

All groups are required to provide liability insurance with limits of at least \$2,000,000

- 1, Murray City, district charitable (PTA); 2 nonprofit; 3 commercial
- Commons or Cafeteria without kitchen access
- Cafeteria with kitchen access, lunch manager must be present
- \$150 flat rate or \$10 per person charge
- Individual contract