

Community Use of School Facilities: Fees

A. Fees

Rental charges shall be made for all use of facilities. In each instance the amount of the fee shall be determined by the school board. No exception from the fixed charges shall be made without approval of the school board.

B. Schedule of Fees

Charges and fees for the use of school facilities are not designed to limit or prohibit use, but rather to protect citizens from expenditures of public money appropriated for the classroom instruction of children and youth for other purposes. Therefore, a fee will be charged for functions or activities which the facility is in use, the cost of maintaining custodial services, the cost of utilities, and the normal wear and tear of the facilities used.

The following costs will be paid by those approved to use school facilities:

1. Custodial personnel costs - \$40.00 per hour;
2. Cafeteria (if applicable) personnel costs - \$40.00 per hour;
3. Overhead costs - \$50.00 per hour;
4. Rental fee - \$350.00 per use.

A check payable to the order of "Westmoreland County School Board" for the use of school facilities should accompany the completed "Request for Use of School Building" form.

A financial report to include expenses, income and profit (if applicable) should be made to the Superintendent of School within one week of the use of school facilities.

C. Insurance

Liability insurance in the amount of \$1,000,000.00 is required for each use of a school facility, to include premises operation, product liability, contractual liability, and personal injury. The Westmoreland County School Board should be identified in the insurance policy as additional insured.

Adopted: August 13, 2001
Amended: April 28, 2014