

BUILDING/FIELD USE INFORMATION & FEE SCHEDULE

BOARD POLICY:

- Please see Use of Facilities Policy and Regulation 7510 for specifics regarding building and grounds use. (copies available from the business office)

PROCEDURE FOR APPLYING FOR USE OF SCHOOL DISTRICT FACILITIES:

1. Complete the application—all information must be included—and submit to the Business Office. This should be completed at least six weeks prior to the first date requested.
2. The Business Office will ascertain if the dates/times are available and will notify you of the number of available dates and the total fee if applicable.
3. Prior to approval of your application an insurance certificate naming the Riverdale Board of Education as an additional insured must be submitted. The cost of this insurance will be assumed by the sponsoring organization.
4. The total fee must be paid in full prior to approval.
5. Written approval will communicated after all requirements are met.

Please note: If school is closed due to inclement weather, use of the building is cancelled for that date. If a school function is scheduled for one of the approved dates, you will be notified of the cancellation of your use of the building. The Board of Education does not permit smoking or the use of alcoholic beverages on any school property. Please be sure to have proper adult supervision at all times. It is required that your adult supervisor notify the custodian on duty when leaving the building at the end of your approved activity.

ESCROW ACCOUNT

All organizations will pay a \$200.00 escrow fee prior to the use of school facilities. A \$50.00 per hour fee will be imposed if facilities are not cleared of equipment and debris after use. This fee shall be deducted from the escrow and the group will have to fund the escrow prior to being permitted to use the facilities. Escrow will be refunded after activity is completed.

CUSTODIAL SERVICES

Saturday - \$35.00, Sunday & Holidays - \$50.00 per hour Monday-Friday - \$35.00 per hour

RENTAL FEE SCHEDULE

Baseball Fields.....	\$ 75.00 per game
Other Fields.....	\$ 75.00 per game
Cafeteria.....	\$ 75.00
Kitchen.....	\$ 75.00
Cafeteria/Kitchen.....	\$ 100.00
Gymnasium.....	\$ 75.00
Library.....	\$ 75.00
Classrooms.....	\$ 35.00