



Book	Administrative Guideline Manual
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7510B - CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES

This procedure is established to implement the Board of Education policy governing use of school premises. The following categories are established to determine priorities and a schedule of fees (effective September 1, 2019) for the approved users listed below other than regular curricular programs or activities, when designated school premises are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: School Community and Community Non-Profit Groups based within NAPLS district boundaries

These groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, non-school sponsored clubs and organizations.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

FACILITY	CATEGORY 1 School Community and Community Non-Profit Groups based within NAPLS district boundaries (Per Hour)	NOTES
CLASSROOM	\$0.00	
LARGE GROUP ROOM	\$0.00	
LIBRARY	\$0.00	
HIGH SCHOOL CAFETERIA	\$0.00	
HS CAFETERIA W/KITCHEN	\$0.00	FOOD SERVICE STAFF REQUIRED
MIDDLE SCHOOL CAFETERIA W/STAGE	\$0.00	
MS CAFETERIA W/KITCHEN	\$0.00	FOOD SERVICE STAFF REQUIRED
ELEMENTARY CAFETERIA	\$0.00	
CAFETERIA ES W/KITCHEN	\$0.00	FOOD SERVICE STAFF REQUIRED
MINI THEATER HS	\$0.00	

HIGH SCHOOL COMMONS/QUAD	\$0.00	
HIGH SCHOOL GYMNASIUM	\$0.00	
MIDDLE SCHOOL GYMNASIUM	\$0.00	
INTERMEDIATE GYMNASIUM	\$0.00	
ELEMENTARY GYMNASIUM	\$0.00	
LOCKER ROOMS	\$0.00	
HIGH SCHOOL STADIUM	\$0.00	
HIGH SCHOOL STADIUM W/LIGHTS	\$0.00	
HIGH SCHOOL TRACK	SEE STADIUM	MUST RENT ENTIRE STADIUM
PRACTICE FIELDS	\$0.00	
HS BASEBALL /SOFTBALL FIELDS	\$0.00	
MIDDLE SCHOOL BASEBALL FIELD	\$0.00	
TENNIS COURTS	\$0.00	PER COURT
POOL	N/A	OPERATED BY POOL MGT
PARKING LOTS	\$0.00	
CUSTODIAL STAFF	TBD	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
FOOD SERVICE STAFF	TBD	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
SUPERVISOR	TBD	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.

B. Category 2: New Albany Parks and Recreation & New Albany Travel Teams within NAPLS district boundaries

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. They will be granted second priority to available school premises.

Fees for Category 2

FACILITY	CATEGORY 2 New Albany Parks and Recreation & New Albany Travel Teams within NAPLS district boundaries (Per Hour)	NOTES
CLASSROOM	\$10.00	
LARGE GROUP ROOM	\$10.00	
LIBRARY	\$10.00	
HIGH SCHOOL CAFETERIA	\$10.00	
HS CAFETERIA W/KITCHEN	\$10.00	FOOD SERVICE STAFF REQUIRED
MIDDLE SCHOOL CAFETERIA W/STAGE	\$10.00	
MS CAFETERIA W/KITCHEN	\$10.00	FOOD SERVICE STAFF REQUIRED
ELEMENTARY CAFETERIA	\$10.00	
CAFETERIA ES W/KITCHEN	\$10.00	FOOD SERVICE STAFF REQUIRED
MINI THEATER HS	\$10.00	
HIGH SCHOOL COMMONS/QUAD	\$10.00	
HIGH SCHOOL GYMNASIUM	\$10.00	
MIDDLE SCHOOL GYMNASIUM	\$10.00	
INTERMEDIATE GYMNASIUM	\$10.00	
ELEMENTARY GYMNASIUM	\$10.00	
LOCKER ROOMS	\$10.00	
HIGH SCHOOL STADIUM	\$10.00	
HIGH SCHOOL STADIUM W/LIGHTS	\$10.00	
HIGH SCHOOL TRACK	SEE STADIUM	MUST RENT ENTIRE STADIUM
PRACTICE FIELDS	\$10.00	
HS BASEBALL /SOFTBALL FIELDS	\$10.00	
MIDDLE SCHOOL BASEBALL FIELD	\$10.00	
TENNIS COURTS	\$10.00	PER COURT

POOL	N/A	OPERATED BY POOL MGT
PARKING LOTS	\$10.00	
CUSTODIAL STAFF	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
FOOD SERVICE STAFF	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
SUPERVISOR	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.

C. Category 3: Residents, Private and Private Non-Profit Groups

Community nonprofit groups are defined as governmental agencies and groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) which provide civic, educational, recreational meeting and entertainment, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for school premises during non-school hours on a third priority basis.

Fees for Category 3

FACILITY	CATEGORY 3 Residents, Private and Private Non- Profit Groups (Per Hour)	NOTES
CLASSROOM	\$25.00	
LARGE GROUP ROOM	\$25.00	
LIBRARY	\$25.00	
HIGH SCHOOL CAFETERIA	\$25.00	
HS CAFETERIA W/KITCHEN	\$50.00	FOOD SERVICE STAFF REQUIRED
MIDDLE SCHOOL CAFETERIA W/STAGE	\$25.00	
MS CAFETERIA W/KITCHEN	\$50.00	FOOD SERVICE STAFF REQUIRED
ELEMENTARY CAFETERIA	\$25.00	
CAFETERIA ES W/KITCHEN	\$50.00	FOOD SERVICE STAFF REQUIRED
MINI THEATER HS	\$25.00	
HIGH SCHOOL COMMONS/QUAD	\$25.00	
HIGH SCHOOL GYMNASIUM	\$100.00	
MIDDLE SCHOOL GYMNASIUM	\$100.00	
INTERMEDIATE GYMNASIUM	\$100.00	
ELEMENTARY GYMNASIUM	\$75.00	
LOCKER ROOMS	\$50.00	
HIGH SCHOOL STADIUM	\$200.00	
HIGH SCHOOL STADIUM W/LIGHTS	\$300.00	
HIGH SCHOOL TRACK	SEE STADIUM	MUST RENT ENTIRE STADIUM
PRACTICE FIELDS	\$25.00	
HS BASEBALL /SOFTBALL FIELDS	NOT AVAILABLE TO RENT	
MIDDLE SCHOOL BASEBALL FIELD	\$50.00	
TENNIS COURTS	\$25.00	PER COURT
POOL	N/A	OPERATED BY POOL MGT
PARKING LOTS	\$100.00	
CUSTODIAL STAFF	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
FOOD SERVICE STAFF	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
SUPERVISOR	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.

D. Category 4: Commercial User

Private, forprofit groups, defined as those primarily comprised of District residents/members of the community, including students

(during non-school hours) and employees (when not working in the scope of their employment) who are requesting solitary, occasional or regularly scheduled use for an activity without educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces during non-school hours.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.

Fees for Category 4

Category 4 users will be charged fees based on the estimated expenses to cover heat, light, and maintenance, and these fees will be paid each time a facility is used. Length of use will not exceed four (4) hours unless specified by the Superintendent. For multiple building use or room use more than six (6) hours at one given time; the length and rate will be negotiated and approved by the Superintendent or designee.

When activities in Category 4 involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

FACILITY	CATEGORY 4 Commercial User (Per Hour)	NOTES
CLASSROOM	\$75.00	
LARGE GROUP ROOM	\$115.00	
LIBRARY	\$115.00	
HIGH SCHOOL CAFETERIA	\$75.00	
HS CAFETERIA W/KITCHEN	\$150.00	FOOD SERVICE STAFF REQUIRED
MIDDLE SCHOOL CAFETERIA W/STAGE	\$75.00	
MS CAFETERIA W/KITCHEN	\$150.00	FOOD SERVICE STAFF REQUIRED
ELEMENTARY CAFETERIA	\$125.00	
CAFETERIA ES W/KITCHEN	\$150.00	FOOD SERVICE STAFF REQUIRED
MINI THEATER HS	\$125.00	
HIGH SCHOOL COMMONS/QUAD	\$125.00	
HIGH SCHOOL GYMNASIUM	\$275.00	
MIDDLE SCHOOL GYMNASIUM	\$200.00	
INTERMEDIATE GYMNASIUM	\$275.00	
ELEMENTARY GYMNASIUM	\$100.00	
LOCKER ROOMS	\$100.00	
HIGH SCHOOL STADIUM	\$400.00	
HIGH SCHOOL STADIUM W/LIGHTS	\$500.00	
HIGH SCHOOL TRACK	SEE STADIUM	MUST RENT ENTIRE STADIUM
PRACTICE FIELDS	\$75.00	
HS BASEBALL /SOFTBALL FIELDS	NOT AVAILABLE TO RENT	
MIDDLE SCHOOL BASEBALL FIELD	\$100.00	
TENNIS COURTS	\$50.00	PER COURT
POOL	N/A	OPERATED BY POOL MGT COMPANY
PARKING LOTS	\$250.00	
CUSTODIAL STAFF	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
FOOD SERVICE STAFF	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.
SUPERVISOR	*	*HOURLY RATE WILL APPLY. CHARGE WILL INCLUDE TIME FOR SET UP AND CLEAN UP.

SCHEDULE OF CATEGORY 4 FEES FOR DIRECT AND INDIRECT COSTS

Category 4 users requiring the use of a custodian will pay the overtime rate of the custodian plus the Board's share of retirement and worker's compensation.

The use of kitchen facilities requires a cook on duty, with salary and the Board's share of retirement and worker's compensation paid by the user.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer or music rooms, will not be approved.

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