



# ROMOLAND SCHOOL DISTRICT

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## Facility Fee Scale and Guidelines

These guidelines are to be used in conjunction with the Direct, Fair Value, and Non Profit Fee Scale. The guidelines listed below include instructions for properly applying fees for the use of facilities, personnel, and other services.

- 1) When employees are required to work other than their normally scheduled hours, personnel rates charged will be at one and one-half times the regular rate, including Non-Profit organizations.
- 2) All fees listed are for one hour of usage. Any part of an hour's use will be charged as a full hour with no prorated fee.
- 3) All facilities are rented for a minimum of 2 hours. Fees will be accordingly.
- 4) Rental charges are payable 72 hours in advance unless late payment is authorized by the Business Office.
- 5) If a kitchen is to be used for food preparation, a Food Service Worker must be present and such worker's services shall be paid for by the applicant. Food Service Department requires a signature of agreement. Please obtain form from the FS Dept.
- 6) There will be a minimum of 2 hours labor charged to applicant for any personnel required during periods when the school facilities are not normally open.
- 7) If special facilities or services are required above the normal provisions set forth by the District, such as additional personnel or equipment, the actual cost of such facilities or services shall be charged.

Please use the criteria listed below to determine which fee for the use of school facilities, personnel and other services applies to an organization/applicant:

- **Fair Value:** Private Organizations/Business (Profit, i.e. Dance Studios, Taekwondo, Theater Organizations)
- **Direct Cost:** Youth Sport Activities (Profit, i.e. Private, Religious Schools); Special Interest (i.e. Kiwanis Club, Rotary, Other Service Clubs/Organizations); Foreign Exchange Programs; California Interscholastic Federation (CIF); Church and Religious Organizations
- **Non Profit:** Booster Clubs; PTA/PTO/PTSA; CSEA/RTA/Other Public School Districts/Institutions; School/District Activities; Girl/Boy Scouts; Youth Sports Activities (Non Profit, i.e. Pop Warner, Little League); Other Approved Youth Activities (Except Religious Activities)  
 Must be prepared to submit 501(c) (3)  
**\*SPECIAL NOTE: Please read Guideline #1 (above) as it also applies to Non-Profit Organizations.**

### **Facility Use Fee Scale** (Amounts are on a per hour basis)

School Facility	Fair Value	Direct Cost	Non Profit (Utility Surcharge)
Board Room	\$ 40.00	\$25.00	\$15.00
Classroom	\$ 16.51	\$ 6.60	\$ 3.30
Library	\$ 43.15	\$17.26	\$ 8.63
Multi Purpose Room	\$ 79.11	\$31.60	\$15.82
Multi Purpose Room with Kitchen	\$104.85	\$41.94	\$20.97
Restroom	\$ 10.00	\$ 4.00	\$ 2.00
Fields (Day Use Only) PER FIELD	\$ 5.00	\$ 5.00	\$ 5.00
Personnel & Other Services	Fair Value	Direct Cost	Non Profit (see *SPECIAL NOTE)
Custodial Service - Regular	\$25.59	\$25.59	\$25.59
Custodial Service - Overtime	\$37.93	\$37.93	\$37.93
Food Service Worker - Regular	\$19.74	\$19.74	\$19.74
Food Service Worker - Overtime	\$29.61	\$29.61	\$29.61