

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Facility Rental and Usage

Section: Fiscal

Code: DFD-AR

Each year the District generates resources through the rental of District equipment and facilities. This process is managed by the District Maintenance Department. The Maintenance Department will develop and maintain procedures and guidelines that will address the rental procedure, fees charged and appropriate facility uses.

All resources generated from, and costs related to, facility usage will be accounted for in the General Fund Facility Usage Sub-Fund. The resources generated will be allocated for use as follows:

1. Charges for scheduling, custodial time, auditorium tech, and equipment rental will be used to offset the cost of providing these specific services.
2. Charges for building usage will be allocated as follows:
 - a. 75% to cover the general costs of the usage
 - b. 25% to the site to offset usage costs covered with site budget allocations
3. Charges for grounds usage for Schedule B, C, and D groups will be allocated as follows:
 - a. 75% to cover the general costs of the usage
 - b. 25% to the Maintenance Department to offset usage costs charged to the Maintenance Department budget
4. Groups who fall within the Schedule A fee category will be charged a surcharge for long-term regular use. These fees are intended to offset the cost of supplies charged to the sites and will be allocated 100% to the site's facility use sub fund.
5. An additional charge for the rental of Summit High School's turf stadium will be charged to users in fee schedule groups B, C, and D. The portion of the fee that exceeds the charges to use the other high school stadiums will be allocated 100% to a separate facility use fund for eventual turf replacement. The base rent will be allocated as specified in 3.a above.

All facility usage by outside organizations must be processed through the District's facility usage reservation system, and a signed and executed facility usage agreement must be in place before utilizing the facility.

Fee waivers are permitted only by prior approval from the Superintendent/designee.

Reviewed / Approved by Cabinet: 5/12/08, 2/1/10