

## **GUIDELINES AND FEES FOR USE OF SCHOOL FACILITIES**

### **MONDAY-FRIDAY (NON-HOLIDAY) FEES**

GENERAL BUILDING USE FEE - \$35.00 PER HOUR  
ADDITIONAL FEE FOR KITCHEN USE - \$20 PER HOUR

### **SATURDAY FEES**

GENERAL BUILDING USE FEE - \$53.00 PER HOUR  
ADDITIONAL FEE FOR KITCHEN USE - \$30 PER HOUR

### **SUNDAY/HOLIDAY\* FEES**

GENERAL BUILDING USE FEE - \$70.00 PER HOUR  
ADDITIONAL FEE FOR KITCHEN USE - \$40 PER HOUR

### **STADIUM FEES**

LIMITED USE (LESS THAN 2 TIMES PER YEAR) – SEE ABOVE FEES  
REGULAR USE (MORE THAN 3 TIMES PER YEAR) – CONTACT THE DIRECTOR OF  
OPERATIONS & HUMAN RESOURCES

\*District Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, and Juneteenth

### **Guidelines:**

1. A building permit request must be completed and approved.
2. The district reserves the right to deny a facility use request and/or deny the use of a specific building, area, or room.
3. A certificate of liability insurance naming as additionally insured the Wickliffe Board of Education, employees, agents, and school district in the amount of \$1 million dollars is required before permit can be approved.
4. Children are not allowed to accompany adults using gyms.
5. At least one custodian must be in the building when it is in use.
6. If the kitchen is being used, a cafeteria employee must be present. All garbage bags must be taken outside to the dumpster. Floors must be swept, and tables wiped down. Brooms and washcloths are available from the custodial staff.
7. The number of employees required shall be determined by the board designee.
8. Groups requesting the use of a building will be charged for 30 minutes before and 30 minutes after the requested time.
9. Additional fees may be charged for larger groups if deemed necessary.

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