

# Festus R-VI School District



2022-2023

## Facility Usage Procedures/Policy

### **VISION STATEMENT**

*The Festus R-VI School District is committed to providing an environment that promotes academic excellence, recognizes the value and potential of each child and fosters positive character development. Through a shared spirit of unity between school, home and community, students are prepared to participate in, and become contributing members of our democratic society.*

### **MISSION STATEMENT**

**“Educating all children to meet tomorrow’s challenges.”**

Submitted to the board of education April 2022

# Facility Usage Procedures/Policy

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# Festus R-VI School District

## Policy of Non-Discrimination

The Festus R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries related to District programs and practices along with the location of services, activities and facilities that are accessible by persons with disabilities may be directed to the Assistant Superintendent, Dr. Lucas McKinnis - Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act); 1515 Mid-Meadow Lane, Festus, MO 63028; Telephone 636.937.4920. Email: [mckinnislucas@festusedu.com](mailto:mckinnislucas@festusedu.com).

## Facility Usage & Rental Information

### Facility Rentals

Festus R-VI School District

501 West Wind Drive

Festus, MO 63028

(636) 937-5946 [donaldsonmichelle@festusedu.com](mailto:donaldsonmichelle@festusedu.com)

The following procedures and professional standards outline requirements for requesting use of any R-VI District Facility. All individuals and groups permitted to use district facilities in accordance with our policy may reserve facilities by completing an application on line. Lack of familiarity with these standards will not excuse any violation. Violations of these professional standards may result in disciplinary action, up to and including the termination of future use of district facilities.

Rental requests may be made through ML Schedules which can be obtained via the R-VI website at:

[www.festus.k12.mo.us](http://www.festus.k12.mo.us). [The first time you use ML Schedules software, you will need to register for a new User account with a Group name] Please be sure that you submit a current **Certificate of Insurance** that includes an **Additional Insured Endorsement** at time of submitting a completed usage request.

Festus R-VI believes that all children and youth in the Festus R-VI School District shall have equal opportunity to access facilities within the district through community organizations. We as a district are committed to providing equal opportunity for both boys and girls programs. Due to summer cleaning, many of the facilities will not be available for outside use from Mid-May through August of each year.

Festus -VI School District facilities shall be made available for community use under necessary regulations, when such use is not in conflict with school operations. Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, group, or organization or the purposes they represent. Such use will

be only at such times as facilities requested are free from R-VI District curricular and extracurricular activities. The R-VI District reserves the right to deny or cancel any application for use when such use, or meeting, may in any way be prejudicial to the best interest of the schools, for which satisfactory sponsorship is not provided, when conflicts with other school events occur, or when school is canceled for inclement weather.

The Festus R-VI School District allows community use of selected facilities including Performing Arts Center (PAC), Tiger Stadium, Tiger Field, gyms, cafeterias, library/media centers and classrooms. In order to maintain our facilities, there is a fee schedule applied. The charges will vary from facility to facility and from group to group, depending upon the classification as provided by this policy. Any individual making a formal request for use of any District facility **MUST** be at least twenty-one (21) years of age.

## **Additionally needed at the time of submission**

- Certificate of Insurance naming 'Festus R-VI School District' as additionally insured.
- \$200-\$500 refundable deposit, depending on the site requested. Deposit can be made through Check or Cashier's check only and delivered personally or mailed to the Facilities Coordinator. ***Deposit IS separate from any rental, personnel or equipment fees.***
- ***ONLY online requests*** that include an approved certificate of insurance will be considered for approval.
- All organizations granted approval for facility use MUST provide a refundable deposit of \$200-\$500 to cover possible damages or excessive use that causes additional clean-up AND pay in full the amount being assessed for all rental and equipment fees ***2 WEEKS PRIOR*** to the formal date of the event.
- Organizations with outstanding fee balances on their account will ***NOT*** be granted use of any facilities until their account is paid in full.
- Organizations/Individuals that use Festus R-VI School District facilities must pay their balance at the time approval is granted. It is the responsibility of the user to keep balance(s) paid in full in order to maintain privileges for accessing the facility.
- No refunds for rental use will be issued unless notice is provided ***at least 14 calendar days prior to the scheduled event*** date. If the cancellation is initiated by the Festus R-VI School District, a possible reschedule date will try to be made and if that isn't possible a refund will be granted.
- ***If a facility is being requested for use on multiple dates, all fees MUST BE PAID IN FULL 2 weeks prior to the dates being formally reserved.***
- Payment can be made Online via PayPal, Check, or Cashier's Check. Checks should be made payable to: Festus R-VI School District

Festus R-VI School District  
Attn: Accounts Receivable  
1515 Mid-Meadow Lane  
Festus, MO 63028

You may deliver a payment to the following address:

Festus R-VI School District  
Attn: Accounts Receivable  
1515 Mid-Meadow Lane  
Festus, MO 63028

## General Conditions for Facility Use

1. Users agree the property and facilities of Festus R-VI School District shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the District and only for the purposes as described herein.
2. All groups regardless of classification WILL pay a CUSTODIAL fee per hour as specified along with other necessary fees. A custodian will be present from 30 minutes prior to the start time of the event until one hour after the event ends to allow for clean up. A CUSTODIAN or approved District employee must be present for all activities as authorized by a District official. All booked events must end on time to allow for the additional hour after the event for clean up by scheduled district custodian . Additionally, parties arriving late will be charged from the start of their . These fees will be included on the final invoice.
3. All facilities will be available from 7 am - 11 pm, unless prior approval is received.
4. Users agree to abide by all fire, safety, traffic, parking, and public safety requirements of the District.
5. Smoking, vaping or use of tobacco products are **NOT** permitted in ANY District facility or any area of the campus **(outdoors & parking lots included)**
6. The sale, consumption or possession of alcoholic beverages will not be permitted on District premises at any time. Nor will any person who is under the influence of drugs or alcohol be permitted on District premises. The primary contact person (requestor) will be held responsible for the enforcement of this rule.
7. The use of profane language or gambling in any form is not permitted in any District facility or throughout the campus.
8. For the Performing Arts Center, no rental of specified equipment shall be granted ***unless an instructor or attendant*** approved by the Administration is in charge of the rooms or equipment. The group will be responsible for the fees incurred for the attendant and fees will be included on the final invoice.
9. User agrees to be responsible for any damages to District facilities and/or property or injury to other persons caused by persons using the facility under this Agreement that are in excess of the \$200 deposit.
10. User agrees to indemnify, defend and hold harmless Festus R-VI School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries of damages sustained by any person as a result of the use of the District facility under this Agreement, notwithstanding the negligence of Festus R-VI School District, it's board, administrators, employees, agents and volunteers.
11. User agrees to provide to the District proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence which names the District as an additional insured. The District reserves the right to cancel this Agreement if such proof of insurance is not provided upon request of the event in which facilities wish to be rented and maintained throughout the use. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the District. If needed, a policy can be bought by contacting Missouri United School Insurance Council (MUSIC) at 314-800-2223 or musicprogram.org.
12. If a presently unscheduled school event requires the use of this facility, or conditions exist that in the eyes of authorized school personnel create a safety concern, the event may be canceled and the fees returned. Gymnasiums at the HS & MS are generally NOT available for outside use during the months of August - May.
13. For single & multiple usage events, all fees must be paid at the time reservations are confirmed. Payment is to be made via online payment, check or cashier's check payable to Festus R-VI School District.
14. Refunds will only be given when the R-VI District elects to cancel a scheduled event. During the school year, facilities ARE NOT available Monday - Friday when school is NOT in session due to a holiday break or inclement weather.
15. The District reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The District also reserves the right to change reservations to other rooms/areas with the understanding that, if possible, comparable facilities will be provided. The District may cancel any scheduled event at its own discretion even on short notice (i.e. inclement weather; power failure, etc.)

16. Users of District facilities will abide by all General Conditions.

## **Festus R-VI School District Performing Arts Center**





## **Festus R-VI School District Performing Arts Center**

### **Facility Use Guidelines**

#### **(Scheduling)**

1. Groups or individuals requesting use of the Performing Arts Center (herein referred to as PAC) or any space within the site of the PAC will submit their request no later than 2 weeks prior to the event. Upon approval of the event a deposit check in the amount of \$500 must be submitted to the facilities coordinator, made payable to the Festus R6 School District.
2. The District requires a minimum of \$1,000,000 per incident liability and property insurance for the tenants during the period of time they will be using the PAC facility. The certified copies of insurance will name "The Festus R-VI School District" as additional insured under certified copies.
3. Rental fees incurred are payable upon receipt of invoice.
4. During regular school hours PAC facilities are available only to Festus R-VI School District educational and/or activity programs, unless agreed upon and arranged by the Facilities Coordinator and building administration.

5. All booked events must end on time to allow for the additional hour after the event for clean up by scheduled district custodian . Additionally, parties arriving late will be charged from the start of their booked time.
6. All set-up requests, including tables and chairs, must be made with a **minimum of 14 days notice** prior to the event.
7. The PAC facility does not administer ticketing or advertising services for any rental. Rental shall not include any district contact information in their marketing and publicity.
8. In case of severe weather, cancellations will be determined by the Superintendent or designee.
9. A minimum of 2 weeks is required for extended/reduced booking dates or times. Absolutely no changes will be honored after 2 weeks before the scheduled event.

## Festus R-VI School District Performing Arts Center

### Facility Use Guidelines

#### (Operations)

1. The Festus R-VI School District PAC requires the rental party to provide a user corps of 2 to man the PAC doors to ensure that entering audience members deposit any food or drinks in the trash receptacles provided in the lobby. These ushers are free to move immediately inside the PAC doors to view the performance while monitoring all audience members who enter and exit during the performance.
2. Should a mobile audience be expected (i.e. awards ceremonies,etc.) house light level shall remain at 80 percent dark, house doors shall remain open and 1 usher per door shall remain for the entire event. No volunteers will be provided or coordinated by the PAC facility.
3. **Absolutely no food or drink, including water, is allowed inside the auditorium.** Performers may have bottled water in their allocated dressing rooms and backstage areas. Any food or liquid remnants found inside the auditorium will result in a \$200 fee.
4. Any activity that blocks or obstructs access aisles or doorways in the PAC or backstage areas violates fire laws and is strictly prohibited.
5. Renters using the performing arts center are responsible for removing loose trash on floors and dressing tables and are expected to leave the facility in an orderly manner. Failure to comply will result in an additional \$50 custodial fee. Should the renter wish to have custodial staff remove loose trash, they may choose to have the \$50 custodial fee added to their final billing.
6. PAC facility is not responsible for any items left backstage, in the house or in dressing room areas.
7. Only designated PAC facility staff and rental party staff officially designated by PAC facility staff are allowed in the PAC facility control booth.
8. Immediately prior to the event, rental staff will be occupied preparing the space for use. Therefore, the **PAC facility exterior doors shall remain locked until the beginning of renter's booked time.**
9. Areas outside PAC facilities, (i.e. Festus High School) are not accessible.
10. Theater equipment (lights, sound, rigging, etc.) may be operated only by persons trained and approved by Festus R6 School District. No equipment may be brought into the theater without prior approval of the theater staff. No equipment may be connected to theater systems without prior approval of the theater staff. **There will be NO ACCESS to the school network/internet for non district owned devices.** Only authorized PAC theater staff may be inside the theater control booth.
11. For multiple-day renters, PAC theater facility reserves the right to require all scenery be stored off stage in order to accommodate district events or other renters. A fee of \$50 per day will be charged to store all scenery.
12. A list of all forms of any scenery on or over the stage shall be submitted in writing **no later than 2 weeks** prior to load-in and are subject to approval by the theater manager. Build drawings with dimensions or renderings with dimensions shall accompany this list.

13. Securing scenery to the stage floor using screws or nails is strictly prohibited. Failure to comply will result in a \$200 fee.
14. All scenery must be fully constructed and painted prior to load-in. Renter may not paint scenery on-site or alter scenery using power tools. Renter may use power drills to erect scenery.
15. A list of any performance elements that are potentially damaging to the PAC theater facility, it's stage, soft goods, flooring, platforms or equipment (i.e. drumming on floor, throwing of any material, dragging of heavy scenery, etc.) shall be submitted in writing to the theater manager **no later than 2 weeks** prior to load-in. The facility reserves the right to deny any of these submissions.
16. Renters are responsible for the cost of repairing any damage to any surface of the PAC facility theater including, but not limited to gouges, chips, deep scrapes on the stage surface, damaged wall surfaces, damaged equipment, and damaged soft goods. Any damage will be assessed during the post-rental walk-through. **The custodian on staff the date of the event will walk through a checklist with the renter 30 minutes prior to start time as well as immediately following the event to check for any damages as stated above.**
17. Use of open flame in any form in the PAC facility site is strictly prohibited.
18. Should a mobile audience be expected (i.e. awards ceremonies, etc.) house light level shall remain at 80 percent dark, house doors shall remain open, and 1 usher per door shall remain for the entire event. No volunteers will be provided or coordinated by the Festus R6 School District or the Facilities Coordinator.

## Festus R-VI School District Performing Arts Center

### Facility Use Guidelines

#### (Technical)

1. Should the renter require audio support beyond playing audio tracks or the use of PAC facility's basic amplification package (see "Sound" under the options section of rental form), renter will be required to hire PAC facility's preferred audio technician.
2. Should the renter wish to record their event using PAC facility's digital audio console, the renter will be required to hire the district's preferred audio technician.
3. Should renter require lighting design outside PAC facility's basic lighting package (basic package includes white front light, colored cyc, lights up, lights down. See "Special Lighting" under the options section of rental form), renter will be required to hire one of PAC facility's preferred lighting technicians to create lighting cues at \$50/hour. ***This time must be booked on a day separate from your rental date.***
4. No additions will be made to Special Lighting design on the day of rental. The lighting technician may make minor adjustments in brightness, color or focus only.
5. PAC theater facility staff is not responsible for audio/video content. The facility provides the technology to run A/V only.
6. Should renter choose to access R6 Guest wireless internet system to stream video/audio over the internet, the Festus R-VI School District will not accept liability should streaming connection fail during the event.
7. Only authorized PAC theater personnel are allowed on the catwalk or to use the automated fly rigging system.
8. Renter may use "Spike Tape" on the stage floor. Other tapes, including masking tape and electrical tape are strictly prohibited. Renter must remove all spike tape after the event. Failure to comply will result in a \$200 fee.

# Festus R-VI School District Performing Arts Center (PAC)

## Facility Use Guidelines

### (Performers)

1. Absolutely no patrons, friends, or family are allowed in the dressing rooms, backstage areas, or on the stage at any time.
2. PAC theater facility will not be responsible for the coordination of performers in dressing rooms.
3. It is strongly recommended that no valuables of any kind be left unattended in the dressing rooms or backstage areas. Valuables should be left at home, in cars, or placed in the care of a rental party authority.
4. The burning of candles or incense is strictly prohibited in all of the Festus R-VI School District facilities.
5. Festus R-VI School District is a smoke/vape free campus. No smoking or vaping is permitted inside or outside of buildings.
6. All make-up application is restricted to the dressing room areas. Make-up or other damage to the facilities will be charged to the renting organization.
7. Regarding performer/event staff movement between the stage and seating area: For safety reasons, under no circumstances are audience members allowed to access the stage pre or post-performance. Patrons wishing to greet performers should wait for performers in the lobby and front entrance areas. Performers may not exit the theater from backstage through the house. During rehearsal times, only performers and event staff are allowed on stage. Renters shall take special care **not to allow children to play on the stage.**

### Performing Arts Center Fee Schedule According to Classification of Group

	Classification	Facility	Hourly Rate Excluding Custodial Fee or any extra staff needed
A	School Organizations School-sponsored organizations/activities (PTA/Booster) group should be allowed to use facilities free when applicable.	Auditorium/Stage/Lobby/ Green Room  Rehearsal Room Community Room	No Charge
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Auditorium/Stage/Lobby/ Green Room  Rehearsal Room Community Room	\$750 3 hr minimum, each additional hour \$200
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Auditorium/Stage/Lobby/ Green Room  Rehearsal Room Community Room	\$750 3 hr minimum, each additional hour \$200
D	Non-Profit Groups & Organizations	Auditorium/Stage/Lobby/	\$750 3 hr minimum, each

	(Including Religious; Civic; Service) Majority of participants Non-K-12 nor school age	Green Room Rehearsal Room Community Room	additional hour \$200
E	Commercial/'For Profit' Organizations	Auditorium/Stage/Lobby/ Green Room  Rehearsal Room Community Room	\$750 3 hr minimum, each additional hour \$200

# Festus R-VI School District Tiger Stadium

## Facility Use Guidelines



1. A \$500 deposit check is required to be turned in to the facility coordinator upon rental of the facility. This deposit is to be separate from the amount of rental that is invoiced and will be returned upon completion of the post event walk through checklist made with the renter and a district custodian.
2. No Food on the turf.
3. Alcohol is prohibited anywhere on the Festus R-VI School District campus.
4. No Chewing Gum or Tobacco on the turf.
5. Smoking/Vaping is prohibited anywhere on the Festus R-VI School District campus.
6. No open flames, fireworks, etc. allowed on the turf.
7. Keep turf free of litter, debris, mud, dirt, and oil spillage.
8. Utilize trash and litter containers.
9. No vehicles, grills, generators, or any other mechanical equipment is allowed on the turf.
10. No parking vehicles on the track or turf unless otherwise authorized by the Festus R-VI School District.
11. **NO SUNFLOWER SEEDS** allowed on the turf.
12. No metal cleats/spikes allowed on the turf or track.
13. No paint allowed on the turf or the track.
14. No tents with stakes allowed.
15. No animals allowed except for legal assistance animals.
16. No pointed objects (i.e. high heeled shoes, stakes etc.)
17. No needles, thumb tacks, safety pins etc.
18. No bikes or wheeled vehicles unless otherwise authorized by the Festus R-VI School District.
19. Use of the Tiger Stadium concession stand is prohibited. You may bring your own concessions in and set up in the fairway area with prior approval.

### Tiger Stadium Fee Schedule According to Classification of Group

	Classification	Facility	Hourly Rate Excluding Custodial Fee)
A	School Organizations School-sponsored organizations/activities (PTA/Booster) group should be allowed to use facilities free when applicable.	Field and Track	No Charge
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Field and Track	\$75/hour, 2 hour minimum \$550 = 8 hour day
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Field and Track	\$75/hour, 2 hour minimum \$650 = 8 hour day
D	Non-Profit Groups & Organizations (Including Religious; Civic; Service)  Majority of participants Non-K-12 nor school age	Field and Track	\$110/hour, 2 hour minimum \$750 = 8 hour day
E	Commercial/'For Profit' Organizations	Field and Track	\$125/hour, 2 hour minimum \$800 = 8 hour day

# Festus R-VI School District Tiger Field

## Facility Use Guidelines



1. A \$500 deposit check is required to be turned in to the facility coordinator upon rental of the facility. This deposit is to be separate from the amount of rental that is invoiced and will be returned upon completion of the post event walk through checklist made with the renter and a district custodian.
2. No Food on the field.
3. Alcohol is prohibited anywhere on the Festus R-VI School District campus.
4. No Chewing Gum or Tobacco on the field.
5. Smoking/Vaping is prohibited anywhere on the Festus R-VI School District campus.
6. No open flames, fireworks, etc. allowed on the field.
7. Keep turf free of litter, debris, mud, dirt, and oil spillage.
8. Utilize trash and litter containers.
9. No vehicles, grills, generators, or any other mechanical equipment is allowed on the field.
10. No parking vehicles on the field.
11. **NO SUNFLOWER SEEDS** allowed on the field.
12. No metal cleats/spikes allowed on the field..
13. No paint allowed on the field..
14. No tents with stakes allowed.
15. No animals allowed except for legal assistance animals.
16. No pointed objects (i.e. high heeled shoes, stakes etc.) allowed on the field.
17. No needles, thumb tacks, safety pins etc.
18. No bikes or wheeled vehicles.
19. Use of the Tiger Field concession stand is prohibited. You may bring your own concessions in and set up in the fairway area upon prior approval.
20. Batting practice is allowed in batting cages **ONLY**.
21. Any Moving of the Pitcher's mound is prohibited.
22. No use of the half shell is allowed.

### Tiger Field Fee Schedule According to Classification of Group

	Classification	Facility	Hourly Rate Excluding Custodial Fee)
A	School Organizations School-sponsored organizations/activities (PTA/Booster) groups should be allowed to use facilities free when applicable.	Field and Batting Cages	No Charge
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Field and Batting Cages	\$75/hour, 2 hour minimum \$550 = 8 hour day
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Field and Batting Cages	\$75/hour, 2 hour minimum \$650 = 8 hour day
D	Non-Profit Groups & Organizations (Including Religious; Civic; Service)  Majority of participants Non-K-12 nor school age	Field and Batting Cages	\$110/hour, 2 hour minimum \$750 = 8 hour day
E	Commercial/'For Profit' Organizations	Field and Batting Cages	\$125/hour, 2 hour minimum \$800 = 8 hour day

# Festus R-VI School District Gym/Multi-Purpose Rooms/Cafeteria

## Facility Use Guidelines

1. No street shoes or metal cleats allowed on the gym floor. Athletic shoes that leave no scuff marks on the floors must be worn for athletic uses.
2. No bare feet, shoes must be worn at all times.
3. Water, in bottles with lids, is allowed in the gyms. Food and drinks, other than water, are limited to multipurpose rooms and cafeterias only.
4. No gum.
5. No baseballs, softballs, batting cages, bats of any kind are allowed in the gyms or multipurpose rooms.
6. Use of building PE equipment is prohibited except for volleyball nets and basketball goals.
7. Please be respectful to all district personnel and school property. Failure to do so may lead to suspension of rental privileges and reimbursement of any damaged property.
8. Please be considerate of other groups scheduled to use the building by adhering to scheduled times and scheduled areas only. **You will not be allowed in the scheduled area until the confirmed time as indicated on your confirmation.**
9. Please make sure everyone associated with the group (siblings, parents, etc.) stays in the assigned rental area.
10. Refrain from bouncing balls or practicing in the hallway.

## Gym/Multi-Purpose Rooms/Cafeteria Fee Schedule According to Classification of Group

	Classification	Facility	Hourly Rate Excluding Custodial Fee)
A	School Organizations School-sponsored organizations/activities (PTA/Booster) groups should be allowed to use facilities free when applicable.	Multi-Purpose Rooms/Cafeterias  Gymnasiums	No Charge
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Multi-Purpose Rooms/Cafeterias  Gymnasiums	\$10/hour  \$15/hour
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Multi-Purpose Rooms/Cafeterias  Gymnasiums	\$15/hour  \$20/hour
D	Non-Profit Groups & Organizations (Including Religious; Civic; Service)  Majority of participants Non-K-12 nor school age	Multi-Purpose Rooms/Cafeterias  Gymnasiums	\$20/hour  \$25/hour
E	Commercial/'For Profit' Organizations	Multi-Purpose Rooms/Cafeterias  Gymnasiums	\$30/hour  \$35/hour


## Festus R-VI School District Classroom Facility Use Guidelines

1. Classroom should be left exactly as it was found.
2. Groups are responsible for making sure that rooms are properly supervised at all times to avoid any damage to items or any items being stolen.
3. Student chairs and desks may be moved but also need to be returned to their original locations.
4. Teacher desks, computers, telephones, and smart boards should not be touched.

### Classroom Fee Schedule According to Classification of Group

	Classification	Facility	Hourly Rate Excluding Custodial Fee)
A	School Organizations School-sponsored organizations/activities (PTA/Booster) groups should be allowed to use facilities free when applicable.	Classrooms	No Charge
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Classrooms	\$10
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Classrooms	\$15
D	Non-Profit Groups & Organizations (Including Religious; Civic; Service)  Majority of participants Non-K-12 nor school age	Classrooms	\$20
E	Commercial/'For Profit' Organizations	Classrooms	\$25
F	Non-Profit Enrichment/Graduate Classes/Education Enrichment/ Graduate classes in support of classroom curriculum or Teacher Professional Growth when a tuition fee is assessed.	Classrooms	\$10

## Festus R-VI School District Library/Media Center Facility Use Guidelines

1. The library does not provide supplies for outside groups.
2. Candles or open flames are not permitted.
3. You may move tables, chairs, etc as needed but the space must be restored to its original condition after the event is over.
4. Computers are not available for use unless prior approval has been obtained.
5. Refreshments may be brought in, however, red or other stain-prone food or drink is discouraged.
6. The library does not advocate or endorse the viewpoints of any group or individual using the space.
7. Except as a designation of location, the name and contact information of the library may not be used in any publicity for a meeting.
8. Library materials MUST NOT be removed from shelves, displays or from the library itself.

### Library/Media Center Fee Schedule According to Classification of Group

	Classification	Facility	Hourly Rate Excluding Custodial Fee)
A	School Organizations School-sponsored organizations/activities (PTA/Booster) groups should be allowed to use facilities free when applicable.	Library	No Charge
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Library	\$10
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Library	\$15
D	Non-Profit Groups & Organizations (Including Religious; Civic; Service)  Majority of participants Non-K-12 nor school age	Library	\$20
E	Commercial/'For Profit' Organizations	Library	\$25
F	Non-Profit Enrichment/Graduate Classes/Education Enrichment/ Graduate classes in support of classroom curriculum or Teacher Professional Growth when a tuition fee is assessed.	Library	\$10

## Custodial and A/V Personnel Pay Rate

Custodial outside of regular hours      \$25 per hour to be included in invoice  
(regular hours are normally 7 a.m. – 11 p.m. Monday through Friday excluding holidays)

A/V Personnel    \$31 per hour to be included in invoice

Custodial and A/V Personnel Pay Rates **Apply to All Classifications**

**CANCELLATION POLICY:** No refunds are given unless cancellation is made by the R-VI District due to a scheduling conflict or other unforeseeable event.

## ADDITIONAL EQUIPMENT FEES

*All equipment must be requested at the time of initial request for facility usage. Equipment usage fees apply to ALL Classifications.*

*The R-VI Board of Education or their designee reserves the right to waive/modify any equipment usage fee or building usage fee as they deem appropriate.*

	\$30.00/rack (20 tables/rack)
Tables	Half rack minimum and then a full rack each thereafter
	\$30.00/rack (40 chairs/rack)
Chairs	Half rack minimum and then a full rack each thereafter
Smart Board & Projector	\$20 per hour [1 hour minimum]
Projector only	\$10 per hour [1 hour minimum]
Screen	\$15 per event
Scoreboard in GYM	\$20 per hour [2 hour minimum]
Scoreboard @ Stadium	\$20 per hour [2 hour minimum] or \$100 per full day
Message Center @ Stadium	\$35 per hour [2 hour minimum] or \$150 per full day. Must USE District Provided Personnel for Operation.
P.A. System @ Stadium	Stadium    \$20 per hour (2 hour minimum or \$100 per full day)
Lights @ Stadium	\$35 per hour [1 hour minimum & 30 minute increments after the first hour]

Batting Cage	\$25 per hour [1 hour minimum]
Restrooms	Included in Field/Facility Rental Fee
Locker Rooms	Included in Gym Usage Fee. No locker room at Stadium.
Track Equipment ( <i>Hurdles; Standards etc.</i> )	Only available upon request and fee will be assessed at that time