

Spring Hill School District Facility Usage Administrative Guidelines

Category "A" No Rental Fee Assessed

Concept

School curricular programs and school sponsored programs, should be permitted use of district facilities without payment of a rental fee. Additional charges for custodial and other personnel may be assessed if such personnel's normal work schedule is altered due to the activity.

Applies to:

- Regular curricular programs of the district.
- School sponsored student activities and organizations free and open to all participants/spectators approved by the building principal.
- District-sanctioned events ratified by the Board of Education.
- School-affiliated organizations whose use is approved by the principal and where no fees are assessed nor donations requested of participants. Examples: Faculty staff meetings, PTA meetings, other recognized school related parent group meetings, and recognized school related community group meetings (e.g., budget hearings)
- National, state, local governmental elections and meetings.
- District sanctioned in-service or other offerings free to district personnel.
- Such use by district employees groups as may be provided for within specific personnel policies.

Category "B" Nominal Fee May Be Assessed

Concept:

Activities sponsored by the Spring Hill community or school and community, and public functions of governmental agencies, and not of a recreational nature, should be permitted use of district facilities, and may be asked to pay a nominal fee for such use. The nominal fee is intended to recover direct district costs associated with scheduling and setup for such use. As such activities are outside the regular curricular program, there may be time and day restrictions for such use. Additional charges for custodial and other personnel will be assessed if such personnel's normal work schedule is altered to assist the activity.

Applies to:

- Spring Hill School District community and not for profit groups that DO NOT charge a fee for participants, but may assess nominal dues to members, and where such activities are open to the public and not of a fund raising nature.
- Business partners of specific Spring Hill schools.
- School personnel sponsored youth groups where instructors or supervisors receive NO PAYMENT for their involvement in the activity, and where fees, if any, provide only for direct non-personnel costs, such as nominal fees for materials.
- Spring Hill School District school and/or community-wide fund raising events of PTA and other organizations involving school and/or community volunteers where funds derived from the fund raiser directly benefit the educational program. Fund raisers may include carnivals, plant sales, bake sales or similar events, but do not include training, enrichment, or activity program sponsorship.
- Examples in this category -- Spring Hill Alumni Association, Community Choir, Scout pack/den meetings (not banquets, etc.), and summer athletic and cheerleading clinics as allowed by the KSHSAA.

Category "C" Community Rate -- Youth

Concept:

Activities for Spring Hill School District youth through grade 12, sponsored by not-for-profit organizations, should be permitted to rent the facilities of the district. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity. Use category D, if any adults are direct participants in the schedule activity.

Applies to:

- Youth activities where instructors or supervisors may receive payment for their involvement in the activity, and/or where fees are assessed or donations are requested of participants and/or spectators. Examples include educational and/or recreational offerings for youth.
- Preschool, Before and/or After School Child Care, and similar enrichment type programs involving youth from within the district including district/school run operations.
- Examples include, Scout banquets, daughter/father activities, youth activities of Spring Hill Recreation Association, YMCA, **or any other youth organization that has a minimum of 50% participation of Spring Hill School District residents.**

Category "D" Community Rate - Adults

Concept:

- Spring Hill School District not-for-profit or Spring Hill School District community groups sponsoring activities for adults should be permitted to rent the facilities of the district. This includes Spring Hill Recreation Association and park and recreation district sponsoring adult activities. Additional charges for custodial -and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity.

Applies to:

- Spring Hill Recreation Association's sponsored activities for adults.
- Parks and recreation district sponsored activities for adults.
- Colleges and Universities offering classes and charging tuition, including inservice not requested by the district.
- Church services and other activities sponsored by religious organizations.
- Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of the participants and/or spectators.
- Spring Hill School District adult recreation groups.
- Examples include, adult activities of Spring Hill Recreation Association, Johnson County Community College, various churches, political party and caucus meetings, Homeowners association meetings, neighborhood watch meetings.

Category "E" Commercial Rate

Concept:

Commercial users (an event and/or activity subject to normal taxation as per IRS guidelines), private users, or noncommunity, or non-school groups or individuals may rent the facilities of the district when such use is compatible with school activities or policies. These rental fees, which always include additional custodial and other personnel costs, are greater than all other categories and are generally competitive with the private sector.

Applies to:

- For profit organizations or individuals.
- Not-for-profit organizations outside of the Spring Hill School District.
- Any individual, organization, group, or other potential lessee not specifically addressed in any other category, will be treated as a Category E activity.
- Examples include: Weight Watchers, Jazzercise, Craft shows, corporate meetings, Amway meetings.

Liability and Certificate of Insurance:

- Renters will be responsible for and will be required to reimburse the school district for any damage to the school district property as a result of using school facilities. A Certificate of Insurance in the amount of \$500,000 naming the Spring Hill School District as additionally insured must be provided for all indoor athletic events. If your insurance specifies "Damage to Rented Premises" you must show \$500,000 for each occurrence. In general, liability insurance is not required for outdoor events but there are certain outdoor activities for which liability insurance will be required. Renters must pay for any damage to district property incurred during their rental. The Spring Hill School District does not assume any liability of accidents occurring to participants or other individuals during scheduled events; nor does the District assume responsibility of equipment left on the premises by outside organizations.
- If food is prepared or served on school district premises, a certificate of insurance can be issued by the renter or the caterer.
- If carnival or amusement rides are offered on any School District premises, the renter or the owner of the rides is required to provide a Certificate of Insurance evidencing a minimum \$500,000 liability insurance policy which names Spring Hill School District #230 as an additionally insured.
- PTO's are not required to provide liability insurance. However, in the event the School District is exposed to any liability as the result of a PTO event on School District premises, the School District reserves the right to require liability insurance for future use of School District facilities.

Spring Hill School District Community:

Spring Hill School District community refers to organizations and groups where 50% or more of the participants reside within the Spring Hill School District boundaries. Leagues fit into this category if more than 50% of the total membership roster are Spring Hill School District residents.

Not-For-Profit Status:

Where appropriate not-for-profit status must be verified by presentation of Kansas Secretary of State certification, or IRS-501(c) (3) designation.

Nondiscrimination:

All users are subject to laws and regulations which prohibit discrimination based upon age, sex, national origin, race, color, religion, or handicap.

Denial of Requests:

In the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond the Spring Hill School District's reasonable control, some or all buildings, grounds, and facilities may not be available. In such cases, a specific building/facility use permit may be cancelled at the sole discretion of the Spring Hill School District.

Individuals, groups, or organizations which advance any doctrine or theory which is subversive to the constitution or laws of the State of Kansas or the United States will be denied the use of Spring Hill School District facilities.

Violations of any part of the provisions contained within this policy or the related regulations and procedures shall be grounds for cancellation of this and/or denial of future building/facility use permits.

Misuse or abuse of district facilities as well as non-payment of previous use, will result in the immediate cancellation and/or denial of the building/facility use permit.

School Building/Facilities Rental Agreements

'Lessor', 'SHSD', shall mean Spring Hill School District U.S.D. #230

'Lessee' shall mean any individual, organizations, group, or entity, including the authorized representative thereof executing the Rental Agreement or who gets the benefit of use of district facilities as described in the Rental Agreement.

'Rental Agreement' shall mean the Building/Grounds/Facilities/Equipment Rental Agreement/Use Permit.

'District Facilities' shall mean all property owned by the Spring Hill School District U.S.D. #230 or property over which it has control.

The Spring Hill High School facilities will be available for use only if the activity directly involves a minimum of 50% Spring Hill High School students.

1. Rental Agreement for use of District Facilities
 - a. All rental agreements of use of facilities will be submitted on the Rental Agreement form to the Facilities Coordinator or designee for scheduling and approval. Rental Agreements must be signed by an authorized officer or designee of the Lessee requesting the use. A separate Rental Agreement is required for each facility used.
 - b. Rental Agreements for district facility use shall constitute willingness to comply to all rules and regulations regarding the use of district facilities as prescribed by the Board of Education. The Lessee must exercise the utmost care in the use of the school premises and agrees to protect, indemnify, and hold harmless the SHSD and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the Rental Agreement. In the event of damage to district property of facilities, Lessee shall accept the estimate of the amount of damage, as estimated by the district's supervisor of buildings and grounds, and shall pay for such repair or replacement costs.
 - c. There must be adequate adult supervision for all usage and the Lessee shall provide a certificate of insurance if requested. The Lessee may be required to provide proof of adequate adult supervision to satisfy fire and safety regulations.
 - d. The Facilities Coordinator will compute applicable fees, and process the Rental Agreement. Copies of the Rental Agreement will be sent to the applicant, the building principal, the school building head custodian, supervisor of building and grounds, and the supervisor of food service if applicable, and one copy will be maintained on file with the Facilities Coordinator.
 - e. The transfer or sublease of any Rental Agreement for use of district facilities is strictly prohibited.
2. General Regulations Concerning Use of District Facilities Preschool through grade 12 school-related instructional programs and activities have first priority in facility use. Second priority will be other Spring Hill School District sponsored activities. Third priority will be the Spring Hill School District youth activities. Other community group requests for building use will be approved on a space available basis with Category A having the highest priority and Category E the lowest. No continuing use will be approved for a period in excess of the school district's current fiscal year. Nothing in this policy may be interpreted to mean the district is obligated to rent or otherwise issue a Rental Agreement regardless of the availability of the facility.
 - a. When any school building or facility is under a Rental Agreement, a school custodian or approved district staff member must be present and the costs assessed to the Lessee, if applicable. Lessee shall not negotiate with nor compensate any such district personnel directly. Any and all fees and charges are to be paid directly to the Spring Hill School District.
 - b. Lessee must confine themselves to the rooms and corridors assigned for their use, and to the approved times. Areas must be vacated completely at the designated time or double user fees will be assessed.
 - c. The use of kitchen facilities must be coordinated with the Food Service Department, and at least one person from the Food Service Department must be present when the kitchen is used. In addition, the Lessee agrees to also obey Food Service Department policy and regulations.
 - d. Lessee must comply with all applicable district municipal, county, state, and federal fire and safety regulations at all times, and shall be responsible for the conduct and control of all participants and/or spectators involved in the Rental Agreement activity.
 - e. Hardwood floors are restricted to soft-sole footwear such as tennis shoes.
 - f. Requests for use must be made at least 2 weeks in advance. Rental Agreements will not be issued more than 4 months in advance of the date of use except in the case of recreational programs and educational institutions where schedule publication requires a longer lead time or in the case of Rental Agreements for continuing use exceeding 4 months. Organizations such as Boy Scouts, Girl Scouts, and before and

after programs, which are formed on a school-year basis, need only apply once per year for regular scheduled meetings. Special or additional meetings or activities will require an additional permit.

- g. Occasionally it may be necessary to move an activity to an alternate facility (room or school) at the discretion of the Lessor. In the event of a closure by the district, the Lessee will have the option to rescind the Rental Agreement and receive a refund, upon written request, of amounts paid for time not used. Lessee releases the district and its officers, agents, employees, and representatives from any loss or damage occasioned by the closure of the facility or cancellation of an event and/or activity.
 - h. The use or possession of alcoholic beverages or illegal drugs by any person or group on district property is strictly prohibited.
 - i. Smoking and tobacco use is strictly prohibited in all school buildings.
 - j. Unauthorized possession or use of any type of firearms or weapons is strictly prohibited.
 - k. Any form of illegal gambling is strictly prohibited in district facilities or on school grounds.
 - l. Overnight use of any facility requires the approval of the building principal and the superintendent of schools.
 - m. Sports camps must be approved by the Activities Director or designee and conform to Kansas State High School Activities Association regulations, and are subject to the current fee schedule.
 - n. No storage facilities will be provided, nor responsibility accepted by Lessor, for any equipment or materials brought in by Lessee unless specifically approved by the building principal/representative and noted in the Rental Agreement. Storage fees will be assessed if approved.
 - o. Furniture will not be moved from building to building by the Lessee.
 - p. Use of school property must be in good taste and shall not be used in any manner which would create a nuisance or hazard to other persons on or near the school grounds or facilities.
 - q. Classrooms are maintained and equipped for the district's instructional program and any usage under this policy must maintain the appropriate cleanliness and order required of such a learning environment.
 - r. All rental areas must be vacated by 11:00 p.m. unless special permission is given by the building principal.
 - s. Lessor reserves the right to schedule other activities or events in other parts of the building or facility not covered by a Rental Agreement.
 - t. Lessee must not at any time exceed the posted room or area occupancy capacity.
 - u. Lessee will not use or allow any graphite to be used in rental facilities.
 - v. Advertisements and banners will be allowed only under the following stipulations:
 - 1) No permanent advertisements or banners will be allowed on school property.
 - 2) Temporary advertisements will be allowed for activities and events like the Dream Factory Football Classic, AAU Track and Field Regional Championships, etc. under the following conditions:
 - a) The superintendent of schools approves the content and design of the advertisement in advance.
 - b) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
 - c) Banners and advertisements are immediately removed after the event.
3. General Fees and Information
- a. Due to the requirement to arrange for custodial support for community use of district facilities, weekend and holiday usage requires a two-hour minimum per Rental Agreement.
 - b. A minimum of one-half (1/2) hour of custodial and/or other personnel charges will be added to both the start and finish times of an activity for opening and closing the building and minor setups. Example, a two hour rental activity will also be assessed three hours in custodial and/or other personnel charges, when such district personnel are required under this policy.
 - c. Food service kitchen use requires fees to be assessed for the Food Service Department. Lessee agrees to pay such additional charges as determined by the district.
 - d. When the Performing Arts Center (PAC) use requires the presence of the Performing Arts Center supervisor or designee, the charges will be assessed at the current fee schedule rate for such personnel.
 - e. Week day Rental Agreement for groups over 100 will require custodial support in addition to regularly scheduled building custodians and charges will be assessed at the current fee schedule rate for such personnel for the length of the Rental Agreement plus one-half hour prior to and following the rental agreement.

- f. Category D & E rentals will begin after 5:00 p.m. without special permission from the building principal/building manager.
- g. For billing procedure, refer to separate Billing Procedure document.

4. Grounds and Parking Lots

- a. Placement of buildings, structures, or equipment on school property by Lessee without prior written approval of superintendent of schools.
- b. The Spring Hill School District insurance policy prohibits the use of model airplanes, model cars, and model rockets which use a flammable substance.
- c. Vehicles and horses shall be restricted to established roadways and parking lots without prior written approval of the superintendent of schools.
- d. Playgrounds and playground equipment are available to the community when not in use by the district. The nonexclusive use of these facilities does not require district approval, but such use is at the risk of the user. A scheduled activity will have priority over unscheduled use.
- e. A scheduled activity that restricts the use of playgrounds or playground equipment requires an approved Rental Agreement. Administrative fees will be assessed for such reservations.
- f. The use of tracks, playgrounds, playground equipment, sports fields, baseball/softball field are restricted to the purposes for which they are designated.
- g. Approved Rental Agreements are required for use of athletic fields by all groups, and are subject to assessment of reservation fees in accordance with the current fee structure.
- h. The Lessee will make every reasonable effort to inform individual participants and spectators of their responsibility to follow all campus parking regulations and other traffic control signs.

5. Equipment

- a. When a building user submits a request for use of district facilities and district equipment is requested, this request must be included on the Rental Agreement form, and is subject to availability. Lessee agrees to pay additional charges for such use as determined by the district.
- b. Any use of district equipment will be at the discretion of the building principal or designee.
- c. No outside equipment will be connected to the Spring Hill School District technology network without prior approval.

6. Performing Arts Center (PAC)

- a. The Spring Hill High School Performing Arts Center will be available for use only if the activity directly involves a minimum of 50% Spring Hill High School students.
- b. Attendance must not exceed the capacity of fixed seating in the PAC.
- c. The PAC supervisor may not need to be present for those uses where only the stage apron is used.
- d. Lessee, when using the complete stagehouse, must schedule a coordinating meeting at least ten (10) days prior to the scheduled event with the PAC supervisor, in person or by phone, and provide a full and detailed outline of all facilities required, all stage requirements and such other information required by the PAC supervisor concerning such Rental Agreement. The PAC supervisor's actual time involved in such meeting(s) will be assessed to the Lessee, at the current fee schedule rate for such personnel. All PAC usage is subject to the approval of the PAC supervisor or designee, as well as the nominal Rental Agreement approved by the principal/building representative.
- e. School equipment included in the Rental Agreement must be operated by school technicians or technicians approved by the PAC supervisor. Lessee agrees to pay additional charges for such personnel costs as determined by the district.
- f. Rehearsal dates and times or move-in or move-outs dates and times must be arranged with the PAC supervisor at least 48 hours prior to such dates and will be subject to availability of the premises and technology personnel with the Lessee paying all Rental Agreement fees and costs incidental thereto.
- g. The district shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the Lessee shall, after of period of seven (7) days from the last usage hereunder, be deemed abandoned and shall become the property of the district.
- h. No paints, tapes, or glues may be used, nor carpentry, electrical, or other construction work done on the premises without prior clearance with the PAC supervisor.

- i. No signs, banners, flags, streamers, etc. are to be attached to or hung from any drape or rigging within the PAC complex. Any special effects must have prior approval of the PAC supervisor. Chemical foggers are prohibited.
- j. All scenery must be free-standing. No nails, screws, or stage hooks may be used in the hardwood stage area. All materials used on or around the stage area must be non-combustible or have been treated so as to have been made fire-retardant.
- k. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames of any form (including candles) may be used on the stage or elsewhere in the PAC complex.
- l. Food and/or beverages may not be consumed in the main theater or stage area.
- m. The PAC supervisor and his/her authorized representatives shall, at any time during setups, rehearsals, performances or takedowns, have immediate access to any area of the PAC complex leased by the Lessee.
- n. Lessee agrees to enforce the district's policy with regard to the prohibited use of tobacco in district facilities and the prohibition regarding the consuming of food and/or beverages in the main theater or stage area. Lessee further agrees to include this in all advertising programs and announcements.

7. Gymnasiums

- a. The Spring Hill High School gymnasiums will be available for use only if the activity directly involves a minimum of 50% Spring Hill High School students.
- b. All participants must wear proper gym shoes. Any shoes worn for use other than on gym floors are unacceptable.
- c. Lessee shall provide all basketballs and volleyballs. The district shall provide basketball goals, volleyball standards with nets and other equipment if specifically provided for in the Rental Agreement. Small scale basketball goals are not to be used by adults.
- d. Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during the rental use. It will be the responsibility of the Lessee to control the entrance to the gym and also notify the custodian on duty or the district's building representative when the Lessee leaves.
- e. No district shower facilities shall be used unless specifically provided for in the Rental Agreement.
- f. No football, baseball, or softball will be allowed in the buildings by non-school groups.
- g. Food and drink cannot be consumed in the gymnasium. Water may be used by bench participants during a contest.
- h. The district shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the Lessee shall after a period of seven (7) days from the last usage hereunder, be deemed abandoned and shall become the property of the district.
- i. Lessee agrees to limit the number in attendance to the seating capacity of the bleachers and/or posted room occupancy limits.

8. District Activities Complex (DAC)

- a. Lessee agrees to confine all spectators to grandstand area. Only participants are to be on the track or playing fields.
- b. Lessee agrees to limit the number of tickets distributed to the seating capacity of the grandstand area.
- c. No motorized vehicles will be allowed inside the stadium area, including the track and playing field.
- d. Lessee agrees to advertise and enforce the district's policy with regard to the prohibited use of tobacco alcohol, or other drugs in the complex.
- e. Lessee agrees to enforce district posted rules and regulations in the DAC and adjoining parking lots.
- f. When the concession stand is included in the Rental Agreement, Lessee agrees to pay for such personnel costs as determined by the district.
- g. When the pressbox is included in the Rental Agreement, Lessee agrees to pay for such personnel costs as determined by the district.
- h. Advertisements and banners will be allowed only under the following stipulations.
 - 1) No permanent advertisements or banners will be allowed on school property.
 - 2) Temporary advertisements will be allowed for activities and events like the Dream Factory Football Classic, AAU Track and Field Regional Championships, etc. under the following conditions:

- a) The content and design of the advertisement is approved in advance by the Activities Coordinator.
- b) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
- c) Banners and advertisements are immediately removed after the event.
- i. Custodial and maintenance personnel will be determined by the supervisor of building and grounds on an individual use basis.

9. High School Baseball/Softball Fields

- a. The Spring Hill High School baseball and softball fields will be available for use only if the activity directly involves a minimum of 50% Spring Hill High School students.
- b. The district will negotiate an appropriate fee for high school baseball/softball field use with field maintenance, watering, seeding, and fertilizing being considered as factors.
- c. Lessee must provide evidence of liability insurance in the amount of \$1,000,000 with the district named as also insured.
- d. Baseball/softball field will be available during the summer only at specified times as follows:
 - Monday through Friday from 3:00 p.m. until dark
 - Saturday from 9:00 a.m. until dark
 - Sunday from 12:00 p.m. until dark
- e. Restroom facilities will be available only at the District Stadium Complex at Spring Hill School District. Lessee will accept the restroom facility in good condition and return the facility in a comparable condition at the end of the season and will be responsible for any maintenance costs during the time of rental.
- f. Fields covered under the Rental Agreement and the immediate surrounding area must be kept free of debris for the duration of the Rental Agreement.
- g. Field dragging, if not included in the Rental Agreement, will be the responsibility of the Lessee and must conform to the stipulations of the district standing court orders, and state and local government.
- h. Lessee will be responsible for all field marking.
- i. Advertisements and banners will be allowed only under the following stipulations.
 - 1.) No permanent advertisements or banners will be allowed on school property.
 - 2.) Temporary advertisements will be allowed for activities and events like the Dream Factory Football Classic, AAU Track and Field Regional Championship, etc. under the following conditions.
 - a.) The content and design of the advertisement is approved in advance by the Activities Coordinator.
 - b.) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility of any damage that may be caused by the advertisement.
 - c.) Banners and advertisements are immediately removed after the event.
- j. Lessee agrees to advertise and enforce the district's policy with regard to the prohibited use of tobacco, alcohol, or other drugs on district property.
- k. Lessee will assume responsibility for any items left on the field or surrounding areas.
- l. District maintains the right to evaluate fields and suspend use because of weather conditions. The decision to suspend use will be the sole responsibility of supervisor of buildings and grounds or designee.

10. Church and Religious Use

- a. Churches may rent school facilities for the purpose of holding regular weekend worship services. All rentals for an extended period of time must be approved by the Board of Education during regular meetings.
- b. Lessee shall submit a plan and tentative timeline for building within the Spring Hill attendance area.
- c. Rental Agreement shall be for one (1) year with renewal options for additional years if obvious progress is being made toward acquiring or building at permanent site.
- d. Lessee must provide evidence of liability insurance in the amount of \$1,000,000 with Spring Hill School District named as also insured.

- e. Rental Agreement will be for commons and gymnasium space. Additional space may be rented if available and approved by the building principal who has sole discretion in the matter.
- f. No school shall be assigned more than one church. No church shall use more than one school.
- g. Storage of equipment in the school during the week must be approved by the building principal and must be included in the Rental Agreement.
- h. Lessee agrees to limit the number of people in attendance to the seating capacity of the area being used.
- i. Churches may rent facilities for weekdays use under the same stipulations as regular periodic rental in Category D.

11. Special Use Requests

- a. Fees for any special requests not covered by the fee schedule will be determined by the Superintendent of Schools.

Facility Use Fee Schedule

Cleaning Time	Facility	Categories									
		A		B		C		D		E	
15 minutes	Elementary, Middle, and Senior High School classrooms	N/C	Per hour	N/C	Per hour	\$8.00	Per hour	\$12.00	Per hour	\$16.00	Per hour
1 hour	Food Service Kitchen	N/C	Per hour	N/C	Per hour	\$12.00	Per hour	\$18.00	Per hour	\$24.00	Per hour
30 minutes	Computer Labs (\$40.00 per day + room charge)	N/C	Per hour	N/C	Per hour	\$12.00	Per hour	\$18.00	Per hour	\$24.00	Per hour
30 minutes	PCES/SHES Elementary Commons/Cafeteria – no food	N/C	Per hour	N/C	Per hour	\$12.00	Per hour	\$18.00	Per hour	\$24.00	Per hour
1 hour	PCES/SHES Elementary Commons/Cafeteria – with food										
1 hour	Spring Hill Intermediate School Commons/Cafeteria – no food	N/C	Per hour	N/C	Per hour	\$14.00	Per hour	\$21.00	Per hour	\$28.00	Per hour
2 hours	Spring Hill Intermediate School Commons/Cafeteria- with food										
1 hour	Spring Hill Middle School Commons/Cafeteria – no food	N/C	Per hour	N/C	Per hour	\$17.00	Per hour	\$25.50	Per hour	\$34.00	Per hour
2 hours	Spring Hill Middle School Commons/Cafeteria – with food										
1 hour	Spring Hill High School Commons/Cafeteria – no food	N/C	Per hour	N/C	Per hour	Not available	Not available	Not available	Not available	Not available	Not available
2 hours	Spring Hill High School Commons/Cafeteria – with food										
30 minutes	Prairie Creek Elementary School Gymnasium	N/C	Per hour	N/C	Per hour	\$15.00	Per hour	\$21.00	Per hour	\$28.00	Per hour
30 minutes	Spring Hill Elementary School Gymnasium	N/C	Per hour	N/C	Per hour	\$15.00	Per hour	\$21.00	Per hour	\$28.00	Per hour
30 minutes	Spring Hill Intermediate School Gymnasium	N/C	Per hour	N/C	Per hour	\$20.00	Per hour	\$25.50	Per hour	\$34.00	Per hour
30 minutes	Spring Hill Middle School Gymnasium	N/C	Per hour	N/C	Per hour	\$20.00	Per hour	\$30.00	Per hour	\$40.00	Per hour

30 minutes	Spring Hill High School Aux. Gymnasium	N/C	Per hour	N/C	Per hour	Not available		Not available		Not available	
30 minutes	Spring Hill High School Main Gymnasium	N/C	Per hour	N/C	Per hour	Not available		Not available		Not available	
15 minutes	Spring Hill Middle School Wrestling Room	N/C	Per hour	N/C	Per hour	\$12.00	Per hour	\$18.00	Per hour	\$24.00	Per hour
15 minutes	Spring Hill High School Wrestling Room	N/C	Per hour	N/C	Per hour	Not available		Not available		Not available	
30 minutes	Spring Hill Middle School Performing Arts Center – without audience	N/C	Per hour	N/C	Per hour	\$30.00	Per hour	\$45.00	Per hour	\$60.00	Per hour
2 hours	Spring Hill Middle School Performing Arts Center – with audience										
30 minutes	Spring Hill High School Performing Arts Center – without audience	N/C	Per hour	N/C	Per hour	Not available		Not available		Not available	
2 hours	Spring Hill High School Performing Arts Center – with audience										
	Football Practice Fields – adjacent District Soccer Stadium	N/C	Per use	N/C	Per use	\$2.50	Per use	\$2.50	Per use	\$5.00	Per use
3 hours	District Activity Complex	N/C	Per hour	N/C	Per hour	\$50.00	Per hour	\$62.50	Per hour	\$100.00	Per hour
	District Activity Complex Lights (per field)	N/C	Per use	N/C	Per use	\$200.00	Per use	\$200.00	Per use	\$200.00	Per use
8 hours	District Activity Complex – with spectators	N/C	Per hour	N/C	Per hour	\$50.00	Per hour	\$62.50	Per hour	\$100.00	Per hour
15 minutes	Pressbox (P.A. & scoreboard included)	N/C	Per hour	N/C	Per hour	\$15.00	Per hour	\$15.00	Per hour	\$15.00	Per hour
30 minutes	Concession stand	N/C	Per hour	N/C	Per hour	\$10.00	Per hour	\$10.00	Per hour	\$10.00	Per hour

		Categories									
Personnel		A		B		C		D		E	
	Custodian	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour
	Food Service Workers	\$25.00	Per hour	\$25.00	Per hour	\$25.00	Per hour	\$25.00	Per hour	\$25.00	Per hour
	Performing Arts Supervisor/Technician	\$40.00	Per hour	\$40.00	Per hour	\$40.00	Per hour	\$40.00	Per hour	\$40.00	Per hour
	Technical Staff	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour	\$30.00	Per hour
Equipment – if available		A		B		C		D		E	
	Piano per location	N/C	Per setup	N/C	Per setup	\$50.00	Per setup	\$50.00	Per setup	\$50.00	Per setup
	Stage lighting Design (movement of fixtures)	N/C	Per hour	N/C	Per hour	\$40.00	Per hour	\$40.00	Per hour	\$40.00	Per hour

	Sound equipment (per use)	N/C	Per use	N/C	Per use	\$10.00	Per use	\$10.00	Per use	\$10.00	Per use
	Audio Visual Equipment, Computers and peripherals (per item)	N/C	Per use	N/C	Per use	\$10.00	Per use	\$10.00	Per use	\$10.00	Per use