

APPENDIX D

STAFF FEES

- A. When the use of District facilities and equipment requires supervision, cleaning or technical assistance in connection with the intended purpose or timing of the rental, District staff will be assigned and staff fees charged to the renter as part of the Contract in accordance with the Fee Schedule. These fees will apply to renters who may otherwise be exempt from facility fees.
 - a. All wages earned by District-assigned staff in connection with a rental must be paid through District payroll. These wages may be paid only from fees collected in connection with the facility use and not directly by the renter.
 - b. As described below, in some circumstances, staff must be assigned in connection with the rental; in other cases, the Building Principal will make this determination.
- B. Requirements by District staff type are as follows:
 - a. **Custodial Staff** - A custodian must be provided on a rental, for the duration of the Contract at all rental times that a regularly scheduled building custodian is not on duty. This would normally include weekends, holidays and hours outside of the normal work schedule. Custodial fees during these times will normally be charged at time and a half in accordance with the Fee Schedule.
 - 1. As facility rentals represent a service and/or cleaning loads above and beyond daily student and staff use, a weekday Custodial Service fees will apply as noted in the description of organization Classifications in Appendix A.
 - 2. At any time that the Building Principal determines that custodial assistance is required in addition to staff on duty at the time of rental use, custodial staffing may be added to the Contract. This would normally occur when a rental use is expected to require additional supervision, assistance or cleaning beyond the time available from custodians on duty. In any case that custodial hours are required, hours beyond the rental times scheduled may be added to allow for cleanup after the renter leaves.
 - 3. When custodial staff are required in connection with a contract, duties shall include the opening and closing of the facilities (including security systems) supervising the facility (not program) adjustment of lighting, heating and cooling systems, accommodation of renter needs for authorized equipment and as a contact for emergency needs. The cleaning of rented facilities may occur during a scheduled use if requested by the renter. In the event a renter fails to cancel an event or simply does not show up for the scheduled event custodians shall remain on-site no more than 2 hours after the requested rental start time. The renter shall be invoiced and is expected to pay for this time.

- b. **Security/Safety Staff** - District provided security staff might be required at any time the Building Principal determines that a rental event warrants crowd control or other security measures. If either a District security person or other security staff (off-duty police etc.) is required, the cost shall be included on the Contract, and staff paid by the District. It is recommended that, at any time the auditorium or gymnasium are rented, and over 150 people will attend, a security person is assigned and charged for in the Contract. Arrangements for the staff and the reporting of their time to payroll shall be made by the Building Principal.
- c. **Events Coordinator** - Tournament events using athletic facilities will require the use of a coach facilitator.
- d. **Other Staff Costs** - Should a Building Principal or Theater Manager require other staffing in connection with the approval of a Contract, for which a fee is not provided on the Fee Schedule, please contact the Facility Secretary.
- e. **Student Staffing** - Students are often used to function as assistants with parts of a production as "stage crew" which covers various functions (set design, lighting, sound, etc.) *1.1. If a student were not receiving credit for volunteering their services, they would be compensated at the current hourly rate according to their experience level as determined by the District.
 - 1. The District will process these payments through Payroll; therefore, each student would complete an application, W-4 and have a parental permission form completed. These forms would be sent to Human Resources and a Payroll Request would be generated enabling Payroll to pay the student once the time slip was received. Students would be paid according to the established Time Slip payment schedule. This procedure is intended for students working on productions connected with Facility Rentals only.

FEES FOR USE OF SPECIAL EQUIPMENT.

- A. When the use of District facilities includes a request by the renter to use special equipment, a separate equipment use fee may be added by the Building Principal or Theater Manager. This fee is to provide for the eventual replacement of these items by the building.
- B. **Field Maintenance** - Regardless of an organization's agreement with the District, improvements to keep a field in playable condition shall be made at the organization's own expense. Any repairs and/or maintenance to be done must be documented, approved and followed up by the Athletic Directors. Major repairs or improvements shall be documented, approved and followed up by The Director of Operations and the Grounds Supervisor and presented to the Board for approval when necessary. See Appendix B, Section C.