

Blue Ridge Unified School District Facilities Use Policy

Classification for Fee Schedule

Class I (No Fees Based On The Following Criteria)

1. All Blue Ridge Unified School District and AIA mandated events.
2. All Blue Ridge Unified School District club activities and practices.
3. All Blue Ridge Unified School District fundraisers where 100% of proceeds go to a Blue Ridge club or organization.
4. **VOLUNTEER** clubs and organizations where membership consists exclusively of Blue Ridge School District Children and/or Staff. (Boy Scouts; Girl Scouts; PTSA; Booster Club, Community Sports Programs etc.)

Class II (See Attached Fee Schedule)

1. Class I clubs or organizations holding camps, tournaments and fundraisers where students or teams from other schools pay a fee to participate and the staff are compensated for their time.
2. All outside nonprofit clubs and organizations. (Churches, Elks Club, Rotary Club, Schools, etc.).
3. Local Performing Arts Groups, Cultural Programs and Government Organizations (City, State and Federal Businesses, Local Choirs, Dance Companies, Community Board and Business Meetings etc.).

Class III (See Attached Fee Schedule)

1. Commercial or for profit organizations.
2. Any and all events, activities or classes held at Blue Ridge where the proceeds are used as personal monetary gain.

****General Requirements**

*Blue Ridge School District mandated events may be reserved via interoffice email with the Facilities Coordinator. All other requests must submit a "Use of Facilities Agreement" form for approval. No forms will be accepted without the Building Administrator Signature (Principal). Incomplete forms will not be accepted.

*Events may not be scheduled more than a year in advance.

*All extra-curricular school activities and outside organization requests will be scheduled on a first come first serve basis.

*All organizations must leave the facilities in as good or better condition than when they used it. Additional fees will be charged for broken, damaged and/or dirty facilities.

*Any facility user, aside from Blue Ridge mandated activities, must provide a Certificate of Liability Insurance that names Blue Ridge Unified School District as an additional insured. The certificate must state no less than one million dollars (\$1,000,000.00) liability and no less than one hundred thousand dollars (\$100,000.00) property/fire damage coverage.

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General Classrooms

School	Facility	Class I	Class II	Class III
All Schools	Classrooms	No Charge	\$12 hr.	\$14 hr.
All Schools	Computer Labs	No Charge	\$30 hr.	\$35 hr.
All Schools	Common Areas	No Charge	\$11 hr.	\$13 hr.
Mid/Elem	Multi-purpose	No Charge	\$22 hr.	\$28 hr.
HS/ES/MS	Libraries	No Charge	\$30 hr.	\$35 hr.
High School	Boardroom	No Charge	\$12 hr.	\$14 hr.

Auditorium

School	Facility	Class I	Class II	Class III
High School	Auditorium/practice	No Charge	\$30 hr.	\$35 hr.
High School	Auditorium/perform	No Charge	\$40 hr.	\$45 hr.

****NOTE:** Auditorium Equipment included in above fees.

****NOTE:** Auditorium Coordinator required at each event.

Kitchens

School	Facility	Class I	Class II	Class III
Elementary	*Kitchen	*Foodservice Fees	\$25 hr.	\$30 hr.
Mid school	*Kitchen	*Foodservice Fees	\$30 hr.	\$35 hr.
HS	*Kitchen	*Foodservice Fees	\$30 hr.	\$35 hr.
HS	*Bistro/Kitchen	*Foodservice Fees	\$30 hr.	\$35 hr.
HS	Bistro/Dining	No Charge	\$12 hr.	\$14 hr.
HS	Cafeteria/Dining	No Charge	\$22 hr.	\$28 hr.

*All kitchen use must be accompanied by a Foodservice Employee. See Personnel Fees.

Gymnasiums

School	Facility	Class I	Class II	Class III
Jr. High	Gym	No Charge	\$26 hr.	\$30 hr.
Jr. High	Gym w>Showers	No Charge	\$30 hr.	\$34 hr.
HS	Gym Old/New	No Charge	\$26 hr.	\$30 hr.
HS	Gym w>Showers	No Charge	\$30 hr.	\$34 hr.
HS	Gym East campus	No Charge	\$26 hr.	\$30 hr.
HS	Gym E. w>Showers	No Charge	\$30 hr.	\$34 hr.

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Sport Fields

School	Facility	Class I	Class II	Class III	Lights	Lining
High School	Baseball Field	No Charge	\$25 hr.	\$35 hr.	\$15 hr.	\$55
High School	Stadium Field	No Charge	\$30 hr.	\$40 hr.	\$20 hr.	\$120
High School	Soccer Field	No Charge	\$30 hr.	\$40 hr.	N/A	\$80
High School	Running Track	No Charge	\$15 hr.	\$22 hr.	\$20 hr.	N/A
High School	North Practice Field	No Charge	\$18 hr.	\$26 hr.	N/A	N/A
High School	East Campus Field	No Charge	\$18 hr.	\$26 hr.	N/A	N/A
High School	Softball Field	No Charge	\$18 hr.	\$26 hr.	N/A	\$40
High School	Little League Field	No Charge	\$18 hr.	\$26 hr.	\$7.50 hr.	\$40
Junior High	Practice Field	No Charge	\$30 hr.	\$40 hr.	N/A	\$120

Parking Lots

School	Location	Class I	Class II	Class III
High School	South/East	No Charge	\$12 hr.	\$14 hr.
High School	North/Central	No Charge	\$12 hr.	\$14 hr.
High School	South/West	No Charge	\$12 hr.	\$14 hr.
Elementary	East Side	No Charge	\$12 hr.	\$14 hr.
Elementary	West Side	No Charge	\$12 hr.	\$14 hr.
Mid School	South Side	No Charge	\$12 hr.	\$14 hr.
Jr. High	North Side	No Charge	\$12 hr.	\$14 hr.
Mid/Jr. High	East Side	No Charge	\$12 hr.	\$14 hr.

****NOTE:** A request resulting in a facility booking of 24 hours will pay a maximum 12 hour fee.

Concession Stands

School	Location	Class I	Class II	Class III
High School	Stadium	No Charge	\$16 hr.	\$20 hr.
High School	Baseball	No Charge	\$16 hr.	\$20 hr.
High School	Softball	No Charge	\$ 10 hr.	\$14 hr.
High School	Little League	No Charge	\$ 10 hr.	\$14 hr.

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Use of District Personnel Fees	Class I	Class II	Class III
Auditorium Coordinator	No Charge	\$18 hr.	\$21 hr.
Tech Department	No Charge	\$25 hr.	\$25 hr.
Custodian	No Charge	\$18 hr.	\$21 hr.
Maintenance	No Charge	\$18 hr.	\$21 hr.
Foodservice	\$15 hr.	\$18 hr.	\$21 hr.

****NOTE:** District personnel will be assigned as needed, with a 2 hour minimum charge by the Facilities Coordinator. All District personnel Fees must be paid directly to the Blue Ridge Unified School District.

District Equip Fees	Class I	Class II	Class III
Tables	No Charge	\$2 ea.	\$3 ea.
Chairs (metal folding)	No Charge	\$2 ea.	\$3 ea.

****NOTE:** Any other equipment needed must be provided by the vendor or organization.

****NOTE:** A request resulting in a facility booking of 24 hours will pay a maximum 12 hour fee.