

**THE USE AND CARE OF SCHOOL PROPERTY**

**Use of Buildings**

1. School buildings are community buildings and every effort will be made to cooperate with local community groups for the use of school facilities for educational and recreational purposes when ever such use does not conflict with the school's program. Custodial service must always be provided for the care of school buildings during the period of use.
2. The Board of Education cannot legally use money collected from taxes for school purposes to support programs of community groups, however worthy their programs may be.
3. A local organization shall place their request with the office of the school Superintendent unless their request is for the multipurpose facility at the high school. The request will then be cleared with the building principal and school custodian. Application forms and agreement forms for building use will be available at the Superintendent's office.
4. Groups requesting the high school multipurpose facility must schedule with the Activities Director at the high school.
5. All rentals must fill out the Application for Use of Buildings, Facilities or Equipment.
6. Groups using the school buildings or grounds must be personally supervised by a sufficient number of adult sponsors to insure orderly use of the facilities.
7. Rental of school facilities does not grant the privilege to operate concessions or imply a promise for the use of stage equipment, etc. Special needs must be arranged for in addition to rental of rooms. Any group using the sound system in the auditorium will need to take a mini lesson to run.
8. Groups outside the community will not be permitted the use of school facilities unless they are sponsored by a regular community organization or granted approval by the Superintendent designee.
9. School related functions or groups, adult educational classes, alumni reunions, etc. will not normally be charged for unless extra custodial services are required. A school-related group is defined as any nonprofit organization whose purpose is the development of Humboldt school age children.
10. Kitchen facilities are not for rent or use except by special application and then for school related functions or Student-Community related activities. Any approved use of the school kitchen for serving or preparing food will require the presence of a school-employed cook. The cost of the cook at school related fund raising activities will be paid by the district, other groups using the kitchen facilities will be charged the actual cost of the approved supervising cook.
11. School facilities may be used on Wednesday nights (church night) for community activities which do not involve students, unless it is a church related activity.
12. In season non-school sponsored teams/groups composed of Humboldt students are allowed up to 2 practices per week or 3 hours per week total during the season. The season is defined by the IAHSAA/IGHSAU season guidelines. Out of season non-school sponsored teams/groups composed of Humboldt students are allowed a max of one 2 hour practice per week.
13. Custodial fees for use of school facilities:  
Week days (Monday-Friday) shall be regular pay  
Saturday charge for use will be 1.5 times the week day rate  
Sunday charge for use will be 2.0 times the week day rate

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**ALL RENTALS MUST FILL OUT CONTRACT BEFORE THEY CAN USE**

**GRADE SCHOOL MULTIPURPOSE(Elem Gyms) and District BOARD ROOM**

\$10.00 per hour for adult group meetings and for recreation groups. (Custodial fees may apply for set up, clean up, or beyond school hours)

**ALPHA, MIDDLE SCHOOL AND HIGH SCHOOL GYMNASIUM**

\$75.00 **per hour per gym** is to be charged for public events and for events per gym when admission/fee is charged.

\$20.00 per hour is to be charged for cafeteria use.

(These rates are quoted on the basis of a three-hour minimum.)

A custodial charge will be assessed if extra custodial time is used when applicable:

Weekdays (Monday-Friday) shall be regular pay

Saturday charge for use will be 1.5 times the week day rate

Sunday charge for use will be 2.0 times the week day rate

Must provide proof of insurance. The facility user must provide Humboldt CSD with a certificate of insurance documenting general liability coverage in the amount of \$300,000-\$1,000,000 per occurrence or event.

Hours beyond for set up or clean up will be assessed a two hour overage.

**HIGH SCHOOL AUDITORIUM**

\$10 per hour charge for rehearsals during the week

\$10 per hour for locker rooms

\$60 per hour Local Non-profit groups for performance/event

\$75 per hour Local groups that charge admission, take donations, free will donations/offering, (taking money)

\$20.00 per hour is to be charged for cafeteria use.

\$10.00 per hour for locker rooms

Includes: custodial fee, normal cleaning

Extra fees for set up and use of: Sound System (\$25), Risers (\$25), Chairs (\$25)

\$30 per hour for District Sound Technician beyond set up.

Sunday usage doubles for rent and extra fees

Hours beyond for set up and clean up will be assessed a two hour overage.

Must provide proof of insurance. The facility user must provide Humboldt CSD with a certificate of insurance documenting general liability coverage in the amount of \$300,000-\$1,000,000 per occurrence or event.

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HIGH SCHOOL MULTIPURPOSE ROOM

No charge for community use.  
If used for a camp, camp fees will apply.

SCHOOL AGE STUDENT USE

School district sponsored activities included but not limited to: AAU, Clubs, non school athletics, city recreation, etc. \$25 per hour is to be charged for public events and for events when admission/entry fee/open to public

Custodial fees will be assessed when deemed necessary  
Week days (Monday-Friday) shall be regular pay  
Saturday charge for use will be 1.5 times the week day rate  
Sunday charge for use will be 2.0 times the week day rate

In season non-school sponsored teams/groups composed of Humboldt students are allowed up to 2 practices per week or 3 hours per week total during the season. The season is defined by the IAHSAA/IGHSAU season guidelines. Out of season non-school sponsored teams/groups composed of Humboldt students are allowed a max of one 2 hour practice per week.

School Music and Athletic Boosters rental fee will be waived.

School facilities may be used on Wednesday nights (church night) for community activities which do not involve students, unless it is a church related activity.

ALL CLASSROOMS

No Charge

KITCHEN USE

Kitchen facilities are not for rent or use except by special application and then for school related functions or Student-Community related activities. Any approved use of the school kitchen for serving or preparing food will require the presence of a school-employed cook. The cost of the cook at school related fund raising activities will be paid by the district, other groups using the kitchen facilities will be charged the actual cost of the approved supervising cook.

ATHLETIC FIELDS

Any use by community groups will have to apply for a facility contract. A \$75 rental fee will be charged. Any extra costs related to the field use will be assessed when applicable (field paint, lines, etc)

CAMP FEES

\$75 Camp Fee for any camp ran by an outside organization/individual  
Camp fees run by a district employed coach or sponsor:  
-No charge when no fee/admission is charged  
-\$25 charge will be assessed when a fee/admission occurs by participants  
A custodial charge will be assessed if extra custodial time is used when applicable:  
Week days (Monday-Friday) shall be regular pay  
Saturday charge for use will be 1.5 times the week day rate  
Sunday charge for use will be 2.0 times the week day rate  
Camps must provide proof of insurance