

SCHOOL DISTRICT OF MAYVILLE

ADMINISTRATIVE DIRECTIVE 830

USE OF SCHOOL FACILITIES AND EQUIPMENT AUDITORIUM USE

In the past, the District has encountered misunderstandings about what is included when a group contracts to use the auditorium. This administrative directive is an attempt to clarify what is, and what is not, included with a contract for auditorium use.

1. When a non-school group contracts to use the auditoriums, a fee of \$40 per day/night is charged. This fee may be waived at the discretion of the district administrator only. If a user group wishes to request a waiver of fees for the auditorium use, the District office should be contacted at least ONE MONTH in advance of the date of the requested waiver. In this way, the request will be able to be put on the Board agenda for proper consideration. A waiver of fees is a waiver of the \$40 facility use fee only, and does not include waiver of any other fees required.
2. A contract for auditorium use WILL INCLUDE the use of the auditorium, the house lights and stage work lights, and a portable microphone PA system. IT DOES NOT INCLUDE SPECIAL LIGHTING, SPOT LIGHTS, THEATRE SOUND SYSTEM, TABLES, CHAIRS, MOVIE PROJECTORS, SCREENS, SLIDE PROJECTORS, OVERHEAD PROJECTORS, TELEVISIONS, VIDEO CASSETTE RECORDERS, CUSTODIAL SERVICES, LIGHTING OR SOUND OPERATORS.
3. If special equipment is needed, it must be requested at least ONE WEEK in advance, and will be charged as follows:
 - a. Any special lighting or use of the sound system must be approved through the high school music department. All operators must be approved by the music department and paid directly by the rentee.
 - b. There shall be no charge for tables and chairs, etc. for use by non-school groups. They shall be provided only if they are available and must be requested at least ONE WEEK in advance. Payment, however, will be required for a person's time to locate, set up, take down and transport the equipment. This time shall also be charged at a rate of time and one half.
 - d. Any time an auditorium is requested, a District custodian must be on duty. In many cases, the custodian is already assigned to work until approximately 11:00 p.m. on school nights. If this is the case, and the group was out of the school by 11:00 p.m., there would be no additional charge for the custodian. However, if a custodian must come in special to cover later in the evening or Saturdays, Sundays or vacation, or must remain after his/her normal working hours, the cost of the custodian shall be at the expense of the organization. Custodians will be assigned by the District and the user group will be charged for custodial services at a rate of time and one half.

June 7, 2004
Ronald P. Bieri, Superintendent