



CLAY COUNTY DISTRICT SCHOOLS

BOARD MEMBERS

Ben H. Wortham
Superintendent of Schools

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ADMINISTRATIVE MEMO

To:	Principals Department Heads		
From:	Ben H. Wortham Superintendent <i>BH. Wortham</i>	District Approval	Denise W. Adams Deputy Superintendent <i>D. Adams</i>
Date:	May 1, 2009 June 18, 2009 (Revised)	Division Approval	Dr. George Copeland <i>GC</i> Asst. Supt. for Business Affairs
Memo:	SD-BA-09-006	Subject	RATES FOR USE OF SCHOOL BUILDINGS, GROUNDS AND EQUIPMENT

Rates that are charged for the use of school buildings, grounds and equipment requires School Board approval in accordance with Board Policy 5.02.C.6.10. It states "All rate charges for the use of school buildings will be determined by the School Board at the regular or special School Board meeting. Rates charges shall be payable by check to the "School District of Clay County."

Approved guidelines have been distributed to all school administrators with an effective date of July 1, 2009.

RENTAL FEES – EFFECTIVE JULY 1, 2009		
Portable Classroom	\$40.00	Per single occurrence, up to 4 hours
Cafetorium	\$60.00	Per hour, with 2 hours minimum
Media Center	\$60.00	Per hour, with 2 hours minimum
Gymnasium	\$60.00	Per hour, with 2 hour minimum

Beginning July 1, 2009, all groups, including churches, will be charged per this schedule unless the group has entered into an individual agreement /contract with the School Board of Clay County (Ex., YMCA/ PRYME Time).

Other groups, such as scouts, colleges (weekly course), homeowner's associations and community/governmental/miscellaneous (athletic associations, Board of County Commissioners, amateur radio, 4-H, et cetera) **will not** be charged for meetings. However, events beyond regular meetings may incur a charge.

All groups must complete the required "Agreement for Use of Facilities and Grounds Form" and provide appropriate insurance documentation. All applications for the Agreement for Use of Facilities and Grounds Form must be submitted at least ten (10) days in advance of event/usage.