

## 7510 – USE OF DISTRICT FACILITIES

### Lakewood City Schools Bylaws & Policies

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#### **7510 – USE OF DISTRICT FACILITIES**

In order to assure a close relationship between the Lakewood Board of Education and the Lakewood community, it shall be the policy of the Board of Education to grant and encourage maximum use of schools facilities as provided by law.

The Lakewood Board of Education encourages community use of school facilities during non-instructional hours. Gymnasiums, classrooms, auditoriums, etc. will be made available to the public at a reasonable cost to the user, and in some cases, without cost. Such use shall not interfere with the regular education program.

It is understood that convenient access to school properties may need to be limited in those instances when it is necessary to assure protection of school property or the safety of citizens and students, or for control of students, or for control of student behavior.

Charges shall be made to organized groups according to the schedule of fees approved by the Board. The Board has established such rules and regulations as outlined in the following documents: (1) Lakewood City Schools Charges and Priorities for Use of School Facilities; (2) Lakewood City Schools Use of District Facilities; and (3) Lakewood City Schools Schedule of Facility Rental Fees.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent in accordance with District guidelines and rules regarding the use of District grounds and facilities.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities.

- Category 1: Lakewood Student Groups
- Category 2: Lakewood School Support Entities
- Category 3: Lakewood Community Nonprofit Groups
- Category 4: Lakewood Private Nonprofit Groups
- Category 5: Commercial Users/Non-Resident Groups

Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for a political campaign.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Mayor or designee (local governing body) to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Board shall not be liable for any damage done or occasioned by failure to keep District facilities in repair and shall not be liable for any damage arising from acts or negligence of other Grantees of the Premises or other owners or occupants of the adjoining or contiguous properties unless caused by the continued failure of the Board to comply with its obligations, within a reasonable time after receipt of notice of such failure from Grantee. Otherwise, the Board shall not be held responsible for and is hereby relieved from any and all liability by reason of any injury, loss

or damage to any person or property in or about the Premises, however caused, whether the loss, injury or damage be the property of Grantee or persons in its employ or any other person whomever. Grantee agrees to indemnify and save harmless the Board from and against any and all claims and demands of third persons (including, but not limited to, those for death, for personal injury, or for loss of or damage to property) arising directly or indirectly out of or in connection with Grantee's occupancy or use of the Premises, or as a result of any acts or omissions of Grantee or its respective licensees, invitees, agents or employees, and from and against any and all costs, expenses or damages (including, but not limited to, counsel fees) in connection with any such claims or demands.

### **Vandalism, Theft, and Trespassing**

The Board and the administration will work cooperatively with the Lakewood Police Department to obtain the arrest and conviction of any person responsible for vandalism, theft, and trespassing on school property.

All visitors, immediately upon entering school property, must obtain a Visitor's Pass from the main office of the building during the hours of 7:00 a.m. to 5:00 p.m.

No person shall litter, misuse, or loiter on school properties at any time. Unauthorized activities shall not be permitted on school properties after sundown. Unauthorized persons on school properties after sundown shall be considered trespassers and in violation of R.C. 2911.21.

The Board directs the Superintendent to sign a complaint against any person who trespasses, breaks into any school building, commits theft and/or maliciously damages school property, in accordance with the appropriate local ordinances and/or State statutes.

The Superintendent is directed to establish the necessary procedures to implement this portion of the policy.

### **Visitors to School Building**

It is the policy of the board to restrict access to school buildings to persons other than students, teachers, and staff in accordance with State of Ohio law. A visitor (parent, salesperson, worker, guest, etc.) shall report to the school office to state the reason for being in the school. Sales persons must have written permission from the Office of the Superintendent to visit a school or have a scheduled appointment with a staff member for such a visit. Sales visits must have an educational value or be of special interest to a particular school such as, but not limited to, committee work related to: textbooks, supplementary books, library books, school furniture, school supplies, school pictures, assembly programs, etc.

Parents and guests are welcome in the building but the Board shall expect the same reporting procedures as for other visitors. Classroom visits must be scheduled in advance with building principal.

Rules dealing with entry on school grounds or in school buildings shall be conspicuously posted at main entrances to each school building.

A person knowingly or recklessly entering school property without privilege and contrary to Board rules or negligently or willfully failing to leave school property when asked by an authorized person may be guilty of criminal trespass.

The Superintendent is directed by the Board to develop regulations and procedures to implement this portion of the policy.

### **No Smoking on Board Property**

Effective February 1, 1994, every building, Board-owned vehicles, all school grounds, and adjacent sidewalks and tree lawns of any school property in the School District shall be completely smoke and tobacco free at all times.

The Superintendent shall develop the necessary rules and regulations to implement this portion of the policy.

**Gratuities for School Personnel**

All payments for services rendered by employees in or on Board property shall be through the payroll office. No direct payments are permitted from any individual or organization for custodial or other services rendered on school premises.

R.C. 3313.75 - .79, 3501.29

P.L. 98-377

Lakewood City Schools  
Charges and Priorities for Use of School Facilities

This procedure is established to implement the Board of Education policy governing use of school facilities pursuant to R.C. 3313.77. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than regular curricular programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

**Fee Arrangements and Priorities**

A. Category 1: Student Groups

Student groups are defined as extra-curricular programs or activities of school sponsored clubs and organizations.

Fees for Category 1:

For use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups shall be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (Event Staff/Security) associated with major District-wide activities.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

B. Category 2: School Support Entities

A “school support entity” means any nonprofit entity formed for the support of the District programs as approved by the Board (e.g., PTA/PTO’s, Booster Clubs, etc. ). See, e.g., Board Policy 9210; R.C. 3313.203. They shall be granted second priority to available space and facilities.

Fees for Category 2

When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Fees for regularly scheduled, long-term or sustained use may be made based on negotiated settlements between the parties with Board approval, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (Event Staff/Security) may require an additional fee.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups primarily comprised of District residents which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups shall be issued permits for space and facilities on a third priority basis.

Fee for Category 3

For use during usual hours of operation, charges shall be assessed. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (i.e. custodian, Event Staff, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use it will be charged to the using group. When personnel are not normally on duty and overtime is required, the customary overtime costs for labor shall apply.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of Lakewood residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, or religious goals shall be assigned fourth priority of available spaces.

Fees for Category 4

Category 4 users shall be charged two times the Board approved rate for allowable space permits.

Approval is necessary whenever admission is charged and/or when merchandise or food is sold. When activities in Category 4 involve admission fees, merchandise or food sales, an additional percentage may be charged based on the relationship of the admission price to actual costs.

Where extraordinary user requirements or services are required, permits shall not be granted to Category 4 users. Extraordinary activities are defined as those requiring prolonged set-up, use and clean-up. Permits for designated facilities, such as varsity playing fields and gyms, music rooms, computer rooms, and the pool may not be granted to Category 4 users.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

E. Category 5: Commercial Users/Non-Resident Groups

Commercial users defined as private, for-profit businesses, vendors or entrepreneurs shall be assigned level five priority.

### Fees for Category 5

Category 5 users shall be charged two times the Board approved rate for allowable space permits.

Approval is necessary whenever admission is charged and/or when merchandise or food is sold. When activities in Category 4 involve admission fees, merchandise or food sales, an additional percentage may be charged based on the relationship of the admission price to actual costs.

Where extraordinary user requirements or services are required, permits shall not be granted to Category 5 users. Extraordinary activities are defined as those requiring prolonged set-up, use and clean-up. Permits for designated facilities, such as varsity playing fields and gyms, music rooms, computer rooms, and the pool shall not be granted to Category 5 users.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

### **SUPERVISION OF RENTED FACILITIES**

- ( ) Each group requesting the use of District facilities must use the services of a District custodian and/or Event Staff.
- ( ) Each group requesting the use of District facilities must indicate an individual, satisfactory to the Superintendent, who will serve in a supervisory capacity during the use of the District facilities.
- ( ) If the supervisor, as designated above, is not adequate to the, the Superintendent shall appoint a supervisor and the pay shall be charged to the using group.
- ( ) Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- ( ) The custodian and/or Event Staff on duty are directed not to open the facility until the supervisor for the sponsoring group is present.

### **FEES AND PAYMENT:**

- A. Fees established by the Board are for Lakewood Student Groups, Lakewood Community Groups Affiliated with the Schools, Lakewood Community Nonprofit Groups and Lakewood Private, Nonprofit Groups. Commercial Users and Non-Resident Groups may pay twice the resident rate.
- B. Basic fees are based on utility costs including heating, air conditioning, water, lights (except Stadium), and depreciation of facility.
- C. Using group agrees to pay the Board approved fee as rent for use of the District facility for the period of scheduled use. Twenty-five percent of the total estimated sum is due at the time the facility permit is provisionally approved.

- D. The remainder of such sum is payable 14 days prior to the Event either by personal check (not accepted for any fees greater than \$250.00, not accepted for any Civic Auditorium Event), company check, certified check or money order, and delivered to the Lakewood Board of Education, Community Recreation & Education Department. The Lakewood Board of Education reserves the right to require payment to be made by certified funds only. Payment not received within that time will result in cancellation of the permit.
- E. Permit requests made within 14 days of the event must be done in person at the Recreation Department and must be paid in full by certified funds. Requests within 14 days of the event date may not be honored because of scheduling and/or staffing needs.
- F. Any additional fees or balances due because of additional time used, extra staffing needs for Event Staff, clean-up, etc. will be billed to the using group at the conclusion of the permit. The bill may include a due date. If the additional fees are not paid to the Board prior to the due date, the using group may be subject to late fees.
- G. Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

*Payment constitutes agreement to all rules, regulations, policies and procedures set forth by the State of Ohio, City of Lakewood, Lakewood Board of Education, and the Community Recreation and Education Department. Failure to abide by the rules, regulations, policies, and procedures may result in loss of rental privileges.*

**CANCELLATIONS AND REFUNDS:**

The forfeiture or cancellation of any Event shall not entitle Grantee to any refund or rebate of rent required to be paid hereunder unless such forfeiture or cancellation is caused by the Board.

## Lakewood City Schools Use of District Facilities

### **Requests**

Any organization or individual desiring to use District facilities shall contact the Community Recreation & Education Department for approval. Any organization or individual desiring to use the Civic Auditorium shall contact the Civic Auditorium directly for approval.

- ( ) When charges are involved, twenty-five percent of the total estimated sum is due at the time the facility permit is provisionally approved.
- ( ) The Community Recreation & Education Department Commissioner shall clear each request with respect to date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- ( ) The Commissioner will approve all requests. If the request is not approved, all deposits will be returned.
- ( ) Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- ( ) Proof of liability insurance covering facility use in the amount designated by the Superintendent may be required depending on the event and facility.
- ( ) The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent with or without due notice. All approvals are to be granted with this understanding. The forfeiture or cancellation of any Event shall not entitle Grantee to any refund or rebate of rent required to be paid hereunder. If additional contracted time is utilized on the day of the Event, rent shall be charged at the Board approved rate.
- ( ) In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

### **Ineligible Users**

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

### **Regulations**

- ( ) Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- ( ) The District reserves the right to request payment of estimated fees in advance.
- ( ) Use of tobacco is prohibited. All users are responsible for complying with this regulation.



- ( ) Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- ( ) Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the Superintendent. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- ( ) The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- ( ) Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- ( ) The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Superintendent.
- ( ) Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the permit. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Superintendent for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- ( ) Buildings will normally be open 15 minutes prior to the activity and for 15 minutes after its scheduled end, unless other arrangements are requested on the application and approved.
- ( ) Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- ( ) No unauthorized methods of obtaining funds, including but not limited to sale of tickets, fees, dues, donations, fundraising, gambling, or any other charges specifically for the event are not permitted in District buildings or on District grounds without prior written consent of the Board.
- ( ) A District representative (i.e. Civic employee, school custodian, Event Staff, etc.) shall be on duty whenever a facility is being used except as exempted by the Superintendent. The custodian will render custodial assistance in handling furniture and equipment. The District representatives will be responsible for seeing that facilities are left in good order after the Event is over. The overtime, including clean-up time, is charged at the appropriate hourly rate and will be paid for by the using group. Nutrition Services personnel shall be required, in addition, when kitchen facilities are requested and will be paid for by the using group. The District reserves the right to schedule personnel as deemed necessary and will be paid for by the using group.
- ( ) Responsibility for enforcement of rules and regulations concerning use of District facilities rest with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use District facilities.

- ( ) Corridors, exits, and stairways must be free of obstruction at all times. Exits are to be lighted when facilities are in use. Audience members or spectators must never stand or sit so they block stairways, or aisle ways.
- ( ) The District will not be responsible for any loss of valuables or personal property.
- ( ) Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- ( ) Playground facilities may not be used by any youth over the age of 12 nor shall any person be allowed on playgrounds after dark.
- ( ) Skateboards and other like equipment which constitutes a safety hazard to students (as determined by the District) shall not be allowed on District premises at any time.
- ( ) Gymnasium Use – regardless of the weather, all participants must carry a separate pair of shoes into the building and change into that pair of shoes before entering the gymnasium. Non-marking gym shoes must be worn when using any gymnasium floor. No wet or dirty shoes will be allowed on the gymnasium floor.
- ( ) Kitchen/Cafeteria/Cafetorium Use -
  - A group wishing to use kitchen/cafeteria/cafetorium equipment must include their needs at the time of their request.
  - A Nutrition Service staff member must be on site during the use of kitchen/cafeteria equipment. User must contact Nutrition Services at 216-529-4156.
  - All events preparing, selling, and/or serving food in a District facility must obtain a permit through the Lakewood Health Department. A permit for use of District owned facility will not be issued until proof that the health permit has been obtained. User must contact the Lakewood Health Department at 216-529-7690.
- ( ) Food and beverages of any kind are prohibited in a District facility without prior written consent of the Board. ***Only Pepsi products will be approved.***
- ( ) Food and beverages of any kind are only permitted in the cafeteria/cafetorium.

### **Fee for Use of District Buildings**

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- ( ) The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- ( ) All other organizations or persons granted the use of schools shall assume the following charges as indicated in the Schedule of Facility Rental Fees, payable in advance, and the cost of such additional staff services as may be required.

## Lakewood City Schools Schedule of Facility Rental Fees

### **LAKESWOOD CITY SCHOOLS**

*All fees are hourly unless otherwise noted. Most facilities require a two hour minimum rental unless otherwise noted. Large Multi-Purpose Rooms and Cafeterias/Cafeteriums requiring any set-up other than the standard set-up requires a three hour minimum rental.*

#### Central Office

Board Auditorium	\$35.00
Conference Room	\$25.00

#### Lakewood High School

##### East Gymnasium

Game w/Grandstands ( <i>3 hour minimum rental</i> )	\$150.00
Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Electrician	Extra Charge

Practice w/No Grandstands	\$75.00
Scoreboard & Sound System	\$15.00
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance (if necessary)	Extra Charge

Cafeteria	\$75.00
Classroom	\$25.00
Large Multi-Purpose Room (i.e. L-Room, Band, Lecture, Dance, etc.)	\$50.00

#### Middle Schools

Cafetorium w/ stage (lighting and staging see Civic for prices)	\$50.00
Sound System	\$40.00 per day
Classroom	\$25.00
Gymnasium	\$55.00
Large Multi-Purpose Room (i.e. Band, Lecture, etc.)	\$50.00

#### Garfield Stadium

Field Use w/Grandstands ( <i>3 hour minimum rental</i> )	\$250.00
Press Box & Scoreboard	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included

Electrician	Extra Charge
Lights	Extra Charge
Field Use w/ No Grandstands	\$75.00
Press Box & Scoreboard	\$15.00
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance (if necessary)	Extra Charge
Lights	Extra Charge
Lights	\$125.00

Additional costs will apply for any modification to the field (e.g., restriping, or other alteration); or any other changes to the facility. All work must be completed by the district's staff and will be done in conformity with manufacturer specifications.

#### Elementary Schools

Classroom	\$25.00
Cafeteria	\$45.00
Gymnasium	\$55.00

### **LAKWOOD HIGH SCHOOL ATHLETIC COMPLEX**

#### Stadium Football/Soccer/Track

Field Use w/ Grandstands ( <i>3 hour minimum rental</i> )	\$375.00
Press Box, Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Electrician	Extra Charge
Lights	Extra Charge
Hurdles, High Jump, Sand Pit & Shot Put	Included
Use for Practice w/ No Grandstands	\$75.00
Press Box, Scoreboard & Sound System	\$15.00
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance (if necessary)	Extra Charge
Lights	Extra Charge
Hurdles, High Jump, Sand Pit & Shot Put	Included

#### Stadium Baseball Field

Field Use/Game w/ Grandstands ( <i>3 hour minimum rental</i> )	\$150.00
Press Box, Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Electrician	Extra Charge

Field Prep w / Bases	Included
Lights	Extra Charge
<u>Stadium Baseball Field Continued</u>	
Field Use/Practice w/ No Grandstands	\$75.00
Press Box, Scoreboard & Sound System	\$15.00
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance (if necessary)	Extra Charge
Field Prep w/ Bases	Included
Lights	Extra Charge

Football Stadium – Saint Edward High School & State Football Playoffs

Varsity Football Game	\$2,500.00
Press Box, Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Electrician	Included
Lights	Included

Football Stadium – Non-Resident/Saint Ignatius High School

Varsity Football Game	\$2,700.00
Press Box, Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Electrician	Included
Lights	Included

Track Practice (2-4 nights per week)	
Per Season	\$225.00
Permit Required	Yes

Lights	\$125.00
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Additional costs will apply for any modification to the field (e.g., restriping, or other alteration); or any other changes to the facility. All work must be completed by the district's staff and will be done in conformity with manufacturer specifications.

Indoor Pool

Pool Use w/ Grandstands ( <i>3 hour minimum rental</i> )	\$175.00
Main Pool & Diving Pool	Included
Additional Set-Up Fee (no use of pool)	\$50.00
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge

Event Staff (LBOE) Custodial/Maintenance	Extra Charge Included
Main Pool Use w/ No Grandstands Manager(s) and Lifeguard(s) Event Staff (LBOE) (if necessary)	\$75.00 Included Extra Charge
Diving Well w/ No Grandstands Manager(s) & Lifeguard(s) Event Staff (LBOE) (if necessary)	\$35.00 Included Extra Charge

## **CIVIC AUDITORIUM**

Basic Charge (4 hours)	\$800.00
Use of stage and seating area	Included
Use of all stage curtains except Cyc or Scrim	Included
Use of lobby, box office and green room (max. 50 people) <i>Use of these spaces for purposes other than a standard use is strictly prohibited without specific approval in writing from the Superintendent.</i>	Included
Use of computerized lighting control system	Included
Use of auditorium communication (i.e. Clear Com.)	Included
Additional Contracted Time/Rehearsal Time	\$150.00
Additional Labor Charges May Be Applied	
Overtime – overtime is deemed as any hours additional to contract	\$250.00

### *Other Charges & Conditions*

Cafeteria with Civic Auditorium Rental Not to exceed	\$75.00 per hour \$300.00 per day
Furniture	
Table	\$5.00 per day
Orchestra Chair (padded seats)	\$3.00 per day
Orchestra Chair (wooden folding)	\$2.00 per day
Lights	
Follow Spotlight – 2 available (1 hour minimum)	\$20.00
Follow Spotlight Operator	Extra Charge
Fresnel: 6 inch – 20 available	\$7.00
8 inch – 18 available	\$7.00
Par Can 24 available	\$7.00
Strip Lights 30/4 circuit	\$7.00
Cyc Lights 10/3 circuit	\$7.00
Color Media per sheet (if rented from the Civic)	\$7.00 per sheet
per cut (if rented from the Civic)	\$0.50 each
Other items as negotiated	prices vary
Music Instruments	
Grand Piano – Stage	\$100.00 per day
Grand Piano – Pit only	\$75.00 per day

Tuning	Market Rate
Other items as negotiated (i.e. harpsichord, timpani)	prices vary
Projection	
Items as negotiated	prices vary
Sound	
Public Address System w/ 1 microphone	\$250.00 per day
Microphone (corded)	\$20.00 per day
Microphone (cordless, hand held or lav)	\$35.00 per day
Tape Deck	\$20.00 per day
Compact Disc Player	\$25.00 per day
Wedge Monitor	\$20.00 per day
Other items as negotiated	prices vary
Special Effects (Pyrotechnics not permitted as per state/federal law)	
Fogger	\$50.00 per day
Strobe	\$40.00 per day
Pinspot	\$2.50 per day
Mirror Ball w/ Motor	\$35.00 per day
Egg Strobe	\$2.50 per day
Other items as negotiated	prices vary
Special Staging	
Commencement Risers – 8’x33’ or 7’x42’	\$3.00 section
Choir Risers (3 step)	\$25.00 section
Fabrics: Seamed cyc	\$30.00 per day
Seamless cyc	\$50.00 per day
Scrim	\$30.00 per day
Podium	\$20.00 per day
Movie Screen	\$20.00 per day
Other items as negotiated (i.e. music stands, conductor’s podium)	prices vary