Millwood Public Schools **6724 Martin L. King** **Oklahoma City, OK 73111**	**Policy: E-07-R3** **Effective: 2-1-99** **Revised: 10/1/07**

Facility Rental Regulations

The Business Manager shall be responsible for receiving applications submitted by off-campus organizations.

An approved certificated school employee must be present during all rehearsals and performances in any rented school facility.

Open flames and smoking are not permitted in any facility. The placement of nails, screws, or pins in walls, scenery, fixtures or curtains are prohibited unless authorized through the rental contract.

All properties not belonging to the school system are to be removed no later than one day after the last performance, otherwise, they shall become the property of the school or may be discarded.

Fees shall include $25.00 per hour for certified employees, $12.50 per for custodial employees, which shall be over and above the following rental rates. The security deposit fees must be paid at the time of application in order to reserve dates for school facility usage.

Obtain from the district office the necessary application forms. Application must be submitted at least one week in advance. Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Millwood Public Schools.

School premises shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular school work.

Persons or organizations using school premises that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or including playing fields, other than those approved for

use, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields; nor shall profane language, quarreling, fighting or gambling is permitted.

Smoking in school buildings and on school grounds is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

No use shall be permitted for any individuals or groups not granted permission to use the premises during the allotted time. Juvenile organizations must have adult sponsorship and supervision.

The person or group receiving type permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using the building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed.

All functions must close by 12:00 a.m. unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he or she is an officer of such group, must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility.

The school district reserves the right to reschedule any or all facilities for another purpose or group should priority need arise.

Auditorium/Gymnasium

I. Rental fees per performance (Day)

A.	Nonprofit Organizations	
	Base fee	$250.00
	Utility fee per hour	$ 30.00
	Security Deposit (Refundable-provided that all terms of agreement are met)	125.00
	Sound and light technician (per hour)	25.00
B.	Profit Making Organizations	
	*Performance fee	$300.00
	*Rehearsal fee (per hour)	25.00
	Utility fee (per hour)	$30.00
	Security Deposit (refundable-provided that all terms of agreement are met)	$125.00
	Sound and light technician (per hour)	25.00

II. Millwood Field House Franklin-Spears Gymnasium, Foyer

A.	Nonprofit Organizations	
	Base fee	$1,000.00
	Utility fee per hour	75.00
	Security Deposit (Refundable-provided that all terms of agreement are met)	500.00
	Sound and light technician (per hour)	25.00
B.	Profit Making Organizations	
	*Performance fee	$1,500.00
	*Rehearsal fee (per hour)	25.00
	Utility fee (per hour)	75.00
	Security Deposit (refundable-provided that all terms of agreement are met)	500.00
	Sound and light technician (per hour)	25.00

C.	Millwood Field House Foyer	$200.00
	Utility fee (per hour)	30.00
	Security deposit (Refundable-provided that all	

	Terms of agreement are met	100.00

III. Elementary Gymnasium, Library, Cafeteria (without kitchen)

A.	Nonprofit Organizations	
	Base fee	$200.00
	Utility fee (per hour)	$30.00
	Security deposit (refundable-provided that all terms of agreement are met)	125.00
B.	Profit Making Organizations	
	Performance fee	$250.00
	Utility fee (per hour)	$30.00
	Security deposit (refundable-provided that all terms of agreement are met)	125.00

IV. Cafeteria (with kitchen)

The preparation and serving of food and/or non-alcoholic beverages are permissible. Organizations may rent facilities at the following rates:

A.	Nonprofit Organizations	
	Kitchen	$225.00
	Utility fee (per hour)	$30.00
	Cafeteria employee (per hour)	
	Security deposit (refundable-provided that all terms of agreement are met)	$12.50 $125.00
B.	Profit Making Organizations	
	Performance fee	$350.00
	Utility fee (per hour)	$30.00
	Cafeteria employee (per hour)	12.50
	Security deposit (refundable-provided that all terms of agreement are met)	125.00