

FEE SCHEDULE

FEES	Direct Cost	Fair Rental Value
Prusso Community Center Main Hall..... <i>Capacity: 280 Dining/600 Dance. Tables and chairs included.</i>	\$ 40.00 / hr	\$ 45.00 / hr
Fields/Grounds.....	\$ 10.00 / hr	\$ 15.00 / hr
School Multi-Purpose Room (MPR)/Cafeteria/Gym <i>(Not available for private events)</i>	\$ 40.00 / hr	n/a
Custodian/Employee Supervision	\$ 35.00 / hr	\$ 35.00 / hr
Custodial Fee to Open/Close facility for decorating/set-up the day before <i>(Three (3) hour maximum time allowed to decorate/set-up. Must be done by 10:00 pm—NO Exceptions)</i>	\$ 25.00 Flat Rate	\$ 25.00 Flat Rate
Deposit (Groups under 50).....	\$ 150.00	\$ 150.00
Deposit (Groups 50 and over).....	\$ 400.00	\$ 400.00

Direct Cost – shall apply to those organizations that qualify under the Civic Center Act, but who charge admission fees or solicit contributions where the net proceeds are used for the welfare of LUSD students or for charitable purposes. Direct cost also applies to religious organizations/services.

Fair Rental Value – shall apply to those organizations when using school facilities for entertainment or charge admission fees or solicit contributions where the net proceeds are NOT used for the welfare of LUSD students or for charitable purposes.

RULES & REGULATIONS

Use of Facilities: Groups or organizations requesting the use of LUSD facilities shall submit a Facilities Use Agreement along with all applicable fees, deposits and certificate of insurance.

Certificate of Insurance: Non-school groups or organizations shall provide a Certificate of Insurance naming Livingston Union School District as additional insured with limits of not less than \$1,000,000 general liability.

Alcohol/Tobacco: The use of alcohol and/or tobacco products of any kind is strictly prohibited on all district property. Deposit will not be refunded, if any alcohol is found on premises. The police department may be contacted if alcohol and/or tobacco are not removed from school district property.

End Times: All events held at the Prusso Community Center must end by 1:00 a.m. This includes time allowed for cleaning. Center must be empty with doors locked by 1:00 a.m. NO EXCEPTIONS. All other facilities and school ground use must terminate by the end of the daylight hours.

Supervision/Custodian Fee: This fee covers the cost of the custodian on duty for maintaining and supervising the building during the event. The District retains the right to schedule the appropriate amount of supervision based on the event. Custodian duties include, but are not limited to, cleaning accidental spills, empty trash cans, restock restroom supplies (e.g. toilet paper, paper towels and/or hand soap); fix any restroom plumbing issues and regulate the central heat/air unit. In addition, the custodian inspects the cleaning and secures the building after the event.

Clean-Up: The individual renter or organization shall be responsible for clean-up including removal of all decorations after the event. All cleaning must be done within the agreed upon time. Renter is responsible for cleaning all used areas listed on the attached checklist. Custodian on duty will inspect each area on checklist with renter. This checklist will be co-signed by the renter and custodian on duty once cleaning inspection is completed. Failure to clean the facility or any of the premises associated with the use of the facility will automatically forfeit the full deposit and/or be denied for future use. Please be advised that in order to receive the full amount of the deposit, the facility must be in satisfactory condition based on the checklist.

Designated Areas: Groups using school premises shall confine their activities to the areas specifically approved. It shall be the responsibility of the group to ensure that the unauthorized portions of school premises are not used and to vacate the premises as scheduled. All youth organizations or groups shall have appropriate supervision for planned activities while using District facilities.

Parking: Automobiles shall park in designated areas only.

Athletic Fields/School Grounds: Groups/organizations requesting the use of athletic fields/school grounds for a series of activities lasting longer than one hour shall provide portable chemical toilet facilities at the renter's expense. Portables shall be picked-up prior to the start of the school day.

LMS Gymnasium: Participants using the LMS Gym shall wear shoes with non-marking soles.

Kitchen: If kitchen facilities at the school site are to be used, it will be necessary to employ one regular food services employee to supervise the operations or operate the equipment.

Additional Permits (Community Center Only): The City of Livingston requires an event permit for specific events. This permit is issued through the City of Livingston. A copy of permit receipt must be provided to the district office. For more information and permit fees, please contact the City of Livingston at (209) 394-8041.

Security Guards (Community Center Only): Security is required for private events over 100 guests. A copy of security receipt must be provided to the district office. For information on the number of security guards needed for a specific event and/or a list of providers can be obtained from the Livingston Police Department.

Acceptable Payment: Cash, cashier check, or personal check is accepted. Payment in full is due 30 days prior to the event.

Cancellation Fee: A \$25.00 cancellation fee will be charged for any cancellations made within five (5) business days prior to the event.

Deposit: A refundable cash deposit must be paid to reserve your event date. Deposit will be refunded if no damages or alcohol are found and/or cleaning is satisfactory after usage. Please allow two weeks after the event for refund.

** All fees, regulations, and policies are subject to change. Fees associated with the use of District facilities may be waived at the discretion of the Superintendent or Designee.*