

FACILITY USAGE FEE SCHEDULE

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT

Department of Community Education

July 2012

Exceptions to this fee structure must be approved by the Chief Financial Officer

Fee Schedule 2012-2013

Facility	Group I	Group II	Group III
Auditorium, Elementary School*	Charge may apply	\$30/hr	\$130/hr
Auditorium, Middle School*	Charge may apply	\$30/hr	\$130/hr
Auditorium, High School*	Charge may apply	\$30/hr	\$150/hr
Baseball Field	Charge may apply	\$50/hr	\$150/hr
Cafeteria with Kitchen* or Concession Stand*	Charge may apply	\$40/hr + food service supervisor	\$150/hr + food service supervisor
Cafeteria without Kitchen	Charge may apply	\$25/hr	\$100/hr
Class Rooms	Charge may apply	\$10/hr	\$25/hr
Computer Lab*	Charge may apply	\$35/hr	\$60/hr
Gym, Elementary School	Charge may apply	Youth \$10/hr Adult 25/hr	\$50/hr
Gym, Middle School	Charge may apply	Youth \$15/hr Adult \$30/hr	\$50/hr
Gym, High School*	Charge may apply	Youth \$15/hr Adult \$50/hr	\$50/hr (\$250 min.)
Hallway	Charge may apply	\$20/hr	\$20/hr
Library/Media Center	Charge may apply	\$20/hr	\$50/hr
Multi-purpose Room	Charge may apply	\$15/hr	\$50/hr
Pool (plus lifeguard if needed)	Charge may apply	\$40/hr	\$80/hr
Stadium Scoreboard	Charge may apply	\$25/hr	\$50/hr
Stadium	Charge may apply	\$100/hr (3 hr min)	\$500/hr (3 hr min)
Tennis Courts	Charge may apply	\$5/hr	\$10/hr
Track/Field	Charge may apply	\$75	\$350
Cancel/Add/Change	Charge may apply	Charge may apply	Min. \$25, Max. 20% of cost
Rain Date Reservations Initial charges	\$40		
Personnel Fees			
Event Manager **	\$25/hr (3 hr min)		
Cancel/Add/Change	20% of cost		
Custodian	\$29.47/hr (2 hr. min)		
Food Service Supervisor	\$25/hr		
Lifeguard (Pool)	\$15/hr		
Police/Security	actual cost		
Sound or Light Person (Student)	\$10/hr		
Sound or Light Person (Adult)	\$20/hr		

*\$150 deposit is required.

**EVENT MANAGER

An Event Manager fee will be charged to have a district employee managing the event on behalf of the district when the event will have more than 30 people in attendance. This person is chosen at the discretion of the principal or administrator.

**For accurate cost estimate, please contact
Community Education at 515-242-8521**

Certificate of Insurability must be provided **prior** to rental.

A 20% Administrative Charge is **added** to
all facility rental fees for handling and utilities.

Custodial fees or other charges may apply.

ADDENDUM TO FACILITY FEES

AAU – 1-3 hours – \$50.00
3-6 hours – \$75.00
6 hours + – \$100.00

CHURCHES – \$150.00 flat fee for up to 6 rooms
Over 6 rooms – \$20.00 per room
Wednesday evening – \$20.00 per room
After School Youth Groups – No charges

LITTLE LEAGUE TRYOUTS –
\$15 per hour + custodial OT

YMCA – \$250.00 per week for camp
\$150.00 DEPOSIT PER USAGE

A \$50 deposit will be required for all rental equipment

TV / DVD – \$12.50 per hour

PIANO – \$15.00 flat fee (or as determined by school)
(must be at school already)

PA / MICROPHONE – \$50.00

CAPACITY OF EACH AUDITORIUM:

East – 1150	Central – 1000
Lincoln – 900	Roosevelt – 1900
Hoover – 1616 + back balconies – 1752	
North – 1200	Kurtz – 720

LIABILITY INSURANCE

The district requires a signed Group Representative Responsibility Agreement from all requesters. The district also requires a signed contract and Hold Harmless Agreement from all requesters, except district employees requesting facilities for district activities. **This should be obtained before a permit/contract is issued.** All groups using Des Moines school district property shall carry commercial general liability insurance with a minimum limit of \$1,000,000 Combined Single Limit for each occurrence with a \$2,000,000 aggregate. This liability insurance will cover all premises and operations occurring on district property, including operations by any independent contractors, as well as contractual liability that would apply to the hold harmless agreement noted above. Refer to **Procedures Code 750, Section III** for details.