

# **Alexandria-Monroe School District Facility Usage Payment Tiers**

**\*All facility request forms and appropriate paperwork must be submitted to the building principal 1-week prior to upcoming board meeting. The Alexandria Community School board meets the 2nd Monday of every month.**

**\*A paid Alexandria Community School employee must be present at all requested dates of the facility being used.**

**\*All requests to use our kitchen must have a paid Alexandria Community School kitchen employee present during the facility use. That employee must be reimbursed for their time at the hourly rate listed in fee structure.**

## **Tier I**

Tier I includes all school – sponsored activities classes, clubs, extra and co-curricular activities. All Alexandria- Monroe School teams, all performing arts groups, music department groups and Alexandria based youth organizations.

Tier I includes all PTO and Booster organizations and all Boys and Girls Scout Groups who have 75% or more Alexandria-Monroe students in their troop. Additionally, this tier includes Alexandria-Monroe Alumni organizations and any group that provides services or aid to our school or community. This Tier also includes all local Tax supported government agencies.

This tier pays no custodial, rental fee for facility usage during the times when the custodians are already to be working in the building, unless the custodial requirements are significant and require the custodian to be unable to perform his or her required responsibilities for the evening (see Fee Requirement section). If a custodian is required outside of the school's normal operating hours, then the requesting party will pay the custodian at the hourly rate listed in the fee portion of this document.

## **Tier II**

Tier II includes all organizations that support Alexandria-Monroe school programs and include at least 50% of their youth participants who are Alexandria-Monroe School students.

Tier II pays no custodial, or rental for facility usage during the times when the custodians are already working in the building. If a custodian is required outside of the school's normal operating hours, the requesting party will pay the custodian at the hourly rate listed in the fee portion of this document.

Tier II organizations will also be charged an additional \$50.00 per usage (not per hour) for light usage on any outdoor facility.

## **Tier III**

Tier III includes all for –profit organizations or youth organizations.

All Sports teams who do not meet the requirements listed above in Tier I and Tier II.

Tier III will pay the custodial hourly rate and equipment fee if needed. Rental fees will be charged according to the rental fees put in place in the fee table.

Tier III will pay a one-time participation fee of \$25.00 per student for any group that is using the facilities on a regular basis. Furthermore, Tier III organizations will also be charged an additional \$50.00 per usage (not per hour) for light usage on any outdoor facility

**\*Fees and charges can be waived by building administration**

**Rental Fee Structure:**

Cafeteria \$75 per day

Kitchen \$75 per day

Gym \$100 per day

Auditorium \$75 per day

Outdoor Fields \$100 per day

Classroom or general room use \$50 a day

Custodial and kitchen employee hourly rate is \$30 an hour

Conference room \$25 a day

General use of equipment \$25

Parking lot or general use of grounds \$75 (Not for parking cars but for general use of parking lot)

**Please include a description of your activity and what Tier you believe you fall under:**

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