

RENTAL PROCEDURES SCHOOL FACILITIES

Use of School Facilities

Application for use of any K-12 school, gym, field or other facility shall first be made to the business office (operations and maintenance specialist). The business office shall be responsible for developing a request form and agreement outlining the following requirements for use of school-owned facilities. The high school activities directors shall be responsible for the formal approval of space within their buildings.

Alcoholic beverages, tobacco products, and drugs shall not be permitted in school facilities nor on school property at any time.

All applicants for use of school facilities shall hold the district free and without harm from any loss, damage, or liability of expense that may arise during or be caused in any way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use of or occupancy, the amount of damage shall be decided by the operations and maintenance director and the bill for damages shall be presented to the group using or occupying the facility during the time the loss or damage was sustained.

The district reserves the right to require any group to supply liability insurance, with the district co-insured for an amount specified by the business office. User groups will be required to provide liability coverage in amounts up to \$1,000,000. The decision will be made on an individual renting group basis dependent upon level of risk.

The superintendent has the authority to make the final decision on use of school facilities by any group. MCPS reserves the right to deny use of school facilities to any individual or group. ([Rental of Facilities Request Form](#))

Fee Schedule:

The rates listed below are arrived at by considering historical cost data for the maintenance, capital expense, and energy. The board of trustees shall determine a fee schedule applicable for the use of school facilities. The fee schedule shall be evaluated on a biennial basis. There shall be no rental costs for District, county, state, or national use when facilities are used as voting places.

All organizations, clubs or groups (for profit or not for profit) seeking to rent a gym or field from MCPS will be required to pay according to the fee schedule. If any organization, club or group (not for profit) wants to appeal for a reduced rate as described in the fee schedule, they may complete the proper appeal paperwork and submit to the operations and maintenance specialist in the districts business building. Appeals will be approved by the operations and maintenance director or other administrators. Groups considered for this reduce rate will need to meet certain criteria (but not limited to) such as being a charitable organizations, a 501(c)3, have no participation fees, volunteer coaches, use for educational purposes, etc.

Because of the value of the district's playing fields and the community's total recreational opportunity, the K-8 fields may be used by all residents. The appropriate rate schedule will apply. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in construction, damage or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are prohibited. Should damage to fields or lawns occur, the operations and maintenance supervisor shall make a reasonable effort to obtain restitution for the damage. A custodian or other authorized staff member must be on the premises when any non-school group is using school buildings.

Fee Schedule on following pages.

Multipurpose Rooms (MPR) and Classroom Type Space:

All organizations, clubs or groups seeking to rent a multi-purpose room or classroom from MCPS will be required to pay according to the fee schedule.

YOUTH MCPS Facilities Fee Schedule

MCPS facility fees were determined for cost recovery.

MONDAY-FRIDAY RATES

K-8 Schools

	Per Hour
Gym	\$15
Gym-Reduced Rates (appeal process needed)	\$5
Cafeteria	\$5
Multi-Purpose Room or Classroom	\$5

High Schools

	1-3 Hours	Per Hour	Each Additional Hour	Additional Custodial Rate per Hour
Gym	--	\$25	--	--
Stegner Track	\$100	--	\$25	--
Theaters/Stages/Auditorium	\$100	--	\$25	\$25
Cafeteria	--	\$50	\$15	--
Classroom	--	\$5	--	--
MCPS Stadium w/lights (Includes Stadium Coordinator)	\$450	--	\$25 w/Locker rooms additional \$50 per hour	\$25
Sports Fields** Single Field-Hourly	\$100	--	\$25	\$25*
Sports Fields** Full Day 1 Field	\$200	--	--	\$25*
Sports Fields** Full Day 2-3 Fields	\$400	--	--	\$25*
Sports Fields** 4 + Fields Per Field	--	\$25	--	\$25*

* Custodian charges apply when needed.

** All sports fields close at 5:00pm.

WEEKEND RATES

K-8 Schools

	1-3 Hours	Per Hour	Each Additional Hour	Additional Custodial Rate per Hour
Gym	\$100	--	\$25	\$25
Gym-Reduced Rates (appeal process needed)	NA	NA	NA	NA
Cafeteria	--	\$15	--	\$25
Multi-Purpose Room or Classroom	--	\$5	--	\$25*

High Schools

	1-3 Hours	Per Hour	Each Additional Hour	Additional Custodial Rate per Hour
Gym	\$100	--	\$25	\$25
Stegner Track	\$100	--	\$25	\$25*
Theaters/Stages/Auditorium	\$100	--	\$25	\$25
Cafeteria	--	\$50	\$15	\$25
Classroom	--	\$5	--	\$25*
MCPS Stadium w/lights (Includes Stadium Coordinator)	\$450	--	\$25 w/Locker rooms additional \$50 per hour	\$25
Sports Fields** Single Field-Hourly	\$100	--	\$25	\$25*
Sports Fields** Full Day 1 Field	\$200	--	--	\$25*
Sports Fields** Full Day 2-3 Fields	\$400	--	--	\$25*
Sports Fields** 4 + Fields Per Field	--	\$25	--	\$25*

* Custodian charges apply when needed.

** All sports fields close at 5:00pm.

ADULT MCPS Facilities Fee Schedule

MCPS facility fees were determined for cost recovery.

MONDAY-FRIDAY RATES

WEEKEND RATES

K-8 Schools

	Per Hour
Gym	\$25
Gym-Reduced Rates (appeal process needed)	NA
Cafeteria	\$25
Multi-Purpose Room or Classroom	\$25

K-8 Schools

	1-3 Hours	Per Hour	Each Additional Hour	Additional Custodial Rate per Hour
Gym	\$100	--	\$25	\$25
Gym-Reduced Rates (appeal process needed)	NA	NA	NA	NA
Cafeteria	--	\$25	--	\$25
Multi-Purpose Room or Classroom	--	--	--	\$25*

High Schools

	1-3 Hours	Per Hour	Each Additional Hour	Additional Custodial Rate per Hour
Gym	--	\$25	--	--
Stegner Track	\$100	--	\$25	--
Theaters/Stages/Auditorium	\$100	--	\$25	\$25
Cafeteria	--	\$50	\$25	--
Classroom	--	\$25	--	--
MCPS Stadium w/lights (Includes Stadium Coordinator)	\$450	--	\$25 w/Locker rooms additional \$50 per hour	\$25
Sports Fields** Single Field-Hourly	\$100	--	\$25	\$25*
Sports Fields** Full Day 1 Field	\$200	--	--	\$25*
Sports Fields** Full Day 3 Fields	\$400	--	--	25*
Sports Fields** 4+ Fields Per Field	--	\$25	--	\$25*

High Schools

	1-3 Hours	Per Hour	Each Additional Hour	Additional Custodial Rate per Hour
Gym	\$100	--	\$25	\$25
Stegner Track	\$100	--	\$25	\$25*
Theaters/Stages/Auditorium	\$100	--	\$25	\$25
Cafeteria	--	\$50	\$25	\$25
Classroom	--	\$25	--	\$25*
MCPS Stadium w/lights (Includes Stadium Coordinator)	\$450	--	\$25 w/Locker rooms additional \$50 per hour	\$25
Sports Fields** Single Field-Hourly	\$100	--	\$25	\$25*
Sports Fields** Full Day 1 Field	\$200	--	--	\$25*
Sports Fields** Full Day 3 Fields	\$400	--	--	25*
Sports Fields** 4+ Fields Per Field	--	\$25	--	\$25*

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