

Community Relations

Administrative Procedure – Rental Regulations

In addition to the general provisions, the following specific rental regulations will also apply:

A. Multi-Purpose Room

1. Based on the organization's request, the renter will be assigned the services of a WCHS custodian, maintenance, and/or technology employee(s) at a cost of one and one half times their hourly rate to be paid by the renter for each hour worked. The time charged will begin with the opening of the doors at the time requested and shall end after the custodian cleans up and secured the building after the event.
2. No permanent physical changes may be made in the Multi-Purpose Room area, e.g., painting, wall mounting, etc.
3. Any additional equipment needed, e.g., movie projector, screens, slide projectors, etc., may be requested.
4. Rearrangement of the tables, and chairs or other furniture is subject to approval of the administration.
5. Rental of the Multi-Purpose Room includes use of the concession area.

B. Classroom(s)

1. Based on the organization's request, the renter will be assigned the services of a WCHS custodian, maintenance, and/or technology employee(s) at a cost of one and one half times their hourly rate to be paid by the renter for each hour worked. The time charged will begin with the opening of the doors at the time requested and shall end after the custodian cleans up and secured the building after the event.
2. No permanent physical changes may be made in the classroom, e.g., painting, wall mounting, etc.
3. Any additional equipment needed, e.g., movie projector, screens, slide projectors, etc., may be requested.
4. Rearrangement of the tables, and chairs or other furniture is subject to approval of the administration.
5. Renters shall comply with the School Security and Electronic Network Usage Procedure.

C. West Gymnasium

1. Rental of the gym does not include use of the stage.
2. Lower level locker rooms are available to the renter.
3. Related equipment (basketball goals, volleyball standards, etc.) are included in the rental fee.
4. Any additional equipment may be requested. Any charges for such equipment will be made part of the written contract.

5. No permanent changes may be made in the gym or stage area (painting of walls, scenery, holes in the floor or walls, nails in floor, changing of curtain or lighting equipment) unless prior approval is given by the administration.
6. Soft drinks and food are not allowed in the gym area.

D. Torry Gymnasium

1. The use of the related equipment (basketball goals, bleachers, balconies, concession stand, and locker rooms) is included. No other equipment is included in this fee.
2. If chairs and staging are to be set up, the renter shall pay for the time it takes school personnel to set up and to remove the equipment.
3. No permanent changes may be made in the gym area (painting of walls, scenery, holes in the floor or walls, nails in floor, etc.) unless prior approval is given by the administration.
4. Soft drinks and food are not allowed in the gym area.

E. Torry Gym Lobby

1. Based on the organization's request, the renter will be assigned the services of a WCHS custodian, maintenance, and/or technology employee(s) at a cost of one and one half times their hourly rate to be paid by the renter for each hour worked. The time charged will begin with the opening of the doors at the time requested and shall end after the custodian cleans up and secured the building after the event.
2. Renters shall be charged for the time it takes for school personnel to set up and remove chairs, tables, etc. from the area.
3. No other equipment is included in the rental.
4. Nothing is to be attached to the walls, doors, or glass surfaces in this area.

F. Stadium/Track

1. Other than the bleachers, no other buildings or equipment are included in the basic fee.
2. Restrooms will be made available by special arrangement.
3. Use of the District's sound system will be considered upon special request.
4. If the football lights are used, a \$75 demand fee will be charged.
5. The renting organization shall be responsible for clean-up of the grounds.

G. PantherPlex

1. Based on the organization's request, the renter will be assigned the services of a WCHS custodian, maintenance, and/or technology employee(s) at a cost of one and one half times their hourly rate to be paid by the renter for each hour worked. The time charged will begin with the opening of the doors at the time requested and shall end after the custodian cleans up and secured the building after the event.
2. Renters shall be charged for the time it takes for school personnel to set up and remove chairs, tables, etc. from the area.
3. No other equipment is included in the rental.
4. Nothing is to be attached to the walls, doors, or glass surfaces in this area.
5. Use of the PantherPlex viewing deck should be coordinated through the Athletic Director's office. Other rules and fees will apply per the PantherPlex rental agreement.

Rental by Community Organizations

A. <u>Multi-Purpose Room</u>	\$50 for the first 3 hours; \$25 per hour or part thereof for each hour in excess of 3 hours
B. <u>Classroom</u>	\$50 for the first 3 hours; \$25 per hour or part thereof for each hour in excess of 3 hours
C. <u>West Gymnasium</u>	\$50 for the first 3 hours; \$25 per hour or part thereof for each hour in excess of 3 hours
D. <u>Torry Gymnasium</u>	\$50 for the first 3 hours for and local civic, religious, or charitable organization; \$25 per hour or part thereof for each hour in excess of 3 hours
E. <u>Torry Gym Lobby</u>	\$50 for the first 3 hours; \$25 per hour or part thereof for each hour in excess of 3 hours
F. <u>Stadium/Track</u>	\$350 per performance, show, game, meeting, or event.
G. <u>PantherPlex</u>	\$50 for the first 3 hours; \$25 per hour or part thereof for each hour in excess of 3 hours

Any deviation from the above fee schedule must be approved by the Superintendent or designee.

DATED: August 8, 2016