

DOVER CITY SCHOOLS FACILITY RENTAL RATES

Facility Area to be Rented	Dover Residents/Businesses	Non-Dover Residents/Businesses
H.S. Auditorium	\$300.00 three hour fee (minimum); 40.00 each additional hour (any fraction of an hour shall count as a full hour)	\$750.00 three hour fee (minimum); 50.00 each additional hour (any fraction of an hour shall count as a full hour)
Cafeteria	\$30.00	\$50.00
Kitchen Use	\$100.00	\$150.00
Classrooms	\$20.00	\$30.00
H.S. Gymnasium	\$200.00	\$300.00
Other Gymnasiums	\$150.00	\$200.00
Other Facilities	At the discretion of the Superintendent	At the discretion of the Superintendent

The renting group will also be billed for the services of personnel as required:

Custodian: \$28.56 - \$38.18 per hour (time for use of facility and clean-up after)

Theater Technician: \$34.45 per hour (time for set-up, during event, and tear-down after)

Cafeteria Worker: \$20.52 - \$34.89 per hour (time for working in cafeteria and clean-up after)

One custodian must be employed for all rentals. One theater technician must be employed for all auditorium rentals. One cafeteria worker must be employed for all kitchen rentals.

A \$100.00 cancellation fee will be issued if the event is cancelled within 3 days of the reserved time.

All concessions and parking rights are reserved by Dover City Board of Education.

The regular rental fee charged by the Dover Board of Education covers only equipment normally used, plus utility costs. The use of extra equipment by groups and organizations must be arranged for at the time of rental and may necessitate an additional charge.

The lessee must provide proof of liability insurance coverage. The agreement will be cancelled without proper coverage.

RENTAL OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS TO PUBLIC

It is the policy of the Dover Board of Education to cooperate with the public by making school facilities available to responsible groups or organizations when such use does not interfere with regular school activities.

All building regulations and rental rates shall be established by action of the Board of Education and shall be kept on file in the office of the Treasurer.

Board property shall be made available to its greatest possible use under the law, to groups or organizations having established headquarters within the Dover City School District, so long as they do not conflict with School Board Policy.

All rental permits for the use of school facilities shall be obtained at least seven (7) days in advance of the event.

Permit holders for facilities shall be required to carry liability insurance which will meet the approval of the Board of Education.

The Board shall reserve the right to grant use of facilities to related educational groups without cost.

A regular employee of the Board of Education shall always be present and in charge of any school facilities opened to use by the public.

The contracted fee for the use of school facilities by outside groups or organizations may be requested upon receipt of permission to use them. In addition, a deposit against damage to school facilities may be demanded at the discretion of the Superintendent.

The contracting group or organization must assume complete responsibility for:

- a. breakage or other damage to the building or equipment
- b. the enforcement of any special rules of the Board of Education
- c. the general conduct of all persons while they are in or about school property

The regular rental fee charged by the Board of Education covers only equipment normally used, plus custodial and utilities costs. The use of extra equipment by groups and organizations must be arranged for at the time of rental, and may necessitate an additional charge. Any other personnel desired in addition to one custodian must be employed by the contracting group or organization.

When it is deemed necessary by the Superintendent of Schools to have additional supervision at rental events, such supervision shall be provided by the Board of Education and the cost therefore shall be added to the regular rental charge.

Detailed rules and regulations, including a schedule of rental and lease rates for property and facilities, shall be kept on file in the office of the Treasurer and be reviewed periodically by the Board of Education.

PROCEDURE FOR RENTAL OF DOVER SCHOOLS FACILITIES

1. Individual or organization makes initial contact with the Building Principal (or their designee) for availability of the facility to be rented.
2. Individual or organization fills out the [Dover City Schools Facilities Rental Request Form](https://forms.gle/Lntev1EUuqkg4WbPA) (<https://forms.gle/Lntev1EUuqkg4WbPA>)
3. The individual or organization receives a facility rental packet which includes:
 - a. Dover City Schools Facility Rental Rates (1 page).
 - b. Rental of School Buildings, Facilities, and Grounds to Public (2 pages).
 - c. Facilities Rental Request Form and Lease Agreement (1 page).
4. The individual or designee of organization signs and dates the **Facilities Rental Request Form and Lease Agreement** as **LESSEE** and returns it, along with **proof of liability insurance coverage**, to the Building Principal (or his designee). The Principal (or designee) signs the form.
5. **THE LESSEE MUST PROVIDE PROOF OF LIABILITY INSURANCE COVERAGE. THE AGREEMENT WILL BE CANCELLED WITHOUT PROPER COVERAGE.**
6. Copies of the approved **Facilities Rental Request Form and Lease Agreement** will then be sent to the Treasurer's Office and to the appropriate department for assignment of personnel and the securing of proper equipment.